

**STUDENT HANDBOOK
(ECTS GUIDE)**

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1.

THE INSTITUTION

ECOLE SUPERIEURE D'AGRICULTURE DE PURPAN (ESA Purpan)

75, Voie du TOEC

BP 57611

F-31076 TOULOUSE cedex 3

Tel.: +33 (0)5 61 15 30 30

Fax :+33 (0)5 61 15 30 60

<http://www.esa-purpan.fr>

Code Erasmus : TOULOUS15



International Relations – Student Exchange Programmes : Sarah PRINCE

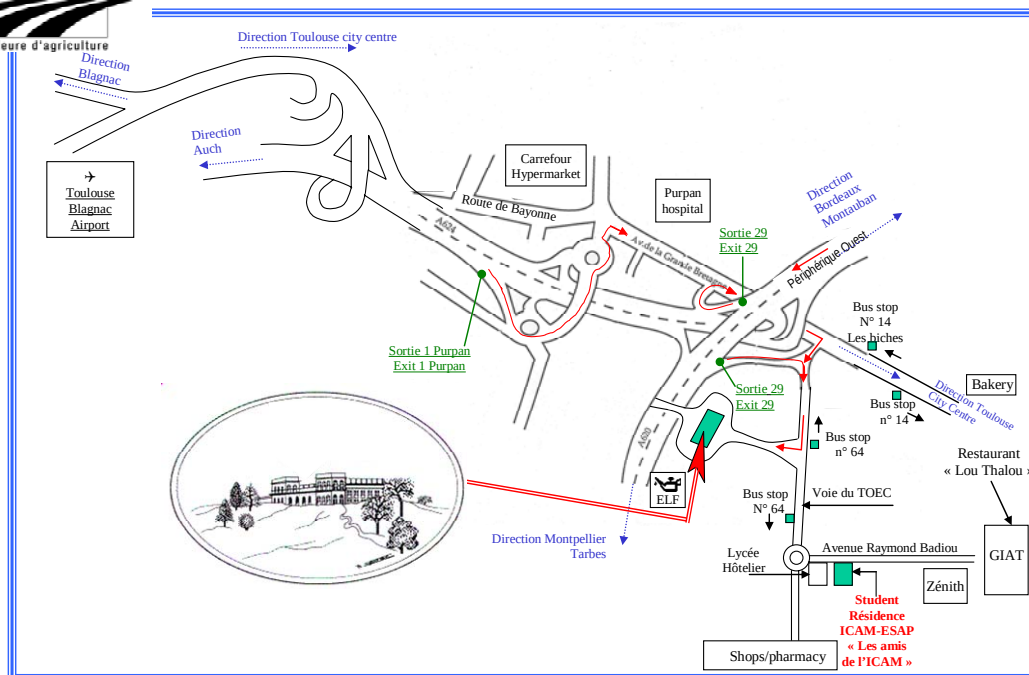
E-Mail : sarah.prince@esa-purpan.fr

1.1. ARRIVAL IN TOULOUSE

- ✓ You can either catch a plane to Toulouse (from Paris, from Orly airport): arrival at the International Airport of Toulouse-Blagnac.
- ✓ From the airport, get a taxi straight to the school (≈20 €), or a bus into town (« Navette aéroport », ≈4.60 €) plus a city bus (n°14, from the railway station, ≈ 1,20 €) to get to Purpan. Get off at the bus stop « Les Biches » (10mn walk from the school). You may also get onto the Metro from the railway station, direction “Basso Cambo”, then get off at the “Les Arènes “ stop, & catch the bus n°64 direction “Colomiers – desserte Sud”, that drops you off just in front of the school (at the stop “Grande-Bretagne”).
- ✓ Or arrive by train at the railway station "Gare Matabiau" then the city bus (see just above) to get to Purpan.
- ✓ Or by bus : arrival at "Gare routière des Voyageurs", just next to the railway station (Eurolines express buses direct from : Agadir, Amsterdam, London, Praha, Roma, Santiago della Compostela) then city bus (see above).

Getting around in Toulouse :

- ✓ City-bus + metro : easy and practical. “Tisseo” offers the possibility of buying different cards that give you special reductions (for students, monthly card etc. according to your needs).



