**Planning Residence Abroad for French 3 Hons, 2017-2018:**

Notes for the first Residence Abroad Meeting, week 3, Semester 1

These notes are designed to enable you to work out what you have to do, by going through a number of question-and- answer routines. It is **entirely your responsibility** to make sure you do what is required by the deadlines given.

The 3 Hons Course Organiser is Dr Sarah Tribout, email S.tribout@ed.ac.uk

**VERY IMPORTANT**

**It is absolutely crucial that students familiarise themselves with the information which is available in the DELC Year Abroad Handbook.**

First, some terminology: MEL = Modern European Languages; an “MEL student” is one doing two languages (and no other subject). OSNAL = Other Subject Not A Language; this includes all degrees whose title includes a non- language subject (e.g. French and Linguistics). MEL and EUS, however, is a special case.

**Question 2: how does my 3 Hons year count towards my degree?**

In four ways. First: you have to complete the residence, or you cannot enter

4 Hons and therefore will not get your degree. Second: your residence abroad is part of the language learning process, and therefore contributes a number of credits towards your written and oral language courses, although assessment for this takes place entirely in fourth year. Third: if you are going to do a dissertation in fourth year, you will be expected to begin work towards this in third year. And finally: on almost all curricula, you have to do some work that is assessed in third year. This can take one of three forms: Erasmus marks from European universities at which you study; ‘Year Abroad Essays’ written for us; or essays written for other departments, for OSNAL students. For details on this, see the DELC Year Abroad Assessment Handbook.

**Question 3: what can I do during my residence abroad?** One rule applies to all students: what you do during your residence in a Francophone country must involve you using the French language at an appropriate (i.e. advanced) level consistently. More on this below.

**For OSNAL students (including MEL and EUS):** for most students, the first choice is to spend the time studying your other subject at a Francophone university on a Erasmus exchange (except that for French and History of Art,

the preferred option is the Ecole du Louvre). Where your other subject is the first-named one in your degree (e.g. Law and French), this should be arranged by the department of that other subject. Otherwise, you should apply for Erasmus through French; see the section *Applying for Erasmus* below. However, given the limited availability of places, we cannot guarantee you a place. Relevant work (e.g. in the European Parliament for EUS) is also possible; see the section *Neither Eramsus, Nor Assistant.*

**For MEL and Single Hons French students:** you can apply to be an assistant in a school; this is probably the best way to learn the real French as it is spoken. See *Assistantships.* Or you can apply for an Erasmus place, especially if you want to spend only one semester in a francophone country (ie for MEL students doing 2 languages and splitting their year between 2 countries).

**30 Week Residence** can be done as an assistant, or under Erasmus (two semesters), or neither; see details in all three sections, below.

**One Semester Residence** (only for students taking two languages) is most easily undertaken under Erasmus.

Please note that if you are splitting your Year between 2 countries, you

MUST go to France in the FIRST semester to avoid clashes.

**Short Residence:** This only applies to students taking two languages (with or without EUS), spending the academic year in the country of their other language. You are required to spend eight consecutive weeks in a francophone country. Unfortunately, we are unable to help you with organising this, and we therefore do not require you to tell us about your plans at this stage. It is nonetheless essential that those plans satisfy the fundamental rule: what you do during your residence in a Francophone country must involve you using the French language at an appropriate (i.e. advanced) level consistently.

Please note: if you are going to a Francophone country for the full year, you MUST choose ONE activity only (ie, you cannot split your year in France between, for example, Erasmus and work)

***Applying for Erasmus***

Erasmus is an EU scheme to enable students to spend part of their degree course studying at a university in another EU country. We have agreements with a number of French and Belgian universities (see list below); each agreement stipulates the number of students we can send there. Edinburgh University agrees to accept the same number of students here from those French and Belgian universities. As a result no fees are payable by you to the French or Belgian university; you pay fees only to Edinburgh.

Most universities will accept students either for one semester, or for two (Censier in Paris is the exception and will only accept students for the full year).

