



Student Guide

2025/2026



UNIVERSITÉ
TOULOUSE
CAPITOLE



www.ut-capitole.fr

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Toulouse Capitole University IN FIGURES

More than **21 500** students

3 campuses

151 national degrees

753 professors / PhD students

737 administrative staff

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• p15 Timo Claeys • p29 Pauline Thollet
• Images ©freepix

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Dear students,

Founded in **1229**, Toulouse Capitole University is one of the oldest universities in the world. With nearly 800 years of history, it draws on scientific excellence to offer degrees recognised as among the best in France and Europe.

Located in the heart of Toulouse, the university now welcomes **21,000** students across three historic sites, while extending its reach in the Occitanie region to Rodez and Montauban. It is fully committed to European integration through the ENGAGE.EU alliance, which brings together nine partner universities, and thanks to more than 200 international cooperation agreements.

The University of Toulouse Capitole brings together seven centres of excellence: **Toulouse School of Economics, Sciences Po Toulouse, the Faculty of Administration and Communication, the Faculty of Computer Science, the Rodez Institute of Technology (IUT), Toulouse School of Management (TSM) and the Faculty of Law and Political Science** - which, as of 1 January 2025, will become the Law School of the University of Toulouse Capitole.

This transformation marks a new stage in our commitment to academic excellence and educational innovation, consolidating our position as a national and European benchmark in legal education and research. Already ranked among the ten best law faculties in France according to Le Figaro Étudiant, our school also excels in dual degrees, whether thematic or international. It has also just been included in the Times Higher Education 2025 thematic ranking in the 'Law' category, further enhancing its prestige.

In the field of management, TSM, which is EQUIS-accredited and ranked 5th in the QS 2024 ranking in the field of social sciences and management, also confirms its academic excellence. Our School of Computer Science, meanwhile, contributed to the award of an ERC Synergy Grant in 2024, highlighting our excellence in research. And thanks to the Toulouse School of Eco-

nomics, we ranked 16th in the world in economics in 2024, according to the Shanghai ranking, remaining the top institution in France and continental Europe in this field. This major recognition now places us alongside the top 20 American and British universities.

Since 1st January 2023, our university has been an experimental public institution, a development that supports our ambitious and forward-looking strategy. With more than 100 courses (national diplomas, university degrees, preparatory courses for competitive examinations, certifications), it offers its students a real competitive advantage.

As part of its commitment to equal opportunities, the university offers courses to suit everyone: initial training, sandwich courses and distance learning, and is developing innovative teaching methods to better meet the needs of the professional world. It also supports students on scholarships or looking for employment through high-quality preparatory courses, facilitating access to civil service competitive examinations.

Committed to inclusion, it supports students with disabilities and has opened a solidarity grocery store in partnership with the Food Bank, accessible to all students in Occitanie.

With 12 research laboratories bringing together nearly 700 teacher-researchers, our university is an active intellectual hub in a variety of disciplines: law, economics, management, political science, communication, mathematics, computer science, languages, and more. Our researchers publish in prestigious journals, organise hundreds of conferences each year, and encourage the hosting of international visitors and professors.

Everyone at the university—teachers, researchers, administrative staff, associations, partners—is committed to supporting you: health, safety, well-being, skills acquisition, and successful professional integration are at the heart of our priorities

We are a university firmly committed to serving our students.

I invite you to discover everything that the Toulouse Capitole University has to offer in this guide.

My team and I wish you a successful and fulfilling academic year.

Hugues KENFACK
Full Professor

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 SOIP (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 **SOIP comes in, to support you throughout your university career**, helping you to build your study plan and also your career plan. So the SOIP is a dynamic team, available for you every day, with careers advisers, psychologists and student



ambassadors who are there to work alongside you and answer your questions about career guidance and integration.

I look forward to seeing you in our reception area, in our workshops, at our careers conferences (...), and wish you all a great start to the new academic year!
Nathalie LAVAL-MADER



Bienvenue
À UT CAPITOLE

Rendez-vous au **Forum Campus**

LE JEUDI 11 SEPTEMBRE 2025

➤ De 9 h à 17 h

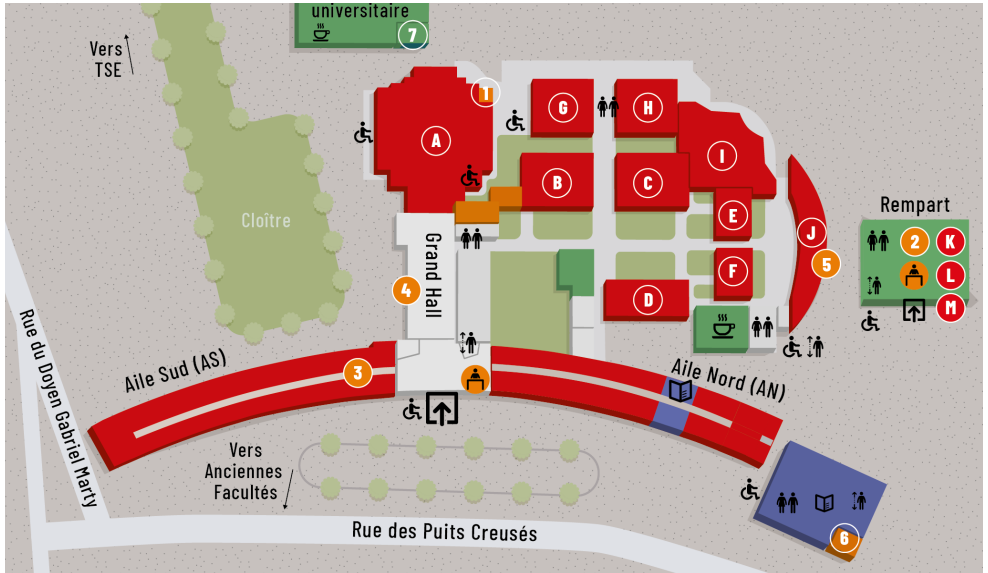
**UNIVERSITÉ
TOULOUSE
CAPITOLE**



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L'Arsenal



ACCUEILS

- Accueil général: Grand Hall
- Guichet G **1**
- Accueil général Rempart
- Accueil Département des Activités Physiques et Sportives (DAPS) - **R104A** **2**