ESA PURPAN – 75 voie du TOEC – BP 57611 – 31076 TOULOUSE Cedex 3 - ☎ 05 61 15 30 30 - Fax : 05 61 15 30 60

1.2. ACADEMIC CALENDAR 2004 – 20045 : *provisionnal*

STUDY YEAR	CLASSES START	CLASSES FINISH
1st year (Bsc)	Beginning of September 2004	May, 26 th 2005
2nd year (Bsc)	Mid-October/Beg.November 2004	June, 24 th 2005
3rd year (Bsc)	Mid-October/Beg.November 2004	June, 24 th 2005
4th year (Bsc)	Mid-October/Beg.November 2004	End of November 2004
Bsc Graduation (November 2004)		
4th year (Msc)	End of November 2004	April, 29 th 2005
5th year (Msc)	January, 03rd 2005	Mid- April 2005 (courses), Mid-April to June 2005 (thesis).
ESA Purpan Graduation (Msc Graduation) : June 24th 2005		

ACADEMIC HOLIDAYS AND PUBLIC HOLIDAYS 2004 - 2005 : *provisionnal*

Toussaint Holiday (1 st year students only)	: October 29 th to November 2 ^{5th} 2004 (All Souls' Day)
November 1 st	: Holiday (Toussaint = All Souls'Day)
November 11 th	: Holiday (Armistice)
December 25 th	: Christmas
Christmas Holiday	: Saturday, December 18 th 2004 to Sunday, January 3 rd 2005
January 1 st	: New year's Day
Winter Break Study trip)	: Saturday, February 19 th to Sunday February 27 th 2005
(3 rd year students only)	: April 2005 (one week)
May 1 st	: Holiday (Fête du Travail)
Spring Break	: Friday, April 25 th to Sunday, May 01 st 2005
May 5 th	: Holiday (Jeudi de l'Ascension)
May 8 th	: Holiday (Victoire)
May 15 th	: Holiday (Lundi de Pentecôte)
July 14 th	: Holiday (Bastille Day)
August 15 th	: Holiday (Assomption)

2.

PRACTICAL INFORMATION

2.1. ARRIVING AT SCHOOL

Report to Sarah PRINCE (Student Exchange Programmes) during opening hours :

Mon-Fri 10.00/12.00 – 14.00/18.00. Please call us if you cannot arrive within these hours, to make alternative arrangements:

Tel.: (+33) (0)5 61 15 30 41 – Fax : (+33) (0)5 61 15 30 60 – E-mail : sarah.prince@esa-purpan.fr

In any case, please reconfirm **15 days in advance** your arrival date / hour / place and please give travel details if you need picking up. However, arrival dates should coincide with Orientation Days & lodging possibilities.

Don't forget to bring :

1. your passport or your national identity card. A photocopy is always recommended.
2. your personal insurance contract for:
 - medical cost & hospitalization (E111or E128 form for EU students, other bilateral forms and/or International Insurance for other students)
 - civil liability (« third-party damage »: compulsory by French law)
 - work accidents (for internships & everyday travel from lodging to school)
 - plus repatriation to the home country
 - 2 passport photographs if you haven't sent them with the Application Form
3. other documents (see **B.** other formalities)
4. 2 Birth certificates translated into French

2.2. FORMALITIES

Please check with the nearest French Consulate or Embassy for the required formalities well **before** your departure.

“Avez-vous besoin d'un visa?”: <http://www.diplomatie.fr/venir/visas/index.html>

VISAS :

If needed (usually for stays exceeding 90 days & for non-EU students, unless you are exempted), you must apply for a short-term student visa. Once you have enquired about all the necessary documents and you confirm your stay at ESA Purpan through your home university, we send you the Admission Letter necessary to apply for your visa.

You will also be notified (written on your visa) whether you must apply for a resident permit once in France (“Carte de Séjour”) or whether you are exempted.

Resident permit: “Carte de Séjour” :

You have to report to the « Prefecture » (Guichet Visas, 1 rue Sainte Anne, Toulouse, Service des Etrangers Tél. (0)5 61 33 40 50) to enquire about resident permits: **“Carte de Séjour”**.

