



UNIVERSITÉ DE  
FRANCHE-COMTÉ

Centre de linguistique appliquée  
de l'Université de Franche-Comté

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## Welcome to the CLA!

## Welcome to Université de Franche-Comté!



FOUNDED IN 1958, the CLA (Centre de Linguistique Appliquée) is now known all over the world not only for its expertise in teaching French as a Foreign Language (Français Langue Étrangère or FLE in French), but also for teacher training and pedagogical engineering.

For 60 years, the CLA has built its reputation as a language centre specialized in active pedagogy, and we are delighted to welcome you here today. Our academic institution, where 9 other foreign languages\* are taught, was one of the first French centres to develop practical teaching methods based on research in applied linguistics.

For the 3rd time in a row, the CLA has been awarded the FLE Quality Label issued by the French state in recognition for its excellence, with the maximum grade of 15 stars. It is a member of the CampusFLE group of university centres for French as a Foreign Language and is a partner of the Campusfrance agency.

Every year, almost 4 000 students from 110 countries enjoy quality training at the CLA. Our teaching and expertise, research work and collaboration with the university's research labs, and the warm welcome and cultural immersion provided for international students are what have built the CLA's reputation worldwide.

Specialized in teaching languages for professional and specific purposes, the CLA can help you study at a French university through bridging courses like the Prépa Université training program. The CLA offers individualised pedagogical tutoring to design the training course best suited to your needs. It is a certified centre which prepares students to take the competitive entrance exams for the prestigious French Higher Education schools (grandes écoles). It also prepares students for national and international certifications and tests in English, German, Spanish and FLE like the TOEIC, TCF or DELF/DALF.

*\* We offer intensive and/or evening courses for students who wish to learn Arabic, Chinese, English, German, Italian, Japanese, Portuguese, Russian or Spanish.*

We hope that choosing the CLA in Besançon, Victor Hugo's hometown, will be your first step towards a fulfilling language immersion experience!

# Course Objectives

The DUEF diploma is designed for two kinds of students, depending on their academic objectives:

- Students who want to ensure their language and academic skills meet the requirements needed to study at a French university
- Students who, during their studies, wish to spend a year abroad developing a greater understanding of France and the French language. This year can be a part of the students' own university studies and is validated through a system of credit transfers (European, American and Asian systems).

## The CLA Learning Contract: our mutual commitment to your success

Our aim is to allow you to improve your French language skills and to increase your knowledge in various fields: that is why we encourage you to enter into a personal learning contract. It is a confirmation of your personal commitment to being present for class and providing the work you are asked to do.

### ■ You can expect your teachers to

- > provide you with detailed information about work requirements and tell you how much classroom and personal work they expect
- > provide you with detailed information about how your work will be assessed
- > outline the objectives of the training program and how it is spread out over the semester
- > assess your progress in acquiring knowledge and skills in relation to these objectives

### ■ You, as a student, are expected to

- > be responsible about providing the work required, meeting deadlines and attending classes regularly
- > work on all subjects, although you might, because of your motivations and personal objectives, have a preference for some rather than others
- > participate in all classroom activities and discussions



### ■ Classes are held from Monday morning to Friday.

If you are absent for any reason (sickness or inability to come to class because of an official appointment), you need to excuse this absence by providing justification. **3 unexcused absences in a module or UE (Unité d'Enseignement) may entail your exclusion from this UE and prevent you from taking the final exam.** Except in very rare circumstances, no departure before the end of a semester is authorised.



## Assessment

■ The B1 program evaluates students' progress through continuous assessment.

■ In the B2 and C1 programs, both continuous assessment and final exams are used.

> **Continuous assessment:** during the semester you will have to do several written and/or spoken assignments, in class and/or at home. Your teachers will tell you how these assignments are organised at the beginning of the course.

> **The final exam** takes place at the end of the semester; this evaluation is the same for all the students of a same level.

Please note that **continuous assessment is compulsory**. If you are absent, you will have to provide justification for your absence.

■ **Since you are studying for a diploma**, your overall average will be calculated by taking your marks for each class into account. Some classes have a higher coefficient than others; this is indicated on each program form.

■ **The following honours** are awarded, depending on your overall average:

- Passable: at least equal to 10/20 and less than 12/20
- Third class honours or Assez bien: at least equal to 12/20 and less than 14/20
- Second class honours or Bien: at least equal to 14/20 and less than 16/20
- First classe honours or Très bien: at least equal to 16/20.