ADMINISTRATION

- Direction des Études et Vie Étudiante - DEVE
- Accueil étudiants handicapés : **AR 29 / 31** (AN)
- Bureau de la Vie Étudiante - BVE : **AR 22** (AN)
- Diplômes et Transferts : **AR 116** (AN)
- Scolarité administration et communication : **AR 115 à 121** (AN)
- Scolarité droit - licence : **AR 16 à 18** ter et **25 / 27** (AN)
- Scolarité droit - master : **AR 123 à 127** et **133 à 137 bis** (AN)

- Scolarité informatique : **AR 04, 04 bis** et **07** (AN)
- Espace de dépôt et retrait des copies (Aquarium) **3**
- Service Orientation et Insertion Professionnelle - SOIP : 1^{er} étage **4**
- Service Commun des Relations Européennes et Internationales - SCREI : **J 103 / 104** **5**
- Médecine préventive des étudiants/Assistante sociale des étudiants - SIMPPS : bâtiment Rempart 4^e étage
- Médecine du travail / Assistante sociale des personnels : bâtiment Rempart rez-de-chaussée
- Atelier de reprographie **6**

LIEUX DE VIE

- Gymnase : R216
- Salle de musculation : R308
- Restaurant universitaire CROUS
- Restaurant des personnels CROUS : 1^{er} étage **7**

BIBLIOTHÈQUES - BU

- Bibliothèque Arsenal
- Centre de Ressources en Langues (CRL) : rez-de-chaussée du bâtiment
- Bibliothèque Boutaric : **AR 110** (AN)



COMPOSANTES

- Département Langues et Cultures - DLC : **AR 223** (AN)
- École européenne de droit - ESL : **AR 330 / 332 / 334** (AS)
- Faculté d'administration et communication : **AR 341** (AN)
- École de droit de Toulouse : **AR 12 BIS** (AN)

AMPHITHÉÂTRE

- | | |
|------------------------------|--------------------------|
| A Michel-Despax | B Pierre-Hébraud |
| C Montané-de-la-Roque | D Pierre-Raynaud |
| E Jacques-Maury | F Jean-Dauvillier |
| G Paul-Ourlac | H Amphi H |
| I Achille-Mestre | K Amphi 1 R029 |
| L Amphi 2 R030 | M Amphi 3 R031 |



Reception, Registrar and Student Services

RECEPTION

GENERAL RECEPTION Arsenal - Main hall

Monday to Friday, 7:45 a.m. to 5:45 p.m. and 8:30 a.m. to 5 p.m. during university holidays..

SCIENCE PO TOULOUSE RECEPTION Manufacture des tabacs - building D

Opening hours: 8.30am-12.30pm / 1.30pm-5pm • 05 61 11 02 60

TSE RECEPTION TSE building - T035/037

Opening hours: 8.30am-12.30pm / 1.30pm-5pm • 05 61 63 36 90 • education@tse-fr.eu

TSM RECEPTION Anciennes Facultés - AF019

Monday to Friday, 8:30 a.m. to 5:30 p.m. • 05 61 63 56 00 • accueil@tsm-education.fr

REGISTRAR'S OFFICES

➤ For any questions, please visit the page:
<https://www.ut-capitole.fr/accueil/formations/gerer-sa-scolarite>

Many documents and certificates can be downloaded from MonDossierWeb or requested online by filling out a form.

L1 AES

AR 121 • 05 61 63 39 67 • scolaesl1@ut-capitole.fr

L1 LAW

AR 18 • 05 61 63 - 35 16 / 35 20 / 36 04 • scoldroitl1@ut-capitole.fr

L1 LAW – bilingual degrees, international double degrees, law and management

AR 16 • 05 61 63 35 47 • scoldroits1@ut-capitole.fr

L1 LAW in Montauban

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

L1 ECONOMICS (tous les parcours)

T022 • 05 61 63 35 51 • studyl1@tse-fr.eu

L1 MANAGEMENT

AF 105 • 05 61 63 56 08 • l1.gestion@tsm-education.fr

L1 DIGITAL & MANAGEMENT

Manufacture des Tabacs • Bât F • 1er étage • scolarite.informatique@ut-capitole.fr

IUT RODEZ

05 65 77 10 80 • www.iut-rodez.fr

The registrar's office communicates mainly:

- via your @ut-capitole.fr email address
- via notices posted on the information boards for your courses :
- For any specific requests regarding your timetable, exams or proof of absence, please contact your L1 registrar's office.





STUDENT SERVICES

The Student Services Department is responsible for cross-disciplinary and logistical tasks common to all programmes, from student enrolment to the awarding of diplomas.

THE STUDENT SERVICES DEPARTMENT IS ORGANISED INTO FOUR DIVISIONS:

Admissions and Enrolment Office (BUREAU ADMISSIONS ET INSCRIPTIONS)

Performs cross-functional tasks common to all programmes, from organising applications/admissions to student enrolment.

- For all questions relating to administrative enrolment : inscription@ut-capitole.fr

Diploma and Transfer Office (BUREAU DES DIPLOMES ET TRANSFERTS)

Manages the issuance and transmission of diplomas, requests for verification/authentication from recruiters, and the transfer of files in the event of a change of institution.