Should you be asked to apply for the “Carte de Séjour”, you will need:

1. passport : photocopy of the pages with personal data (name, date & place of birth...), passport must be valid until date of entry in France, or Identity Card
2. 1 Birth certificate (translated into French & certified)
3. school attendance certificate (provided by ESAP)
4. documentary evidence of accommodation (once you have arrived)
5. insurance card
6. eventually proof of minimum income (parents certificate with evidence or bank certificate)
7. marriage certificate if married
8. identity photos (3x4 cm)
9. stamped envelope with your address in France
10. eventually a physical check-up

Don't forget to bring all **original** documents.

2.3. COST OF LIVING

Cost of living in France can be compared with any other European country.

For basic expenses such as food, accommodation and local transport, a student should count between 550 € to 610 €

- rent	Room in a flat	(200 to 350 €)
- food	university restaurant + home	≈ 200 to 230 €
- local transport	bus tickets	≈ 30.5 €
- leisure+ other personal costs		≈ 120 to 150 €
	TOTAL	average 655 € per month

2.4. ACCOMMODATION

Furnished rooms or flats to share near the school. For students arriving early (Oct.), we sometimes have temporary solutions, but we always try to provide students with a lodging solution, unless you want to deal with this yourself. Contact: Sarah PRINCE or Beatrice ROSE.

The first month, one has usually to pay a one-month rent **security deposit**, on top of the rent. You will get it back at the end of your stay, unless you cause damage. One has to warn the owner one-month in advance before departure for a furnished room (“Préavis”), by sending a letter by recorded delivery to the owner. You may obtain a state allowance for lodging, but depending on the conditions it is not always the case (for EU students: usually yes; other students: for stays superior to one year usually). The procedure requires a certain amount of papers (Birth certificate translated into French & certified by the translator, marriage certificate, income certificate, rent contract, rent receipt, copy of your French student card, bank account details, certificate concerning your status in France –carte de séjour–). Information can be obtained for instance from the « Caisse d’allocations familiales », rue Riquet, Toulouse Tél. (0)5 61 99 77 00 (<http://www.caf.fr>)

2.5. HEALTH AND INSURANCE

Medical services

- working 24 h/24: C.H.U., Centre Hospitalier Universitaire Toulouse-Purpan (right next to the school), tel standard: (0)5 61 77 22 33.
- Students can find private doctors by looking through the yellow pages. You usually pay and get reimbursed after, in your home country (please check with your insurance company or Social Security in home country for conditions & papers required).

Chemist's

There are many « Pharmacies », the nearest is just opposite the Purpan hospital. You usually pay and get reimbursed after (see above)

If students need medicine urgently (during the night or at week-ends) phone the police station to find out which is the "duty chemist's".

2.6. PEDAGOGICAL EQUIPMENT

The library - Opening hours : Monday to Friday, from 9h30 to 18h00

Collections:

- 16,000 work,
- 1,025 periodicals,
- 3,000 study report, 2,500 theses,
- all supports : microfilms, cards, plans, ...
- bibliographic databases own collections, ...
- CD-Rom terminals for consultation,
- On-line data bases,
- Internet access

Main themes: Agriculture, Law, Economics, Animal and Plant productions, Fondamental applied sciences in agriculture.

Services and other equipment

- computer rooms equipped with 48 computers for courses & personal use during set times (please check conditions upon arrival). , E-mail access & Internet
- A language laboratory, a TV room, a reading room, a student common room (piano, etc).

2.7. OTHER PRACTICAL INFORMATION

Inside the school

- The building is adapted to receive handicapped persons.
- Phone box (telephone cards can be bought at post-offices, tabacorists)
- Fax : in the Library
- Photocopies : cards can be bought at the Student Union
- The student can receive phone messages, or faxes through : these messages will be passed to him in his individual pigeon hole

☞ Smoking is forbidden inside the school, except in restricted areas.

Transport

By bus: Line nr. 14/64

By train: TGV (high speed train) connects Toulouse to Paris within 6 hours

By plane: the nearest airport is Toulouse-Blagnac international airport at 10' from ESAP.

2.8. SPORTS AND HOBBIES

The **BDE (Bureau des Elèves i.e. Student Union)** informs you on the various and numerous activities proposed.

