

# Fact Sheet 2019/2020

**SIGMA Clermont  
International Office**  
Campus des Cézeaux  
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[incoming@sigma-clermont.fr](mailto:incoming@sigma-clermont.fr)



Dear Partner,

We are glad to welcome your students at SIGMA Clermont for this and the next academic year.

Hopefully many of your students are planning to take advantage of our bilateral agreements and spend a semester or two at our graduate school.

Please find the information below for our application procedure for the academic year 2019/2020.

We kindly ask you to pass the following important information to the students interested in studying in Clermont-Ferrand.

## The International Office

<b>International Relations Director</b> David TURNER 	<b>International Relations Manager</b> Tobias BEILICKE <a href="mailto:tobias.beilicke@sigma-clermont.fr">tobias.beilicke@sigma-clermont.fr</a> +33 (0)4 43 76 20 01 
<b>International outgoing assistant</b> Anne LACHAUD <a href="mailto:anne.lachaud@sigma-clermont.fr">anne.lachaud@sigma-clermont.fr</a> +33 (0)4 73 28 80 28 	<b>International incoming assistant</b> Julia BRAUX <a href="mailto:julia.braux@sigma-clermont.fr">julia.braux@sigma-clermont.fr</a> +33 (0)4 73 28 80 15 

The international coordinators are professors specialized in one or several regions of the world. They can advise and accompany students in their choice of courses.

More information on our Web page:

<https://www.sigma-clermont.fr/fr/international/autour-de-votre-mobilit%C3%A9/le-service-des-relations-internationales>

# Fact Sheet 2019/2020

## Nomination and Erasmus Application Deadlines 2019/2020:

**May 15th** for the winter term (Semester 7 or 9)

**November 15th** for the spring term (Semester 8)

Please note: Semester 7 and 8 refer to first year Master level and Semester 9 to second year Master level

## Nomination:

Please inform us of the nominated students by sending a nomination / official letter of confirmation to our office either by email to the following address or by post (Return address above).

Details of nominated students have to be emailed as soon as possible to:

[incoming@sigma-clermont.fr](mailto:incoming@sigma-clermont.fr) or [tobias.beilicke@sigma-clermont.fr](mailto:tobias.beilicke@sigma-clermont.fr)

After you have done so, we will contact these students by email to provide them with detailed application and accommodation instructions.

## Application:

Nominated Students should complete Sigma's Applications Form, "**Formulaire de candidature**", available on our Webpage:

<https://www.sigma-clermont.fr/fr/international/etudiants-internationaux/admissions>

The application must include:

- a motivational letter (in French)
- a CV (in French)
- transcripts of records
- your learning agreement dully signed and stamped by you and your university
- Insurance: health coverage and civil liability...

To select courses please refer to the course overview and the detailed program on our web page:

<https://www.sigma-clermont.fr/fr/international/etudiants-internationaux/admissions>

Students must choose courses from **one department only**. A compilation from different departments is not possible.

Our web page also provides all the necessary information for incoming students including the guide for Exchange Students.

Please note that the credits awarded for a **master thesis project work** are 26 ECTS

# Fact Sheet 2019/2020

in mechanical engineering and 30 ECTS in chemical engineering. Project work Erasmus students are therefore obliged to participate in the French language course which awards 4 ECTS credits.

## Confirmation of Acceptation:

An Acceptance Letter will be sent from, following the correct reception of the Application Form and other required documents.

## Academic Calendar 2019/2020

<b>Winter semester 2019</b>		
	1 <sup>st</sup> year Master	2 <sup>nd</sup> year Master
Classes start:	01.09.2019	01.10.2019
Classes end:	01.01.2020	01.02.2020
All Saints Break	1 week at the end of October	
Bank holidays:	11.11.2019 (Armistice)	
Christmas break:	2 weeks in December/January	
<b>Spring semester 2020</b>		
Classes start:	02.01.2020	02.02.2020
Classes end:	30.06.2020	30.09.2020
Winter break:	1 week in February/March	
Spring break:	2 weeks in April/May	
Bank holidays:	21.05.2020 (Ascension Day)	
Bank holidays:	01.06.2020 (Pentecost Monday)	

## Accommodation:

If you wish, the International Office will help you to find a room.

Please contact: [incoming@sigma-clermont.fr](mailto:incoming@sigma-clermont.fr)

and inform the International Office at least 4 weeks beforehand about the exact date of your arrival in Clermont-Ferrand.

## Language of instruction/ French language courses

The language of instruction at our institution is French. Students must have sufficient command of French (minimum B1-level) before arriving (excluding students for Master INNOMECH in English).

The SIGMA offers free French language courses to all International students.

For more information please contact: [incoming@sigma-clermont.fr](mailto:incoming@sigma-clermont.fr)

# Fact Sheet 2019/2020

Please do not hesitate to contact us in case of questions or for additional information.  
We look forward to welcome your students at SIGMA!

Best regards,

The International Office Team