As you will see from the attached information about Year Abroad Requirements, your Erasmus marks may count towards your degree. How, and how much, depends on your curriculum. If you are a single Hons French or MEL student on Erasmus, your marks will definitely count. If you are an OSNAL student, you will have to ascertain from the OSNAL department whether they will count your Erasmus marks, or require you to do other work for them during your 3 Hons year. **In general, we, in French, cannot give you that information**.

If you wish to apply for an Erasmus place, you must complete the appropriate parts of your Intending 3 Hons Schedule. Consult first the list of partner universities, and the separate page of *Advice on Choosing a University* below.

***Assistantships***

Being an English assistant in a French school has many advantages. You will certainly see the real France, and learn its language; and you will be paid quite a reasonable salary for the amount of work you will have to do. However, you have to be prepared: (a) to take the post allocated to you, wherever it is (you can specify the area you want to go to, but especially if it is a popular one there is no guarantee you will be sent there); (b) to arrive on time for the job, and stay for the full period of your contract; (c) to take the job of teaching English to schoolchildren seriously.

To apply for an Assistantship, you will need to apply online directly to the British Council <https://www.britishcouncil.org/language-assistants> . Please observe the deadlines carefully.

***Neither Erasmus, Nor Assistant***

What can you do, other than Erasmus or an assistantship? If you are a French and History of Art student, one answer is: go to the Ecole du Louvre. If you are at the Ecole du Louvre, your fees will be reimbursed by Edinburgh University, up to a certain level; this has in the past been sufficient to cover fees at the Ecole du Louvre. Fees will not be reimbursed for any other purposes (e.g. attending language schools).

We advise you very strongly to go on Erasmus or an assistantship but you may also, if you have good reasons, do a work placement.

Here are some ground rules for other students thinking of doing something different.

*Rule 1:* ***you need a firm plan, notified to us, before the deadline for***

***Erasmus if your residence is less than 30 weeks, and before week 9 if your residence is 30 weeks****.* It is our duty to ensure that all students have satisfactory plans for their residence abroad. The only plans that we can help you with are Erasmus, and assistantships. Therefore, if you want to do neither, you have to assure us that you have plans in place before the deadlines for these.

*Rule 2: we cannot take responsibility for your plans, or for what happens if they fall through.*

*Rule 3: all plans must satisfy the fundamental rule, which is that* ***what you do during your residence in a Francophone country must involve you using the French language at an appropriate (i.e. advanced) level***

***consistently****.* We assume that Erasmus and assistantships satisfy this requirement. But for any other residence undertaken during the academic year, we need to check that your plans obey this rule. So ***you have to submit them to the 3 Hons Course Organiser for approval***. To give some obvious examples of unsuitable plans: you cannot work behind a bar, on a

shop floor, as an au-pair or as a guide for English-speaking tourists or schoolchildren. Nor can we simply accept an assurance that you will find work; we have to know what that work will be.

If you want to work for a company in France, they will probably ask for a

‘convention de stage’. This document makes it easier and cheaper for them to employ you for a fixed term; it certifies that your work with them fits into your studies for a degree. **Provided we approve the employment, we can provide these ‘conventions de stage’.**

*Rule 4: whatever you do must leave you time to fulfil your Year Abroad*

*Requirements.*

*Rule 5: if you are an OSNAL student, any work you do should as far as possible be related to your OSNAL subject.*

***Erasmus***

Given the high demand for Erasmus places, it is crucial that you read the information below and make your choices according to the instruction/advice given.

If you fill in your Prospective Form incorrectly (ie. list places that are not suitable for you degree programme or reserved for other programmes as stated below or list more than two choices in Paris), your application will go to the bottom of the list

