



**IAE** MONTPELLIER  
University School  
of Management



# Student Guide

**IAE Montpellier**  
Building 29  
Place Eugène Bataillon  
34095 Montpellier CEDEX 5  
Tel. +33.(0)4.67.14.49.59

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“ IAE courses prepare you for a successful career in an innovative sector with job opportunities! ”

Anne LOUBES, Director





## Montpellier City : a great location

### Montpellier : a vibrant city

Ideally located near the Mediterranean Sea in southern France, Montpellier has everything it takes to please. A lively and surprising city in the heart of the Occitanie region, Montpellier is vibrant, elegant and artistic. People are drawn here by the city's rich past, former and contemporary glory, intense cultural life and youthful feel. Its sunny climate and well-preserved historical environment are second to none, nestled between the sea, vineyards and mountain landscapes. Known internationally for its world-class universities, whose long-standing tradition dates back to the Middle Ages, Montpellier is well-practiced in the art of welcoming people. Montpellier today is a leading destination for studies, business, tourism and vacation.

### Climate

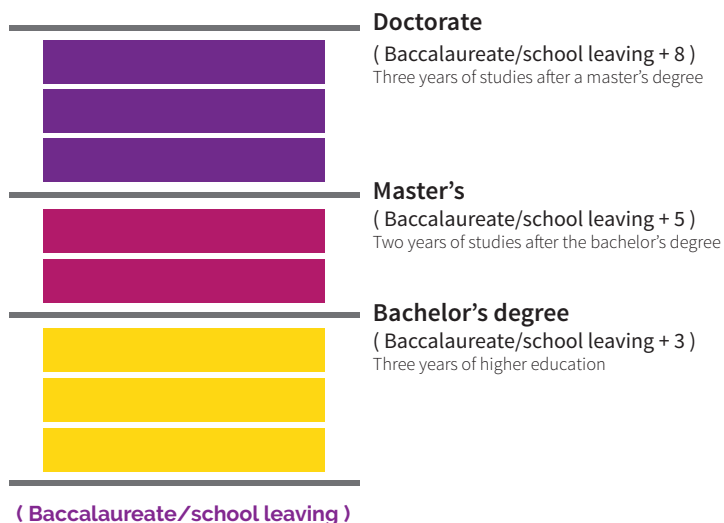
Montpellier has a Mediterranean climate, with mild, wet winters, and very warm, dry summers. It is considered the sunny capital of France, as there is an average of 300 sunny days per year. The weather in June is generally sunny and pleasant, with a daily average temperature of 25°C.

# Higher Education in France

Studies in French universities are organized in 3, 5 and 8 years

- The bachelor's degree (L),
- master's (M),
- and doctorate (D) are awarded to successful students.

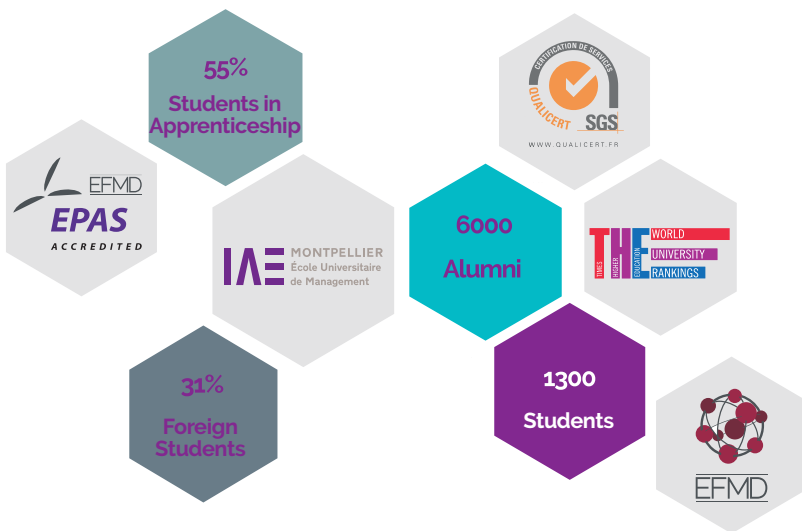
For each diploma, the courses are divided into semesters (a student may do two semesters within the academic year), each one corresponding to 30 credits which are bankable and transferable in France and Europe thanks to the European Community Course Credit Transfer System (ECTS).