- For all questions relating to the issuance of diplomas and transfers : service.diplomes@ut-capitole.fr

Student Life Office (BUREAU VIE ÉTUDIANTE)

Manages and coordinates social initiatives for students (CROUS grants, University assistance, computer loans, exemptions, reimbursements), welcomes students and provides information on financial aid options. It welcomes associations and students wishing to set up cultural projects (FSDIE).

- For all questions relating to higher education grants : bourses@ut-capitole.fr
- For all questions relating to the FSDIE, material assistance, exemptions, reimbursements, etc. : vie.etudiante@ut-capitole.fr

Disability (BUREAU HANDICAP)

Welcomes and supports students with disabilities throughout their university studies. In order to benefit from all the measures necessary for the smooth running of your studies, a procedure is available online:

- [Accueil > Home > Campus > Student life > Welcome for students with disabilities](#)
- For any questions : handicap@ut-capitole.fr





Digital spaces

MY DIGITAL WORKSPACE

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

The Intranet site provides all the information and services available to students.

The day after you enrol, you can log in to your Intranet, which will give you access to various resources and information related to your studies :

- **Email:** nom.prenom@ut-capitole.fr (required for communicating with the university)
- **'My online courses'** learning platform: course supplements, bibliographies, assignments, etc
- **academic administration:** web file, transcript, etc.
- **guidance and integration:** reorientation, internships, etc.
- **online library services,**
- **Student life :** sport, culture, health

FIRST LOGIN

- 1 Go to the intranet at <https://intranet.ut-capitole.fr>
- 2 Retrieve your username: click on 'Forgotten your username?' then fill in the 'email address' or 'mobile number' fields.
- 3 Retrieve your password: click on 'Forgotten password?' then fill in the 'Username' and 'Date of birth' fields before clicking on "Validate".
- 4 Your username and password will be sent to the personal email address or mobile phone number you provided when you registered. To change this information, go to the 'My Web File' application.

TERMS OF USE

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

➤ <https://www.ut-capitole.fr/accueil/campus/vie-etudiante/outils-numeriques/charte-informatique>

The authentication page is the only way to access your personal information online, as well as all the tools, services and digital resources made available to you by the University. All these tools and content are presented via the University's intranet site. **Your login details also allow you to connect to the University's computers and WiFi on campus.**

INTERNET

Internet : www.ut-capitole.fr

The university's website provides information about its research activities, courses, campus life and events. You can follow the latest news.



Digital spaces

SOCIAL NETWORKS

The University of Toulouse Capitole is active on the following social media platforms:

-  *Université Toulouse Capitole*
 -  *@UTCapitole*
 -  *@utcapitole*
 -  *Université Toulouse Capitole*
 -  *@UniversiteToulouseCapitole*
- Stay connected!



STUDENT NEWSLETTER

This newsletter is intended for all students at Université Toulouse Capitole and is published once a month, on the first Thursday of each month. It is sent to your utcapitole email address and can be accessed via the intranet.

FREE-ACCESS COMPUTER ROOMS

ARSENAL • 1st floor • Salle AR 150

Free access upon presentation of your student card. A monitor is available to provide information on digital resources. For more information and opening hours:

➤ intranet.ut-capitole.fr/outils-numeriques/outils-pedagogiques/etudier/salles-de-tp-informatique-en-acces-libre

WI-FI NETWORK

The IT department recommends using the EDUROAM network for all individual connections.

Practical information at : [http://www.ut-capitole.fr/campus/informationspratiques/outils-numeriques/ rubrique « WIFI université »](http://www.ut-capitole.fr/campus/informationspratiques/outils-numeriques/rubrique-«WIFI université») under the heading 'WIFI université'

Two networks are available with the following SSIDs:

- **EDUROAM**
- **UT1.**





I am a student

As soon as you start the new academic year, you will have to familiarize yourself with a different organization to that of high school: lecture theatres, semesters, tutorials, etc... Understanding this organization will help you to organize 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
- 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 to 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.

What about exams ?

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 or S1 and in April for S2).
- A 2nd session, also known as a "rattrapage" (resit session) is organized for UEs not validated at the 1st session. It is held in June for both semesters.



SMALL STUDENT GLOSSARY

CM = Cours Magistral | Lecture

TD = Travaux Dirigés | Tutorials

TP = Travaux Pratiques | Practical Tutorials

UE = Unité d'Enseignement | Teaching Units

EDT = Emploi Du Temps | Schedule

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

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

Partiels = end-of-semester exams

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



Tools for success

A wide range of support services are available to first-year students.

Some services are available to all students, while others are specific to certain departments and may be offered following a placement test at the beginning of the year.

- **The Law Summer School:** to discover the university and law studies. This preparatory session is free of charge and takes place every year just before the official start of the academic year.
- **Support classes in mathematics in L1 Economics, Economics and Management, Management and AES**
- **An intensive English course for TSE students (optional extra)**
- **Language Resource Centre, to improve your language skills or prepare for a certification**
- **Documentary tutoring at the library for all students:** student tutors offer individualised support with academic work and documentary research
- **Support classes for students who have failed their first-semester exams**
- **The Ecri+ self-study platform for**



Find all the resources you need to succeed in your bachelor's degree on the UT-Capitole website: Section > Guidance and Career Services > Starting university > Succeeding in your studies

You can also ask your teachers or the registrar's office for more information..





University libraries

4 libraries on campus and an online library! 400,000 books and 640 journals, 500,000 e-books and 75,000 e-journals available for consultation on site or on-line via the 'Libraries' section of the website, as well as digitised exam papers in law, AES, economics, management, etc.

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

Arsenal Library

11 rue des Puits-Creusés • 05 34 45 61 03

Monday to Friday from 8 a.m. to 10 p.m.*

Saturday from 9:30 a.m. to 5:30 p.m. or 8 p.m.