**Erasmus / Erasmus places administered by the French section**

**2017-2018**

|  |  |  |
| --- | --- | --- |
| **University** | **Website** | **No. of outgoing students** |
| Paris Dauphine University | [www.dauphine.fr](http://www.dauphine.fr) | 2 students x 9 months |
| Paris-Sorbonne Paris IV | [www.paris4.sorbonne.fr](http://www.paris4.sorbonne.fr) | 8 students x 9 months |
| Paris X Nanterre | [www.u-paris10.fr](http://www.u-paris10.fr) | 4 students x 9 months |
| Paris III-Sorbonne Nouvelle, Censier | [www.univ-paris3.fr](http://www.univ-paris3.fr/) | 3 students x 9 months**FULL YEAR ONLY** |
| Paris Est - Créteil | [www.en.u-pec.fr/](http://www.en.u-pec.fr/) | 2 students x 9 months |
| Paris VII Diderot | [www.univ-paris-diderot.fr](http://www.univ-paris-diderot.fr) | 2 students x 9 months |
| Université J-F Champollion, Albi | [www.univ-jfc.fr](http://www.univ-jfc.fr) | 2 students x 9 months |
| Montpellier III Paul ValeryUniversity | [www.univ-montp3.fr](http://www.univ-montp3.fr) | 5 students x 9 months |
| Grenoble Stendhal University | [www.u-grenoble3.fr/stendhal/](http://www.u-grenoble3.fr/stendhal/) | 7 students x 9 months |
| IEP Grenoble | www-sciences-po.upmf-grenoble.fr/ | 2 students x 9 months(+1 extra place available15-16 ONLY) |
| Besançon Franche-Comté University | [www.univ-fcomte.fr](http://www.univ-fcomte.fr) | 2 students x 9 months |
| IEP Lyon | <http://iep.univ-lyon2.fr> | 4 students x 9 months |
| Rouen Haute Normandie University | [www.univ-rouen.fr](http://www.univ-rouen.fr) | 2 students x 9 months |
| Tours François Rabelais University | [www.univ-tours.fr](http://www.univ-tours.fr) | 2 students x 9 months |
| Limoges University | [www.unilim.fr](http://www.unilim.fr) | 1 student x 9 months |
| Bretagne Occidentale UniversityBrest | [www.univ-brest.fr](http://www.univ-brest.fr) | 2 students x 9 months |
| Nantes | [www.univ-nantes.fr](http://www.univ-nantes.fr) | 2 students x 9 months |
| Bourgogne University Dijon | [www.u-bourgogne.fr](http://www.u-bourgogne.fr) | 2 students x 9months |
| IEP Rennes | [www.rennes.iep.fr](http://www.rennes.iep.fr) | 4 students x 9 months |
| Liège University | [www.ulg.ac.be](http://www.ulg.ac.be) | 2 students x 9 months |
| UC Louvain | [www.ucl.ac.be](http://www.ucl.ac.be) | 2 students x 9 months |
| UL Brussels | [www.ulb.ac.be](http://www.ulb.ac.be) | 2 students x 9 months |
| Strasbourg University | [www.unistra.fr](http://www.unistra.fr/) | 5 students x 9 months |
| ETI (École de traduction et d'interprétation), Geneva | [www.unige.ch/eti](http://www.unige.ch/eti) | 2 students x 9 months |
| ISIT (Institut Supérieur d’interprétariat et Traduction), Paris | [www.isit-paris.fr](http://www.isit-paris.fr) | 2 students x 9 months |
| Toulouse 2 Le Mirail | [www.univ-tlse2.fr](http://www.univ-tlse2.fr) | 5 students x 9 months |
| Aix-Marseille | [www.aixmarseille-universite.fr](http://www.aixmarseille-universite.fr) | 2 students x 9 months |
| NiceAlbi | www. unice.frhttp://www.univ-jfc.fr/campus/albi | 2 students x 9 months2 students for 9 months |
| Perpignan | [www.univ-perp.fr](http://www.univ-perp.fr) | 2 students x 9 months |

***Advice on Choosing an Erasmus University***

Most of our Erasmus/Erasmus partner universities offer a wide range of subjects. Nearly all are suitable for MEL and single hons French students, for whom the only requirement is that they should take courses related to French culture in the widest sense (history, literature, cinema, politics, economy, etc.). HOWEVER, some OSNAL subjects require us to send their students to specific universities so they will be given priority there and there is little point applying for them if you do not have those subjects listed in your degree title.