# IAE Montpellier

**Scientific and managerial skills, working together to give you excellent job prospects**

IAE Montpellier is a university-level school of management founded in 1956. It is part of Montpellier University and also belongs to IAE France, a network of 35 business administration schools located across the country.



## Our purpose

**🌿** IAE Montpellier exists to train students and professionals from scientific and technical backgrounds in new technology management methods.

With their rare dual skill set, our graduates are talented managers, highly sought after by recruiters. We offer initial education, work-linked programmes and continuing professional development courses.



## The International Relations Office

The mission of the International Relations Office is to manage, coordinate and supervise all international activities at IAE Montpellier. Facilitating both student and teacher exchanges and managing the funding for international partnerships is, indeed, one of the priorities of our international policy.

Welcoming foreign students and organizing overseas study for IAE Montpellier students are two more aspects of the International Relations Office's mission. Students from different continents are welcomed every year. They come as participants in exchange programmes or they choose to come here to study independently.

Since 2015, IAE has gained international recognition for the quality of its Master of International Business Engineering programme, with the EPAS accreditation by EFMD

For more information on admission procedures and exchange programmes, please contact us :

Director for International Affairs

Mr Gilles SERE DE LANAUZE

[gilles.sere-de-lanauze@umontpellier.fr](mailto:gilles.sere-de-lanauze@umontpellier.fr)

+33 (0) 4 67 14 49 59

Head of International Relations Office

Ms Jessie CHIAVASSA

[iae-ri@umontpellier.fr](mailto:iae-ri@umontpellier.fr)

+33 (0) 4 67 14 49 59

## International programmes at IAE Montpellier

IAE Montpellier School of Management offers a selection of courses entirely taught in English; they are intended for students who wish to acquire knowledge and skills in core business and management disciplines taking an international focus. The cultural diversity of students creates a multicultural environment within the course.

### Undergraduate Programmes

#### **Bachelor of International Management and Business (BIMB)**

This is a one-year programme which provides broad instruction in the different disciplines of business management (finance, auditing, marketing, etc.) with a specific international orientation. The programme is divided into 2 semesters which include lectures and small group work sessions. The course has to be completed along with a final year report.

### Postgraduate Programmes

#### **MBA Digital Business & Innovation**

The goal of this one-year programme is to cover subjects in business management with a specific digital business, innovation and international orientation for students wishing to follow an international career.

#### **Master in International Business Engineering**

The Master in International Business Engineering has been specifically designed for students who wish to acquire a dual competence in international sales or sourcing. The objective of this programme is to equip students with professional management skills supported by a global perspective.

#### **Marketing Intelligence and International Sales Strategy**

The main objective of the MIISS programme is to train Business Developers and Social Sellers 4.0, to be prepared for a new context of products and service distribution, with an international vision.



# Course catalogue



ENGLISH TAUGHT DIPLOMAS	
BIMB	Bachelor of International Management and Business
MBA DBI	MBA Digital Business and Innovation
Master IBE	Master International Business Engineering
Master MIISS	Master Marketing Intelligence and International Sales Strategy

FRENCH TAUGHT DIPLOMAS	
BACHELOR DEGREES	
Science and Technology	Bachelor of Science and Technology Management
	Bachelor of Science and Technology Management (e-Learning)
	Bachelor of Multimedia Technologies Management
	Bachelor of Information Systems and Management Control
	Bachelor of Information Systems and Business Development



## MASTER DEGREES

Master of Information Systems Management	E-Marketing
	Consulting and Information Systems Management
	Business Engineering in Information Technology
	Statistics for Information and Decision Support
	Information Systems and Human Resources
	Information Systems and Management Control
Master of Innovation Management	Innovative Business Creation
	Innovative Project Management
	Nuclear Sites Remediation and Industrial Sites Value
	Web Project Management
Master of Manufacturing Systems, Logistics and Purchase	Manufacture and Distribution Manager
Master of Sectoral Management	Multi-channel Selling in Banking and Insurance
	Business Manager
Master of Public Management	University Management and Information Technologies
Master of Business Administration	Project Manager
	Product Manager - Marketing Director
	Entrepreneurship - Business Management
DU MUSE	DU MUSE Business Venturing

## Administrative formalities

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Things to do before your arrival in France

**Formalities for studying in France are the same all over France. Your trip should be planned well ahead of your arrival in the country.**

### Exchange students

If you are coming to France within the framework of an exchange programme (for example: ERASMUS PLUS), you should seek information from your home university. Your university of origin will make the necessary applications with us. Before you start an application, please make sure that you have the right to come as an exchange student and that the dates of your stay in Montpellier will fit with the academic calendar of your home university. Exchange students may attend IAE courses for either one or two semesters.