Manufacture des Tabacs Library

21 allée de Brienne • Bât. H • 05 61 12 88 00

Monday to Friday, 8 a.m. to 8 p.m.*

Saturday, 8 a.m. to 5:30 p.m. or 8 p.m.

Garrigou Library

Anciennes Facultés • 1^{er} étage • 05 61 63 37 09

Monday to Friday, 9 a.m. to 6 p.m.

Saturdays, 9:30 a.m. to 5:30 p.m.

François de Boutaric Room

Arsenal • 1st floor • room 106 • 05 61 63 37 03

Monday to Friday, 9 a.m. to 6 p.m. Closed on Saturdays

* Opening hours vary according to the academic calendar.

Please refer to the libraries' website.



CONSULTING AND BORROWING DOCUMENTS

In the Archipel catalogue, you can:

- search for printed or digital documents in all university libraries in the Toulouse network
- reserve documents
- extend your loans
- consult new additions in your subject areas

From our 'Libraries' web pages, you can access online documentation selected according to your subject areas.



For more information and all the latest news, visit the University website:
www.ut-capitole.fr/bibliotheques/





University libraries

I AM SUPPORTED THROUGHOUT THE YEAR

Ask a question at reception, in the libraries or remotely via chat, email or text message using the 'Une question ?' service.

Get to grips with the tools you need to succeed! In September, talk to our librarians who will be welcoming you at stands in the Arsenal and Manufacture des Tabacs libraries.

Benefit from **tailored tutoring in all subjects!**

From September to March, **master's and doctoral student tutors** are available to assist you at the Arsenal Library:

- Carry out documentary research
- Advice on organising your academic work.

Get help from a librarian: Throughout the year, you can make an appointment with a librarian specialising in your discipline to:

- Carry out documentary research
- Learn how to use databases
- Format a dissertation and write a bibliography



I USE THE STUDY ROOMS FOR GROUPS

At the Arsenal Library and the Manufacture des Tabacs, specially equipped rooms are available. Equipment available: **interactive screens, mobile screens, HDMI TVs, whiteboards, flipcharts.**

Online booking via the website on the BUBox app, for 9 hours over a 21-day period.



I BORROW A TABLET OR LAPTOP

At the Arsenal Library, you can borrow a tablet for a period of 21 days.

At the Manufacture des Tabacs Library and the Arsenal, laptops are available for you to work on site.





Orientation and Professional Integration

SOIP is the University Career Guidance Service.

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

Follow SOIP on social media:

[f www.facebook.com/suiop.ut1](https://www.facebook.com/suiop.ut1)

www.instagram.com/suiop.utcapitole/



The Welcome center - Advice - Ressources

Arsena, 1st floor

05 61 63 37 28 • soip@ut-capitole.fr

Tuesday-Wednesday-Thursday: 9am-5pm

Friday: by appointment

Email: soip-ip@ut-capitole.fr

I AM RECEIVING SUPPORT

FROM CAREER GUIDANCE PROFESSIONALS:

- Career guidance and professional integration officers: no appointment necessary at reception
- Psychologists specialising in career guidance: by appointment
- And I meet Student Ambassadors: from 12:30pm to 2pm at reception





Student Ambassadors

MEET OUR STUDENT AMBASSADORS

Meet our student ambassadors at the SOIP reception desk from Monday to Thursday from 12:30 p.m. to 2 p.m. You can also contact them at etudiant.ambassadeur@ut-capitole.fr



**Salomé,
L3 MIAGE**

“ My role has been to listen, advise and guide students according to their needs. This mission helps to strengthen the bond between the university and all its students. ”



**Océane,
L3 AES**

“ Welcoming high school students and other students at lunchtime at the SOIP was a very rewarding experience for me. When faced with a peer, students feel more comfortable, more understood and are better able to express their concerns. This encourages close and sincere dialogue. ”



**Achille,
L3 Law**

“ I also enjoyed starting this experience before the start of the academic year, showing the campus to many students. ”



**Mathias,
L3 Law student**

“ Being a student ambassador is a unique opportunity to get involved in the university and help students settle in. Above all, it's a human experience. Student ambassadors try to make student life as accessible and smooth as possible. Through its advice and the tools it makes available to students, the SOIP provides an optimal framework for success. ”



**Juliette,
M1 Law student**

“ The role of a student ambassador is to listen to the issues that students are facing. It's about working with them to find a solution that will allow them to move forward with their studies at the university. Above all, it's about sharing our experience to help and support them. ”



SOIP ressources

GET INFORMED

WITH SOIP RESOURCES

Further studies, training, job prospects, professional integration and internship searches... Resources are available at the SOIP and on the DOC online.



<https://suio-ut-capitole.centredoc.fr>

THE OBSERVATORY FOR TRAINING AND PROFESSIONAL INTEGRATION

Every year, the Observatory for Training and Professional Integration (OFIP) conducts studies and surveys on:

- student pathways
- the future of graduates

The results of this work provide indicators on the integration of Professional Bachelor's and Master's graduates (employment rate, proportion of managers, sectors of activity, proportion of permanent contracts, income, etc.) as well as on the future of Bachelor's graduates.

Find all the surveys:

www.ut-capitole.fr/accueil/orientation-insertion/parcours-et-devenir-des-diplomes



SOIP BROCHURES





Changing direction

WHAT IF I WANT TO CHANGE DIRECTION?

The first year at university is an important step in your studies and it is normal to have questions. The SOIP is here to support you:

- conferences to find out more
- individual interviews to help you develop your plans
- workshops to help you prepare your applications.

There are several options available to help you change direction at the end of the first semester and switch to another bachelor's degree, a BUT, a BTS, a work-study programme, etc.