**ALL** students (other than French and History of Art, who should try for the Ecole du Louvre instead) should consult the list below to find out which universities are suited to their subject. **For Politics and for EUS (one language version), only an IEP will do for this purpose**. For other OSNAL subjects, please consult the OSNAL department. Special note for **Business Studies and Linguistics students: it may well be worth asking if Business**

**Studies and Linguistics have their own specialised Erasmus places which they can offer you**, as these will be at universities they know about, which will definitely have suitable courses in those subjects. Business Studies, for example, has a long-running arrangement with the Ecole Supérieure des Affaires in Grenoble, and has been known to offer places there to French and Business Studies students.

Below is our current list of our own Erasmus partners (The universities’ web sites should give further information). **Please read it carefully before making your choices.**

One other piece of advice: it is tempting to head for big, well-known, cosmopolitan cities. However, long and sometimes painful experience has shown that it is significantly more difficult, in such cities (e.g. Paris or

Grenoble), actually to speak French; there are too many Anglophones around, and the locals tend to insularity.

We will do our best to allocate you the place you want **BUT places are limited and some subject will take precedence for some places** (they have to as our OSNAL partners set certain conditions for the Year Abroad).

**France**

**PLEASE NOTE: you cannot list more than 2 choices in Paris on your form**

**Aix-Marseille**: Most subjects

**Albi** - **Université J-F Champollion**: Most Arts subjects, including History, Philosophy, Business Studies via Langues étrangères appliquées **NOT suitable for Linguistics or Eng. Lang**

**Besançon**: Good for Linguistics but **NOT** English Language, History, Philosophy, Latin also available

**Brest: NOT suitable for Linguistics or Eng. Lang**

**Dijon**: English Literature, **NOT suitable for Linguistics or Eng. Lang Grenoble 2** - Institut d'Etudes Politiques: Politics, European Studies **ONLY Grenoble 3- Stendhal**: **Priority given to English Literature**

**ISIT, Paris (Institut Supérieur d’interprétariat et Traduction) :** this is a

‘grande école’’ specialising in translation and interpreting. Priority will be given to students intending to pursue a career in those fields.

**Limoges:** Most subjects, **NOT suitable for Linguistics or Eng. Lang**

**Lyon – Institut d’Etudes politiques**: Politics, European Studies, Business

Studies, History **ONLY**

**Montpellier 3**: **ENGLISH LITERATURE ONLY Nantes :** all subjects

**Nice**: Most subjects, **NOT suitable for Linguistics or Eng. Lang**

**Paris Dauphine**: **BUSINESS STUDIES ONLY**

**Paris 3 Censier** : Mostly French Literature, Linguistics.

**Please note this university only accept students for the full academic year.**

**Paris 4 - Sorbonne**: most Arts subjects, **NOT suitable for Linguistics or Eng. Lang**

**Paris 7 Diderot:** most Arts subjects, **NOT suitable for Linguistics or Eng. Lang**

**Paris 10-Nanterre (Paris Ouest La Défense):** Most subjects, good for linguistics

**Paris-Est Créteil:** Most subjects, **NOT suitable for Linguistics or Eng. Lang**

**Perpignan:** Good for History (especially Ancient History, Archaeology), sociology, some Classics. **NOT suitable for Politics, Philosophy**, **Linguistics or Eng. Lang**

**Rennes - Institut d'Etudes politiques**: Politics, European Union Studies, Business Studies, History **ONLY**

**Rouen :** most subjects**, NOT suitable for Linguistics or Eng. Lang**

**Strasbourg**: French Literature, Linguistics but also history, philosophy and sociology. **Priority given to EUS**

**Toulouse le Mirail**: most subjects **except** Politics

**Tours :** Most subjects

**Belgium**

**Université Catholique de Louvain**: most Arts subjects; possibility of

European institutions courses. **NOT suitable for Linguistics or Eng. Lang**

**Université Libre de Bruxelles**: most subjects, including access to European Studies courses, sometimes rather complicated to arrange, but handy if you are an EUS student wanting to combine study with working for an MEP. **Priority given to EUS. NOT suitable for Linguistics or Eng. Lang**

**Liège**: most Arts subjects; good for students of French and German;

recommended for Arabic

**Switzerland**

**ETI (École de traduction et d'interprétation), Geneva**: This is a specialised school so although they also offer courses in culture, civilisation, linguistics, etc, priority will be given to students who intend to pursue careers or further studies in translation/interpreting.