#### Steps to apply to IAE as an exchange student:

- ▶ Contact the International Relations Office of your school to see if you are eligible.
- ▶ The International relations coordinator of your institution will let us know about the status of your application by email.
- ▶ Fill in the Moveon online application form.
- ▶ Then, print the pdf document created, have it signed by your coordinator and send it to IAE Montpellier.
- ▶ After reception of the application form, you will receive an official letter of acceptance.
- ▶ You will have paid your registration fees at your home university. Upon arrival at IAE, a student ID will be given to you.





## Independent students

If you are applying for admission individually, the formalities may differ from one country to another. To apply to IAE Montpellier, you must have completed at least 2 years of higher education and validated the equivalent of 120 ECTS credits in your home university.

### Application to IAE:

Students have to apply directly on IAE website or through the eCandidat platform. Applications must include the certification of the student's French language level based on the TEF or DALF/DELF language test. Only applications justifying a minimum required a B2 level will be considered. For programmes taught in English, a B2 level is required.

# How to obtain a resident's permit

**Foreigners aged over 18 years who plan to stay in France for more than three months must have a resident's permit.**

## The "D" long-stay student VISA (CESEDA R311-3 6°)

If you have obtained a "D" long-stay student visa from the French consulate/ embassy, it bears the CESEDA R311-3 6° stamp.

Procedure upon your arrival in France:

- Fill out the OFII\* document provided by the consulate
- Send it by registered mail with acknowledgement of receipt to OFII\*, together with copies of the relevant pages of your passport (ID + visa + stamp of entry in France)
- You will receive an acknowledgment of receipt confirming your application and an invitation from OFII\* to undergo a medical examination
- Following the medical examination, a sticker is affixed to your passport, permitting you to legally stay in France until the expiry date of the visa. The visa serves thereafter as a valid resident's permit.

\* Office Français de l'Immigration et de l'Intégration: OFII Montpellier: "Le Régent" 1er étage - 4 rue Jules Ferry - 34000 Montpellier

### Other long stay visas

If you have obtained another type of long stay visa (visas stipulating "apply for resident's permit within 2 months following arrival", "trainee"): you must apply for your first resident's permit.

### European students

European students do not require a resident's permit.

### General information

A resident's permit entitles an international student to work up to 60% of the legal annual work time (i.e. 964 hours/year).

"C" type tourist visa (short stay): this type of visa is designed for foreigners entering the Schengen area either for a holiday or to attend conferences or other events.

### Need some help ?

Contact the COMUE (Welcoming Service for international students) a team of multilingual students will assist you to complete your administrative formalities

163 rue Auguste Broussonnet -  
34090 Montpellier (Tram lines 1 and  
4, Albert 1er stop)

Tel.: +33 (0)4 67 41 93 33

E-mail: [saiec@lr-universites.fr](mailto:saiec@lr-universites.fr)

# Documents required for your administrative formalities

## Administrative enrolment at IAE Montpellier

### For exchange students

- Copy of passport
- Copy of letter of acceptance to IAE
- 1 colour photo
- Civil liability insurance (can be subscribed upon your arrival)

### Private accommodation

- Passport
- Collateral's ID
- Collateral's three last pay slips and last income tax statement
  - Proof of collateral's residence (utility or telephone bill)
- Bank account identification details (tenant and collateral)
  - Comprehensive housing insurance

### Bank

- Proof of residence (rent receipt or lease)
  - Passport and visa
- Certificate of school attendance

### Housing allowances (CAF)

- Completed form
- Bank account identification details
  - Passport



## Accommodation

To find somewhere to live in Montpellier, students have to be well-organized and have sufficient funds. One also has to make provision for temporary accommodation and have the necessary funds to pay for costs incurred by the research of accommodation (security deposit, agency fees, deposit).

### University housing

The CROUS (French University Housing Service) offers accommodation in halls of residence for exchange students, depending on availability.

The monthly rent for a room ranges from €250 to €400, depending on the comfort.

Applications for accommodation are made through the MOVEON form

(cf. « Administrative formalities »).

Ms Jessie Chiavassa (email: [iae-ri@umontpellier.fr](mailto:iae-ri@umontpellier.fr)) is in charge of the booking process at IAE Montpellier. You are not allowed to contact the CROUS directly.