Find out more about the calendar and application procedures





Workshops and conferences

I ATTEND WORKSHOPS AND CONFERENCES

TO FIND OUT MORE AND WORK ON MY STUDY AND/OR CAREER PLANS



The Professional Life Module:

- Optional, the PLM is available for bachelor's and master's degrees in Law, AES and IT and allows you to earn extra credits.
- 4 validation options to choose from: 'internship', 'project', 'community involvement' or 'entrepreneurial spirit'
- Register online at the start of the academic year. **MORE INFO AT THE SOIP**



I TAKE PART IN EVENTS :

TO LEARN ABOUT COURSES AND DISCOVER CAREERS

- **Salon Infosup : from 8 to 10 janvier 2026**
Post-baccalaureate training programmes offered by the entire academy.
- **Open Day: 14 February 2026**
All the training programmes offered by the University of Toulouse Capitole to find out about bachelor's degrees, master's degrees, university diplomas, work-study programmes, international programmes and talk to teachers.
- **Career Forum: 15 January 2026**
Over 100 professionals will be on hand to present their careers.
- **« On vous tire le portrait »(We'll take your picture): in November 2025 and March 2026** Get a professional photo for your CV..



Alumni network, Mentoring program

I AM JOINING THE ALUMNI NETWORK

Activate your account with your ENT login details at alumni.ut-capitole.fr

TO DO AN INTERNSHIP

Don't wait until the end of your studies to do an internship! Whether it's a compulsory or optional internship, it's important to identify your expectations and objectives, both personal and professional.

Thanks to the Alumni network, you can consult:

- **the internship catalogue by course**
- **internship and job offers**

The internship agreement procedure is entirely paperless on the Alumni platform.



TO MEET A MENTOR

The mentoring programme allows you to **seek advice from volunteer professionals** (mentors) on the following topics:

- **Career plans/Professions/Sectors**
- **Applications/Job interviews/Networking**
- **Guidance/Choice of course**
- **Study support/University life/Tutoring**
- **Entrepreneurship/Business creation**
- **International mobility**
- **Disability**
- **Doctorate/Research**

Any questions? The internship office is open for you at the SOIP.

For more information: key points and steps to take.





Starting a project

WHAT IF I WANT TO START OR DEVELOP A PROJECT?

There are schemes tailored to your needs to support you in this adventure. The SOIP facilitates this support by offering awareness-raising activities to all students. Find out more



THE PEPITE

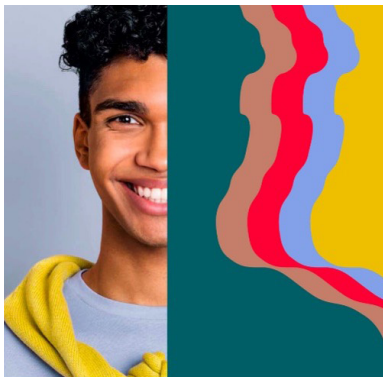
The PEPITE (Student Centre for Innovation, Transfer and Entrepreneurship) run by the Comue de Toulouse supports students and recent graduates in their business creation projects.

Contact Pepite-Ecrin :

ecrin@univ-toulouse.fr

Contact SOIP UT Capitole :

delphine.lartiges@ut-capitole.fr



Révélez vos
multiples talents !

Entreprendre
Créer
Reprendre
Innover



**Pépité
ECRIN**



Executive Education & Digital University

I'M TRAINING DIFFERENTLY WITH EEDU

EEDU (Executive Education & Digital University) is a service offered by Toulouse Capitole University. It is aimed at companies and all working people (public and private sector employees, self-employed people, business leaders, job seekers) as well as students who wish to pursue work-study or distance learning programmes.

WORK-STUDY

A real bridge to employment and qualifications, this training pathway is based on alternating periods of study at university and in a company. This scheme enables work-study students to obtain a state-recognised qualification and professional experience, while being paid.

There are two types of work-study contract:

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

<https://executive-education.ut-capitole.fr/accueil/formez-vous/nos-formations-en-alternance>

DISTANCE LEARNING

The EEDU service at Toulouse Capitole University allows you to take a university course (from the first year of a Bachelor's degree, Master's degree or University Diploma) entirely at a distance. This allows students to graduate from the University of Toulouse Capitole thanks to a programme tailored to their specific needs and constraints. Distance learning students have the same status and rights as on-campus students: student card, access to university libraries, online documentation, etc.

For professionals, choosing this option makes it easy to balance work and study.

- **more info on the website:**

<https://executive-education.ut-capitole.fr/accueil/formez-vous/nos-formations-a-distance>

LOGLIFE LEARNING

When a working person decides to enrol in a academic course, they become an executive student. All of the courses offered by the University of Toulouse Capitole are open to executive students. The EEDU also offers specific courses tailored to the pace and needs of this audience.



EEDU

Any questions? Contact the EEDU

EEDU - Executive Education & Digital University

By Email : executive.education@ut-capitole.fr

By phone : 05 61 12 88 26

Website : <https://executive-education.ut-capitole.fr/>





I am studying abroad

INTERNATIONAL OFFICE

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

I WOULD LIKE TO STUDY ABROAD

This is possible by applying for a study abroad programme at one of our partner universities one year in advance, to start in the third year of a Bachelor's degree or in the first year of a Master's degree. Information sessions are held in September and during International Mobility Week, which takes place across the campus in October.

Visit our web pages and My online courses to:

- [Discover our network of partners](#)
- [Stay informed about mobility opportunities and procedures](#)
- [Find out about the schemes available to internationalise your academic career](#)

www.ut-capitole.fr/accueil/international

My online courses: cours24-25.ut-capitole.fr/enrol/index.php?id=10157

What's more, international experience is not limited to mobility. Find out how you can internationalise your academic career in other ways thanks to the resources in the 'Internationalisation' section.