# B1.1 B1.2

### ■ The B1 Program

This program is for students studying for the *DUEF B1.1* (University Diploma in French Studies B1.1 level) or *DUEF B1.2* (University Diploma in French Studies B1.2).

*Each semester lasts 13 weeks.*

Entrance requirements: students must have an A2 level of French.

► Overall number of hours: 234

► Number of hours of class a week: 18

► Course content:

For each level, there are 3 required classes or UE (*Unités d'Enseignement*).

Students must also choose 2 elective classes from the list on the following page\*.



\* Please note that each elective class must have a minimum number of students in order to open.

Classes	Hours / Week	Hours / Semester	ECTS Credits
<b>■ Required Classes</b>			
- Speaking and Listening	7.5	97.5	12
- Reading and Writing	6	78	10
- French Culture and Social Customs	1.5	19.5	2
<b>■ Elective Classes</b>			
- Pronunciation, Rhythm and Intonation	1.5	19.5	3
- An Introduction to French Literature	1.5	19.5	3
- Theatre	1.5	19.5	3
- Fashion, Design and Contemporary Art	1.5	19.5	3
- French Cuisine	1.5	19.5	3
- Francophone Comics and Graphic Novels	1.5	19.5	3
- French for Science and Technology	1.5	19.5	3
<b>■ Optional Class</b>			
Additional Education Unit	1/2 day or full day	25	6

# B2.1 B2.2

## ■ The B2 Program

This program is for students studying for the *DUEF B2.1* (University Diploma in French Studies B2.1 level) or *DUEF B2.2* (University Diploma in French Studies B2.2).

*Each semester lasts 13 weeks.*

Entrance requirements: students must have a B1 level of French.

► Overall number of hours: 234

► Number of hours of class a week: 18

► Course content:

For each level, there are 4 required classes or UE (*Unités d'enseignement*).

Students must also choose 2 elective classes from the list on the following page\*.



\* Please note that each elective class must have a minimum number of students in order to open.

Elective courses offered may differ from one semester to the next ; a presentation of these will take place at the beginning of each semester.

Classes	Hours / Week	Hours / Semester	ECTS Credits
<b>■ Required Classes</b>			
– Speaking and Listening	6	78	10
– Reading and Writing	6	78	10
– Grammar	1.5	19.5	3
– Contemporary French Society	1.5	19.5	3
<b>■ Elective Classes</b>			
– Pronunciation, Rhythm and Intonation	1.5	19.5	2
– French Literature	1.5	19.5	2
– Business French	1.5	19.5	2
– Translation (English/French)	1.5	19.5	2
– Workplace Communication I	1.5	19.5	2
– Creative Writing I	1.5	19.5	2
– French Cuisine (2 <sup>nd</sup> semester only)	1.5	19.5	2
– Contemporary French History	1.5	19.5	2
– Art History (2 <sup>nd</sup> semester only)	1.5	19.5	2
– Culture and Architectural Heritage	1.5	19.5	2
– French Cinema	1.5	19.5	2
– French Politics and Institutions	1.5	19.5	2
– Bridging courses ( <i>Prépa Université</i> )	3	39.5	4
– Theatre	1.5	19.5	2
– Francophone Comics and Graphic Novels	1.5	19.5	2
– French for Science and Technology	1.5	19.5	2
<b>■ Optional Class</b>	1/2 day	25	6
Additional Education Unit	or full day		

# C1.1 C1.2

## ■ The C1 Program

This program is for students studying for the *DUEF C1.1* (University Diploma in French Studies C1.1 level) or *DUEF C1.2* (University Diploma in French Studies C1.2).

*Each semester lasts 13 weeks.*

Entrance requirements: students must have a B2 level of French.

► Overall number of hours: 234

► Number of hours of class a week: 18

► Course content:

For each level, there are 3 required classes or UE (*Unités d'enseignement*).

Students must also specialise in literature, linguistics or economics (2 classes for each field) and choose 2 elective classes from the list on the following page\*.



\* Please note that each elective class must have a minimum number of students in order to open.

Elective courses offered may differ from one semester to the next ; a presentation of these will take place at the beginning of each semester.