### Private accommodation

IAE Montpellier will provide you with useful links to help you find private accommodation.

#### **Le P.H.A.R.E (Montpellier)**

Le P.H.A.R.E is a meeting place for international students who are seeking accommodation. Multilingual buddies accompany students in their search of private accommodation. Open September and October from Monday to Friday from 1:00pm to 4:00pm.

Address: COMUE - 163 rue Auguste Broussonnet 34090 Montpellier (tram lines 1 and 4, Albert 1er stop) Tel.: +33 (0)4 67 41 67 94

# Insurance

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## Housing insurance

Comprehensive housing insurance is mandatory for unfurnished properties and highly recommended in the case of furnished properties. This housing insurance policy will cover you against fire, flooding, explosion, liability, theft. The big insurance companies and some banks issue suitable housing insurance.

## Healthcare

Students who are members of the European Economic area have to bring a valid European Health Insurance card for the entire academic year.

Students born in a non-European Economic Area Country must affiliate to the social security at the same time as the administrative enrolment procedure. To qualify for “sécurité sociale étudiante”, students must be aged under 28 years old and enrolled in an approved higher education establishment for at least three months.

Students over the age of 28 may qualify, in certain cases, for the Couverture médicale Universelle (CMU). An annual contribution is due to Caisse Primaire d'Assurance Maladie. For more information, we advise you to get in touch with these organizations.

## Complementary mutual health insurance

The social security scheme refunds about 60% of healthcare costs. In addition to this mandatory scheme, complementary mutual health insurance schemes take on the extra cost so your healthcare becomes free. Cost: €50 to €500/year depending on the insurance company and cover. These insurance policies have the added benefit of including a civil liability cover which is often mandatory.



## Buddy programme

Arrange to be accompanied upon your arrival in Montpellier

Would you like to be welcomed and accompanied as soon as you arrive? The CROUS of Montpellier and the COMUE propose their “mentoring programme” service. Independent students and students travelling within an exchange programme may ask for this service.

Your sponsor, who may be a French or foreign student will :

- Contact you by e-mail before your arrival
- Welcome you at the station or the airport
- Accompany you to your new accommodation
- Help you, if you wish, with your administrative paperwork

[www.parrainage-international.fr](http://www.parrainage-international.fr)



# Travelling from Montpellier

## Direct flights:

In France: Corsica, Bordeaux, Paris, Strasbourg.  
In Europe : Germany, Denmark, The Netherlands, Sweden, Spain, Ireland, UK, Russia.  
In Northern Africa: Algeria, Morocco.

## Trains:

To Paris, Cannes, Toulouse, Barcelona, Madrid, Brussels, and many more destinations

## By car:

Montpellier is 2 hours away from Lyon, Marseille and 3 hours away from Barcelona.



## Transportation

In Montpellier: Bicycle, tram, bus...

Transports de l'Agglomération de Montpellier (TAM) offers a range of subscriptions and passes.

For further details, go to

[www.tam-voyages.com](http://www.tam-voyages.com)



## YOOT Pass: a good idea !

All students under the age of 30 years old can ask for a YOOT Pass. This card, which costs 9€, will allow them to access a rich and varied cultural offer.

This pass will give you reductions for cinema, museums, theater, dance, festivals and concerts so more than 40 cultural partners from €5 to €10 maximum (cinema: 3.90€).

Enquiries: CROUS de Montpellier

Tel.: +33 (0)4 67 41 50 96

You can buy it online on the website: <https://yoot.fr>



## Money matters

### Monthly budget

The following table gives a breakdown of average monthly expenses of a single student not living in a hall of residence:

Rent (including charges)	€400
Food	€200
Transportation	€30
University supplies	€20
Spare time activities	€100
Internet	€20
Mobile phone	€30
<b>Total</b>	<b>€ 800</b>



## Montpellier - Occitanie student services (CROUS)

Montpellier - Occitanie CROUS offers a wide range of services to make student life easier, covering areas such as grants, accommodation, catering, arts and culture, employment and social action.

Montpellier - Occitanie CROUS reception  
2, rue Monteil 34093 Montpellier Cedex 5  
Tel. +33 (0)4 67 41 50 00

[www.crous-montpellier.fr](http://www.crous-montpellier.fr)



### Sports

Would you like to take part in a sport?