Please do not hesitate to contact us if you have any further questions!

Students in Law, IT, Administration and Communication, Economics:

envol@ut-capitole.fr

Management students:

outgoing@tsm-education.fr



I AM DOING AN INTERNATIONAL INTERNSHIP

Would you like to enhance your degree with an internship abroad?

- [The SOIP will help you find an internship;](#)
- [The internship office will help you with your internship agreement ;](#)
- [The European and International Relations Department will help you apply for an internship grant.](#)

I AM AN INTERNATIONAL STUDENT ARRIVING AT UT CAPITOLE

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

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/

MOBILITY FOR ALL

Study abroad programmes are open to everyone. The Erasmus+ programme aims to promote mobility among students with disabilities, paying particular attention to their specific needs during their study abroad. Individualised support is available for students with disabilities who wish to study abroad (in Europe or outside Europe).

Whether you are a student wishing to study abroad with one of our partners or you are studying at UT Capitole, please do not hesitate to contact us!

Nathalie Castex, Arsenal • Office J104-2 : inclusion.mobilite@ut-capitole.fr



I am improving my language skills

DEPARTMENT OF LANGUAGES AND CULTURES (DLC)

www.ut-capitole.fr/langues

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

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

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

- Additional French Language and Culture (LCF) modules for non-French-speaking students enrolled at UT Capitole;
- In partnership with SCREI, specialised French modules (legal, business, society) for students enrolled in an Erasmus exchange programme;
- From the second year onwards (Law and AES courses), mobility preparation modules: MOBILANG.
- For all students, access to Global Exam (training platform in six languages)

The University of Toulouse Capitole is an approved examination centre for the TCF (French language proficiency test) 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 (Service Commun de la Documentation), is dedicated to languages.

In this learning space, you can:

- take part in conversation workshops offered in 10 languages : German, English, Arabic, Chinese, Korean, Spanish, French as a Foreign Language, Italian, Japanese, Korean, (small groups of up to 10 students);
- meet with an academic advisor (individual appointments) to assess your progress, follow a personalised programme, etc.;
- research on site or borrow resources: textbooks, novels, magazines, DVDs; consult websites listed by DLC teachers
- prepare for certifications such as TOEIC, TCF and DELE using online resources;
- take part in cultural activities: international evenings, games evenings, cinema, conferences, book club;
- meet people from different languages and cultures through tandems and games evenings;
- listen to podcasts





I want to play sports

PHYSICAL AND SPORTS ACTIVITIES DEPARTMENT (DAPS)

Rempart Building • Reception on the 1st floor • 05 61 63 38 01 • sports@ut-capitole.fr

All the information about sport at the University can be found on our Instagram page : [sports-utcapitole](#)

PLAY SPORT TO SUCCEED IN YOUR STUDIES!

According to scientific studies, playing one or more sports improves academic success in higher education. Indeed, playing sport:

- Promotes socialisation among new students and creates an important network
- Maintains physical and mental balance
- Provides momentum, discipline and structure through rules
- And enables the long-term acquisition of transferable skills (stress management, self-esteem, organisation, perseverance, leadership, etc.) that are necessary in your professional life

SPORT AT UT CAPITOLE IN FIGURES:

- Over 4,000 students enrolled in courses that give them access to a bonus
- Over 90 high-level athletes
- Over 40 activities
- Over 80 sporting events per year (Sport Event Campus)

HOW CAN YOU PARTICIPATE IN SPORTS AT UT CAPITOLE?

The Department of Physical and Sports Activities (DAPS) is the organisation that manages and organises physical activities and sporting events. At our university, sport is an optional subject that requires **registration for academic credit**. Registration for DAPS takes place at the beginning of the first and second semesters. Registration is only available online. For sporting events and competitions, you must also register with DAPS. The terms and conditions are specified for each event. **To make sure you don't miss anything, visit the sports Instagram page.**

A notice board dedicated to sports awaits you at the reception of the Rempart building and in the corridor of the Arsenal's main hall!





I want to play sports

THREE WAYS TO GET INVOLVED:

- **Weekly sports classes, with an assessment** at the end of the semester leading to bonus points. All 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-ball, American sports, Backyard Games
 - Combat sports: French boxing, fencing, karate, self-defence, Tai Chi
 - Dance: contemporary dance, African dance, rock, Cuban salsa
 - Individual sports: athletics, orienteering, running, climbing, golf, multi-activities, preparation for physical tests for competitions
 - Racket sports: badminton, tennis, tennis ball, table tennis, Pickleball
- **Occasional supervised activities that are not assessed** assessed (dance evenings, hiking, canoeing, skiing courses, wellness courses, wellness workshops, etc.), known as 'Sport Event Campus'
- **Competitive sports** (Academy Championships and French University Championships) by obtaining a licence from the UTCAP association.

Information : association.sportive.utcap@univ-tlse.fr

Students receiving financial aid are eligible for a 'PassSport' which allows them to obtain a licence free of charge..

ARE YOU A HIGH-LEVEL ATHLETE? WE'VE GOT YOU COVERED!

The DAPS also offers support for high-level and skilled athletes (information available on the website or by calling **05 61 63 38 01 • shn@ut-capitole.fr**

THE DAPS ALSO OFFERS SUPPORT FOR HIGH-LEVEL AND SKILLED ATHLETES (INFORMATION AVAILABLE ON THE WEBSITE OR BY CALLING

The DAPS also offers support for high-level and skilled athletes (information available on the website or by calling The DAPS now offers specific sports activities for students with disabilities. For more information, email: sport-handicap@ut-capitole.fr





I enrich my life and get involved...