Sport :

Sport at university takes place on Tuesday lunch break & Thursday afternoons. Among the colleges and universities Purpan holds the record for the highest numbers of sports licencers : 34 % as against 27 % for the second on the list. Purpan has the reputation of being very active at university level.

Equipment:

- Basket ball, volley ball, handball pitches.
- Football/Rugby field.
- 2 tennis courts.

Clubs:

- Chaplaincy
- Club « Partir » (help for students going abroad)
- Junior Entreprise
- HODACE (humanitarian operations)
- Student press (PURPAN Flash)
- PURPAN XV (Rugby)
- Wine club etc.

3.

REGISTRATION PROCEDURES

3.1. PROCEDURES

1. Application date limit	Semester I: June 15 th Semester II: October 15 th
2. Registration date limit	When accepted, please send finalized: - Learning Agreement - Insurance certificates - accommodation application form - certificate of knowledge of French language - curriculum vitae Other documents will be requested upon arrival (see Other Formalities)
3. Useful information regarding the programmes	Courses: you may choose among 3 rd , 4 th & 5 th year courses. However, access to 5 th year courses is restricted, please contact ESAP for information.
4. Linguistic knowledge, prerequisite, preliminary French lessons, level tests	Courses: Language of tuition is French for most courses A module of French as a Foreign Language is offered at each semester (see ECTS guide for further information), plus: - you may sign up for free French courses within the framework of the « Pôle Universitaire Européen de Toulouse » according to calendar and places (modules of 15 to 30 hours) - if needed, we shall help you in finding intensive French courses (cost ≈ 200 € or more)
5. Students expenses	see above
6. Other	Best time to arrive : - September for placements within Laboratories (check with ESAP) - Beg. October for courses starting in October/November - January for other courses (according to Orientation Sessions for both semesters)

3.2. FORMS

Ecole Supérieure d'Agriculture de Purpan (ESA Purpan) 75, voie du TOEC – B.P. 57611 31076 TOULOUSE Cedex 3 - FRANCE International Relations Director: Jean DAYDE Student Exchange Programmes: Sarah PRINCE Tel.: +33 (0)5 61 15 30 41 Fax: +33 (0)5 61 15 30 60 email : sarah.prince@esa-purpan.fr http://www.esa-purpan.fr	APPLICATION FORM FOR ADMISSION TO EXCHANGE PROGRAMS ACADEMIC YEAR :/..... (3 photographs)
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This form must be filled in completely. Type or write very clearly (in black ink).

☐ Semester 1:	Application deadline : June 15
☐ Semester 2:	Application deadline : October 15
☐ Semesters 1 & 2:	Application deadline : June 15
Arrival date:..... Departure date:	
Last name:	Date of birth (D, M,Y) : Place of birth:
First name(s):	Gender: Female ☐ Male ☐
Nationality:	Mother tongue:
Number of higher education study years prior to departure abroad:	Diploma/degree you are currently studying:
Current address: Street & number:..... City: Postal code: Country:..... Tel: Fax: E-Mail:	Current address is valid until :
Person and telephone number in home country to contact in case of emergency: Tel: Fax: E-Mail:	
Home University (Full name & address):	Socrates code for European Universities
Contact person at home University (name, tel, fax, e.mail):	
Knowledge of languages:	
French:	Excellent ☐ Advanced ☐ Intermediate ☐ (oral) Excellent ☐ Advanced ☐ Intermediate ☐ (written)
English:	Excellent ☐ Advanced ☐ Intermediate ☐ (oral) Excellent ☐ Advanced ☐ Intermediate ☐ (written)
Other :	Excellent ☐ Advanced ☐ Intermediate ☐ (oral) Excellent ☐ Advanced ☐ Intermediate ☐ (written)
Type of Exchange Programme ☐ ERASMUS ☐ Bilateral institutional exchange	
☐ Other (please specify):	

With this application please send the following:

- | | |
|--|--|
| ☐ learning agreement | ☐ certificate of knowledge of French language |
| ☐ insurance checklist / proof of insurance form | ☐ curriculum vitae |
| ☐ accommodation application form | ☐ 3 passport pictures |

LEARNING AGREEMENT

Please consult the ECTS guide (updated version available in July 2004) and our Web site.
Admission will not be granted unless this section is fully completed