The SUAPS offers a wide variety of opportunities at various sports facilities across Montpellier and the surrounding area.

More information is available on the Montpellier SUAPS website:

[www.umontpellier.fr/vie-etudiante/sport](http://www.umontpellier.fr/vie-etudiante/sport)

A photograph of three students in a library or study area. A young man with a beard is smiling and looking at a laptop. A young woman with long dark hair is leaning over him, also smiling. Another student is partially visible on the right. The background shows bookshelves.

## Montpellier University Library (BIU)

At the BIU, students can access a multitude of resources covering all the disciplines taught at the university.

The library is open to all, free of charge, for consultation purposes. To borrow items and access the numerous other services available, you will need to register.

More information is available on the BIU website.

## The SCUIO IP information on careers and jobs

Do you need advice on your career path?  
The university careers service is here to help.

Montpellier Nord site:  
Campus Triolet Bdg. 8 - University Library, Ground Floor  
Tel.: +33 (0)4 67 14 30 61

## Employability office (BAIP)

Throughout the year, the employability office (BAIP) offers individual appointments and topic-based workshops to help you secure your internship, apprenticeship or job.

To make an appointment, see the employability office website:

[www.umontpellier.fr/formation/information-orientation-insertion/insertion-professionnelle](http://www.umontpellier.fr/formation/information-orientation-insertion/insertion-professionnelle)



## IAE induction day

At the beginning of each academic year, the IAE administrative and teaching staff organise an induction day for all students.

The programme includes a free breakfast, a Montpellier City rally, a relaxed buffet lunch, fun activities and sports in the afternoon.

**Would you like to join us? Don't forget to register!**





## Student Life

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### The IAE Student Union (BDE)

The bubbly IAE BDE team organises the campus most memorable events, sports activities including the Snow Break and other events such as the ball and the open day.

The BDE team sits on the IAE board, representing the student body as a whole. They devote considerable time and effort to making sure there's always something going on at IAE.

### Join the BDE on Facebook!

Contact: [montpellier.bde.iae@gmail.com](mailto:montpellier.bde.iae@gmail.com)

<https://www.facebook.com/IAEMontpellier>





## An association to promote student entrepreneurship

IAE Startup Lab is a student association founded in October 2015. It aims to promote access to employment and develop entrepreneurship for students in the region.



For more information, see the association's website:

[www.iaestartuplab.com](http://www.iaestartuplab.com)

## Events

Our flagship event: the Créa'thlon

Since 2014, IAE Montpellier has been organising an annual event called the Créa'thlon to raise the profile of business creation among students with scientific and technical educational backgrounds. The day is an opportunity for students to step into an entrepreneur's shoes and collect expert opinions on their projects from sector professionals.

IAE Montpellier also hosts a number of other events linked to entrepreneurship (Startup Weekend, ActInSpace, etc.). The school partners numerous organisations involved with start-ups across the region (PEPITE LR, Labex Enteprendre, Montpellier Méditerranée Métropole Business Innovation Center, Via Innova, etc.), and is involved in various entrepreneurship projects in the Occitanie region.





Alumn'IAE  
MONTPELLIER

Connect with us at:

Facebook Alumn'IAE

Twitter @AlumniAEMtp

LinkedIn Alumn'IAE

Email [contact@alumni-iae-montpellier.fr](mailto:contact@alumni-iae-montpellier.fr)

## An active network to support graduates, students and businesses

The Alumn'IAE Montpellier association brings together our community of graduates, students and partner businesses.

Its main aim is to develop an active and effective alumni network in order to maintain links with students and businesses, and cultivate the IAE spirit.

## CV library

### Update your profile to make sure recruiters notice you

On the Alumn'IAE platform, you can display your profile for recruiters and view job offers from them.

You can also create a student or alumni account for access to:


- the CV library
- the careers zone
- our calendar of events and the latest news from the association and IAE

<http://www.alumni-iae-montpellier.fr>



## CONTACT US

International Relations Department

 [iae-ri@umontpellier.fr](mailto:iae-ri@umontpellier.fr)

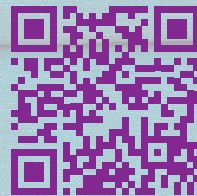
 +33 (0)4 67 14 49 59

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**FOLLOW US ON:**



IAE Montpellier  
Bâtiment 29  
Place Eugène Bataillon  
34 095 Montpellier CEDEX 5  
Tel. +33.(0)4.67.14.49.59



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