THE CULTURAL SPACE

Former Faculties • Student Union • AF 63 Office

<http://www.ut-capitole.fr/culture> • culture@ut-capitole.fr



cultureUTCapitole

Monday to Thursday from 10am to 12.30pm and from 2pm to 6.30pm Friday 10am to 12.30pm and from 2pm to 5pm.

As an extension of its teaching and pursuit of excellence, the university invites you to discover new horizons by showcasing art in all its forms. It strives to make culture affordable and accessible to you, the students, of course, but also to everyone in Toulouse. You will be able to enrich your view of the contemporary world and sharpen your critical thinking 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 shared by the Cultural Centre, as well as the libraries, teaching staff and student associations, and is expressed through three leitmotifs .



GET INSPIRED

The 2025-2026 academic year promises some great events on campus. These include the 'Majik Kwir' exhibition by artist Brandon Gercara in the Petit Hall, a showcase by pianist Juliette Journaux, season 7 of the political stand-up show 'Tentative d'épuisement', readings and performances by the Amphi Théâtre theatre company, concerts by the student orchestra and the EXTRA Expos - a unifying project dedicated to student talent. The season will also feature a host of discovery events: a concert at the Halle aux Grains offered to students by the Orchestre National du Capitole, presentations of operas and major conferences with university libraries, exhibitions and meetings at La Galerie Si, and numerous themed film debates.

Finally, to further cultivate your curiosity, discounted tickets, competitions, special offers and invitations will open the doors of Toulouse's theatres and museums to you.

EXPRESS YOURSELF

Artistic workshops offered by the Cultural Centre and student associations on campus await you: pop choir, film criticism, art criticism, video creation, cyanotype, dance, drawing, reading aloud, symphonic music, digital photography, screen printing, stop motion and theatre. Because practising an artistic discipline allows you to acquire transferable skills, most of the workshops on offer are eligible for the Bonification Culture (cultural bonus). Find out more!

The Cultural Centre also supports your projects by assisting you from conception to completion and acting as your liaison with the university community (see also the section opposite).

Thanks to the LAB programme, the Cultural Centre is also the go-to place for anyone wishing to promote their artistic practice.

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



...in community and cultural activities

Would you like to get involved in campus cultural life?

Join the Cultural Centre's team of volunteers!

It's easy: just send an email with your contact details to Thelma Marrot or drop by her office!



STUDENT ASSOCIATIONS

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

Clubs and societies are a breeding ground for ideas, creativity, exchange and learning.

Getting involved in a club or society makes it easier to settle in, gain experience working on a collective project, develop transferable skills and take on responsibilities: all major assets for your future career.

Culture, sport, civic engagement, knowledge sharing, solidarity, the environment or festive events: with 80 student associations based at the university, you are sure to find one that suits you. If not, you can always start your own!

FUNDING

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

YOUR CULTURAL PROJECTS DESERVE IT!

The university supports students in developing and implementing their projects. For cultural projects, contact the Cultural Centre for assistance. You can also contact the Student Vice-President.



Catering

CROUS DE TOULOUSE - OCCITANIE

CATERING FACILITIES ON CAMPUS

On the Toulouse Capitole University campus, the Crous de Toulouse-Occitanie offers a varied and balanced menu, cooked fresh every day by our teams. Vegetarian and organic options, set menus and full meals are available throughout the year.

Several catering outlets are located near the classrooms and offer full meals starting at £1* for students receiving financial aid, with set menus and a menu of items for lunch on site or to take away..

* Prices as of Sept 2025

1 Resto U' : Open 7 days a week, for lunch and dinner

Opening hours and days may change during school holidays

4 Cafet' open Monday to Friday

Arsenal (at the bottom of the Resto U' Arsenal)

Capitole (in the main university building)

Puits Creusés (in the courtyard)

Manufacture des Tabacs (in Building E on the mezzanine floor)

To find opening hours, menus and locate Crous catering outlets, visit www.crous-toulouse.fr/se-restaurer or download the Crous Mobile app!

TO SAVE TIME AND ENJOY STUDENT RATES, PAY WITH IZLY!

Crous contact details:

If you have any questions about financing your studies, accommodation, catering, cultural life, the CVEC, etc.,

you will find all the useful contact details at www.crous-toulouse.fr/contacts

And for the latest news, follow @CrousToulouse on Instagram and visit the website www.crous-toulouse.fr



Izly is the payment method for your meals!

How to pay? How to activate your account? Need help or have questions?

www.crous-toulouse.fr/izly





FINANCIAL ASSISTANCE

STUDENT SOCIAL FILE

For all scholarship applications, you must create a Student Social File (DSE) at the beginning of the calendar year at messervices.etudiant.gouv.fr.

■ Find more information at www.crous-toulouse.fr/bourses

Good to know! French government grant holders are exempt from tuition fees and can obtain a refund of these fees from the registrar's office upon receipt of the final award.

Other social assistance is available from the university. See p. 8 (Student Life Office of the University of Toulouse Capitole)

SOCIAL SERVICE ASSISTANTS

They are there to welcome you and listen to you, whatever the nature of your difficulties (social, family, psychological, financial, etc.). They can provide you with information on all aspects of student life (scholarships, accommodation, social legislation) and will assist and guide you in your various procedures.

To make an appointment:

■ Fill in the form at www.crous-toulouse.fr/formulaire

■ Call 05 61 12 54 70 between 9:00 a.m. and 4:30 p.m.

■ Go to the social services reception desk 58 rue du Taur - 1^{er} étage

■ Open from 8:30 a.m. to 12:30 p.m. and from 1:30 p.m. to 4:30 p.m.



Health

THE STUDENT HEALTH SERVICE (FORMERLY SIMPPS).