Student's name :	
Sending institution:	
Country:	Field of study:
Number of higher education study years prior to departure abroad:	Diploma/degree you are currently studying:

INTENDED STUDY PROGRAM

COURSE UNIT		DURATION		ECTS Credits
Year/code	Title	Start	End	

(if necessary, continue this list on a separate sheet)

RESEARCH (Subject to approval)		Report / thesis
Field	Laboratory	

Further remarks for the study plan

I agree to take all exams related to the course	Students' signature :	Date :
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I hereby approve the above plan of study/learning agreement:	Sending Institution co-ordinator's signature :	Date:
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I hereby approve the above plan of study/learning agreement:	Receiving Institution co-ordinator's signature:	Date:
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Application deadlines: June 15 (Semester 1) – October 15 (Semester 2)

ACCOMMODATION APPLICATION FORM

ACADEMIC YEAR/.....

By signing this form you request ESAP to arrange accommodation for the whole period of your stay. All attempts will be made to reserve housing if requested.

Last name:		
First name:		
Date of Birth (D/M/Y):		
Your Home Address:		
Telephone:		
E-mail:		
Home University: Address:		
Exchange Coordinator:	Name: Address:	Telephone: E-mail:
Person to contact in case of emergency:	Name:	Telephone: E-mail:
Arrival Date (D/M/Y):		
Departure Date (D/M/Y):		
Accommodation: (Please sign one)	I agree to accept a room* and to pay all deposits and insurance fees requested in advance. I also agree to fully comply to all regulations concerning accommodation*.	Signature
	I do not wish to reserve a room. I am responsible for finding my own accommodation.	Signature

* according to availabilities. I also agree to share a local people flat/house with other persons/students.

CERTIFICATION OF KNOWLEDGE OF THE FRENCH LANGUAGE

Designated University Official of the home institution : _____

Function : _____

Home University : _____ Country : _____

hereby certifies

that the student : _____

under the: _____ Student Exchange Program

from (School/Faculty/Department) : _____

has reached the required level of French so as to follow lectures and take examinations during his/her study period at the *Ecole Supérieure d'Agriculture Purpan (ESA Purpan) Toulouse - France*

from _____ to _____ .

Other remarks:

Place & Date:

of the Institution:

Signature & stamp

INSURANCE COVERAGE CHECKLIST
TO VERIFY COVERAGE BEFORE DEPARTURE
(to be completed by the home institution)

Designated University Official of the home institution: _____

Function: _____

Home University: _____ Country: _____

hereby certifies

that the student: _____

under the: _____ Student Exchange Program

from (School/Faculty/Department): _____

has been provided with the adequate compulsory insurance coverage for:

- | | | (name of insurance / remarks) |
|------------------------------------|--|-------------------------------|
| - medical costs & hospitalisation* | ☐ yes ☐ no | _____ |
| - civil liability | ☐ yes ☐ no | _____ |
| - repatriation | ☐ yes ☐ no | _____ |
| - work accidents | ☐ yes ☐ no | _____ |

for his/her study period at the *Ecole Supérieure d'Agriculture Purpan* (ESA Purpan) *Toulouse – France* from _____ to _____.

The home institution is responsible for checking that students have been provided with proper insurance.

Place & Date:

of the Institution:

Signature & stamp

* E 111 or 128 for EU students / Other bilateral agreements / International private insurance

PROOF OF INSURANCE COVERAGE

(to be completed by the insurance company)

We _____

(name and address)

hereby certify

that Mr. / Miss / Mrs.: _____
(Last name) (First name)

has been provided with the adequate compulsory insurance coverage for:

		(Name of insurance / remarks)
- medical costs & hospitalisation	☐ yes ☐ no	_____
- civil liability (third party damage)	☐ yes ☐ no	_____
- repatriation to the home country	☐ yes ☐ no	_____
- work accidents	☐ yes ☐ no	_____

during his/her study period at the *Ecole Supérieure d'Agriculture Purpan* (ESA Purpan)
Toulouse – France from _____ to _____ (day/month/year).

(Please join a copy of the procedure to be followed in case of need)

Place & Date:

Signature & stamp: