

INFORMATION SHEET

2018-2019

GENERAL INFORMATION

Full name of the institution	Institut des Stratégies et Techniques de Communication (ISTC)
Institution's website	www.istc.fr
Mailing address	81-83, boulevard Vauban 59 000 Lille France
Phone number	0033 320 54 32 32
Fax number	0033 359 31 50 65

DIRECTION

ISTC Director	Anne-France Malvache Email : anne-France.malvache@istc.fr
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INTERNATIONAL RELATIONS OFFICE

Head of International Relations Contact for incoming & outgoing students	Julie Bergues Email : julie.bergues@istc.fr Tel : 0033 359 31 50 07
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ACADEMIC INFORMATION

Contact for academic matters	Olivier Garnier Head of Academic Affairs Email: Olivier.garnier@istc.fr Tel: 0033 359 31 50 60
Course registration	Pre-registration by email before the arrival. Final registration upon arrival. Students will have to get their course selection approved by their home university.
Teaching language	French and English (according to the courses – please refer to the course catalogue)
Course catalogue	To access course information, please click here .
Academic calendar	Fall semester: early September to end of December (mid-February for Master courses) Spring semester: January to end of May latest It's recommended to arrive one week before classes start.
Exams	Assignments, mid-terms exams and final exams at the end of each term
Resit exams	End of June (for both semesters). Possibility to organize distance exams.
Teaching methods	Lectures, group works, practical cases...
Facilities for disabled students	According to the disability (to be approved upon with the partner university): additional time for exams, personal tutoring...

ACADEMIC INFORMATION	
Grading system	<p>16-20: Excellent (ECTS grade: A) 14-15: Very good (ECTS grade: B) 12-13 : Good (ECTS grade: C) 10-11: Average (ECTS grade: D) 8-9: Just Sufficient (ECTS grade: E) Below 8: Fail (ECTS grade: F)</p> <p>If the student obtains more than 10/20, the credits are awarded. If the weighted general average is > 10/20, the student gets 30 credits per semester even if he/she obtained less than 10 in some subjects.</p>
Transcripts of records	<p>The transcripts are first sent to the students by email and then to the home university by post. They are sent within 6 weeks after the end of the exams.</p>

PRACTICAL INFORMATION	
Welcome session	At the beginning of each semester. One-day long.
Bureau des Internationaux (BDI)	The BDI, a students' association dedicated to international students, organizes activities for exchange students throughout their stay in France (visits, recreational activities...). They will be in touch with the international students before their arrival.
Visa	ISTC International Relations Office will provide assistance to students for their visa applications (admission letter).
Medical insurance	<p><u>EU students</u>: they will have to show their European health card upon arrival. <u>Non-EU students</u>: The French government intends to implement a new procedure for international students starting from September 2018. No information is available yet.</p>
Accommodation	ISTC will help exchange students find an accommodation. Information about university residence halls can be found at www.aeu.asso.fr .
Student card	Will be delivered to exchange students upon arrival
Services offered on campus	<ul style="list-style-type: none"> • Sport facilities • University library • Catering services • Medical centre

APPLICATION PROCEDURE	
Application file	<ul style="list-style-type: none"> • Application form : sent by email to home university • Copy of valid passport or ID card • Transcripts of the academic year in progress • Jpeg picture
Application deadline	<p>15th May for Fall semester and full academic year applications 15th November for Spring semester applications</p>