■ Rempart Building • 4th floor • Secretariat contact: 05 61 63 37 25

The SSE is a medical and social service reserved for students, open Monday to Friday from 8:30 a.m. to 5 p.m. You can make an appointment (by phone or in person) and receive confidential services at no cost:

- **Medical care:** nursing services (consultations, advice, guidance, treatment), general or specialised medical consultations (sexual health centre, tobacco counsellor, sexologist), preventive consultations (examinations, vaccinations), nutritionist consultations.
- **Medical and psychological support:** psychiatrist and psychologists
- **Social support from social workers:** listening and tailored assistance for academic, family, personal, administrative and financial problems.

DISABILITY

Do I need special arrangements for my studies?

- **First, I meet with an SSE doctor with my medical file, who will review my request and make recommendations for accommodations if necessary.**
- **The recommendations are then sent to the UT disability office for implementation.**

Do I need help with disability-related procedures?

- **A social worker from the SSE can assist me, answer my questions, help me put together an MDPH file and follow up on my request.**

HEALTH PROMOTION

The SSE also organises numerous prevention and health promotion activities focusing on alcohol and addiction, mental health/stress, emotional and sexual life, nutrition, vaccination and sport. On a social level, the SSE also organises various group activities related to everyday student life (budget, culture, leisure, etc.) and information sessions on entitlements (social security, supplementary health insurance, etc.).

All student associations can call on this service for help in setting up a project or participating in an event. The SSE is your point of contact for any questions relating to your health. Feel free to come and see us!



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

**STOP
VIOLENCE!**

**STOP
SILENCE!**

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

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



The Welcome Desk

41 allées Jules Guesde - All. Matilda - 31000 Toulouse

Open Monday to Friday from 9:00 a.m. to 12:30 p.m. and from 1:30 p.m. to 5:00 p.m. (6:00 p.m. in September)
Closed during the end-of-year holidays, long weekends and public holidays.

welcomedesk@univ-toulouse.fr

Metro line B: Carmes, François Verdier or Palais de Justice stops

The Welcome Desk is a space that facilitates your administrative procedures and brings together several services to help you settle in and integrate into the Toulouse Academy campus:

Training, housing information, health, residence permit formalities, art and culture on campus, sports, student initiatives, etc. A multilingual team is available all year round to answer your questions, advise you and help you with your procedures, whatever your situation and request.

PARTNER SERVICES BY APPOINTMENT:

Consult the opening hours of different services and ways to take some appointments of each one of them :

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



- **The Haute-Garonne Prefecture:** appointments for initial applications for visas for minors in education, competition visas and renewals (ANEF issues), residence card collection, APS permits and job searches – business creation..



- **The Toulouse Academy Rectorate with the Higher Education Information and Guidance Centre (CIO du Sup):** guidance, reorientation, return to higher education.



- **The Haute-Garonne Family Allowance Fund (CAF):** Assistance with housing benefit applications, file monitoring, activity bonus applications



- **The Crous de Toulouse-Occitanie:** Information and support with DSE, housing, grants, catering and culture.



- **The CPAM de Haute-Garonne** Drop-in sessions by appointment every Thursday from September to December for international students to register with social security and apply for complementary health insurance (mutuelle) for all students.

With the support of :



→ Consult the range of courses offered by universities, grandes écoles and specialist schools in the Toulouse academy: formation.univ-toulouse.fr/

ACADEMIC CALENDAR 2025-2026 *

	BA Law	BA Administration & Communication	BA TSE	BA TSM	BA IT
SEMESTER 1					
Welcome to UT Capitole	August 25 to September 11, 2025 You can find all our back-to-school events at: https://www.ut-capitole.fr				
	Back-to-school week: September 1 to 6, 2025: Start date: Monday, September 8, 2025	Start date: Monday, September 1, 2025			
	No All Saints' vacation	All Saints' vacation from Monday October 20 to Sunday October 26, 2025 inclusive			
End of course	Saturday, November 22nd	Saturday, November 29	Saturday, November 29	Saturday, November 29	Saturday, December 20
Revisions	November 24 to 30	Revision and catch-up : december 1st to 6	December 1st to 6	December 1st to 6	Continuous assessment
Exams Session 1 - 1st semester	December 1st to 20	December 8 to 20	December 8 to 20	December 8 to 20	
	Christmas vacations from Monday December 22, 2025 to Sunday January 4, 2026 inclusive				
SEMESTER 2					
	Start date: Monday, January 5, 2026				
	WINTER HOLIDAY: Monday February 23 to Sunday March 1st2026 inclusive				
End of course	Saturday, April 4th	Saturday, April 4th	Saturday, April 4th	Saturday, April 11th	Saturday, April 25
Revisions	April 6 to 12	April 6 to 12	April 13 to 19	April 13 to 19	
Exams Session 1 - 2nd semester	April 13 to 25	April 13 to 25	April 20 to 25		
	Spring vacations from Monday April 27 to Sunday May 3, 2026 inclusive			Spring holidays from Monday April 20 to Sunday May 3, 2026 inclusive	Spring vacations from Monday April 27 to Sunday May 3, 2026 inclusive
Exams Session 1 - 2nd semester	May 4 to 9	May 4 to 9	May 4 to 9	May 4 to 13	
Exams Session 2 - 1st and 2nd semesters	June 15 to 27	June 15 to 27	June 8 to 20	June 22 to July 4	



The Sciences Po Toulouse academic calendar can be consulted on the Sciences Po Toulouse website :

🔗 www.sciencespo-toulouse.fr



*Provisional timetable given as an indication for initial training. The definitively validated calendar can be consulted on the University's website. Specific calendars (masters, continuous assessment exams, etc.) are sent to the students concerned..

STUDENT

guide

2025/2026



UNIVERSITÉ
TOULOUSE
CAPITOLE



www.ut-capitole.fr