**A Special Note about the Ecole du Louvre (Paris):**

**Before you choose this option (available to French and History of Art Students ONLY), please note that this is NOT an Erasmus Exchange. This means that the University of Edinburgh will pay your fees BUT you will not be eligible for an Erasmus grant and we will not be able to advise you about courses or any other aspects of your time there. This is because you will essentially be in the category ‘non-Erasmus students’ (ie people who go and study independently). It also means that you cannot return marks to count for Year 3 assessement in French. As stated in the DELC Year Abroad Handbook, you will therefore have to do the following:**

**For French:** NON-ERASMUS STUDENTS and students who will be working abroad for the whole year are required to do preparation for a MEL Dissertation (UoE 20 credits), which is written in the target language and submitted towards the end of the Final Year (Year 4). A MEL Dissertation Preparation Form must be submitted by the deadline (p.8)

**For History of Art:** Students who write two History of Art Analytical Reports (A and B). Students choose the subject of their report (4,000 words each) from a range of options. Each type of report gives a very concrete focus to the project; students are provided with detailed guidelines concerning appropriate methods of historical, contextual and comparative analysis, and theoretical issues for consideration. History of Art will issue a handbook

early in semester 1 of 3rd year with more information. Students are required to write a further analytical report in the 4th year.

 **And to find out more about a specific town/university …**

The International Office has set up a webpage on which students who are currently abroad can leave blog entries. You can look at those on [www.ed.ac.uk/student-exchanges -](http://www.ed.ac.uk/student-exchanges) there's a link on the left hand menu and you can also find it on the Student Testimonies page.

**What you will need to do (in advance!)**

**Make sure that you email any documents needing a signature from the Year Abroad CO, AT LEAST a week in advance of your deadline.**

**Erasmus**

- Learning Agreement: after you have accepted your place on

Mobility Online, you will need to fill in a Provisional Learning Agreement listing the courses you will take. You can find the form for this on the International Office website.

To find courses: go to your host university website, find the

‘UFR Lettres Modernes’ (or other relevant subjects). The programme will normally be a tab on the page or a PDF to the right hand-side of the page. It is important that you learn to navigate your university website, so please take your time looking around. The YA co-ordinator cannot help you with this.

French Universities can be quite tardy putting their

programmes up. If the programme for next year is not yet

available, use course codes and descriptions from this

year’s programme.

- Proof of French Language proficiency: please fill in the proforma on Learn and drop it off or email it to Elsie Gach in the TO for signature.

**Work Placements**

**Your placement MUST be approved by the YA co-ordinator**

**BEFORE you accept any offer from an employer.**

- **We are hoping that this will be available on Mobility**

**Online and can be printed there when your placement is approved. If it is not, please contact Elsie Gach in the TO.**

**British Council**

All relevant forms and information are available on the British Council website. After you have had your interview and submitted your form via the University, please address all enquiries to the British Council.

**Remember:**

 **You cannot apply for Erasmus and British Council/work placement at the same time**

 **You cannot use Erasmus or British Council placements as ‘back-up’**

**plans**

 **Once an Erasmus or British Council place has been accepted, you cannot withdraw from it**

**The International Office states that** "Once an Erasmus place has been accepted via the mobility online workflow, this decision is binding. Students can not withdraw from their Erasmus place at a later stage unless there are special circumstances which need to be discussed with the Year Abroad co-ordinator. **Any student who**

**withdraws from an Erasmus place without written consent by their YA co-ordinator**

**will no longer be eligible for the Erasmus grant".**

**Such consent can only be given when there are specific health issues or personal special Circumstances preventing the student from going abroad.**

 Any queries regarding Erasmus grants should be directed at the International Office

NOT the French section.