Classes	Hours / Week	Hours / Semester	ECTS Credits
■ <b>Required Classes</b>			
– Reading and Listening	3	39	5
– Speaking and Writing	3	39	5
– Contemporary French Society II	1.5	19.5	3
■ <b>Choose 1 major out of the following three:</b>			
► <b>Major: Literature</b>			
– Contemporary French Literature	3	39	4
<b>and</b> – Comparative Literature (1 <sup>st</sup> semester only)	3	39	4
<b>or</b> – Francophone Literature (2 <sup>nd</sup> semester only)	3	39	4
► <b>Major: Linguistics</b>			
– General Linguistics	3	39	4
<b>and</b> – Speech Prosody	3	39	4
► <b>Major: Economics</b>			
– Business French II	3	39	4
<b>and</b> – Workplace Communication II	3	39	4
■ <b>Elective Classes</b>			
– French Cuisine (2 <sup>nd</sup> semester only)	1.5	19.5	3
– Contemporary French History	1.5	19.5	3
– Art History (2 <sup>nd</sup> semester only)	1.5	19.5	3
– Culture and Architectural Heritage	1.5	19.5	3
– French Cinema	1.5	19.5	3
– French Politics and Institutions	1.5	19.5	3
– Bridging courses ( <i>Prépa Université</i> )	3	39.5	6
– Theatre	1.5	19.5	3
– Creative Writing II	1.5	19.5	3
– Semiotics: Analyzing Texts and Media Content	1.5	19.5	3
– Francophone Comics and Graphic Novels	1.5	19.5	3
– French for Science and Technology	1.5	19.5	3
■ <b>Optional Discovery Internship (2<sup>nd</sup> semester only)</b>			
– How to write your report and present your internship	1.5	13.5	3
– Discovery Internship	1/2 day or full day	50	3
■ <b>Optional class</b>			
Additional Education Unit	1/2 day or full day	25	6





## ■ DELF (*Diplôme d'Étude de Langue Française*) – DALF (*Diplôme Approfondi de Langue Française*)

The CLA is a certified exam center for the DELF and the DALF.

During the semester, we offer courses to help you prepare for these tests. Please note that these courses, which are open to students enrolled in both the LCS program and intensive courses, constitute an extra cost.

## ■ TCF (*Test de Connaissance du français*)

The CLA is a certified exam center for different versions of the TCF.

The TCF- DAP (*Demande d'Admission Préalable* – preliminary admission application) exam will be held at the beginning of 2021. An information meeting will be organized by the Direction of International Relations and Francophonie (DRIF) in order to inform students about the admission process to study at the university.

## ■ Important Dates for the Academic Year

	1 <sup>st</sup> semester 2020	2 <sup>nd</sup> semester – 2021
Placement tests	September 7 <sup>th</sup>	January 18 <sup>th</sup>
Classes begin	September 14 <sup>th</sup>	January 25 <sup>th</sup>
Classes end	December 14 <sup>th</sup>	May 19 <sup>th</sup> *
<b>DELFLDALF</b>	– October 7 <sup>th</sup> , 8 <sup>th</sup> , 9 <sup>th</sup> – November 18 <sup>th</sup> , 19 <sup>th</sup> , 20 <sup>th</sup> – December 9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup>	<b>1<sup>st</sup> session</b> – May 19 <sup>th</sup> , 20 <sup>th</sup> , 21 <sup>th</sup> 2021 <b>2<sup>nd</sup> session</b> – July 21 <sup>th</sup> , 22 <sup>th</sup> , 23 <sup>th</sup> 2021

\* A 14<sup>th</sup> week of class is added to make up for public holidays

**For more information**  
about certifications  
and diplomas,  
**please contact**

the registrar's office  
(secrétariat de scolarité),  
certif-fle-cla@univ-fcomte.fr  
+33 (0)3 81 66 52 60

We advise you not to plan your departure from the CLA directly after the end of the semester, especially if you are planning to take the DELFLDALF or if you want to do a work placement (presentations for the UE 640 class can be held until the end of May).

## ● Holidays

1 week in October

Christmas Break: 2 weeks in December-January

1 week in February

2 weeks in April

■ You must register at the Université de Franche-Comté to obtain your DUEF diploma. Registering as a student will give you access to many services:

- you can register for Social Security (*Sécurité Sociale*) and obtain medical care in France
- you can benefit from special student prices at all the university cafeterias (*restaurants universitaires*) and museums, cinemas, theatres, etc. in Besançon and all over France
- you can borrow books from all the university libraries (*bibliothèques universitaires*) on campus and in the city centre
- you can visit a doctor, nurse, psychiatrist or other medical professional thanks to the Student Health Service (*Service Universitaire de Médecine Préventive* or *Bureau d'Aide Psychologique*)
- you can play your favourite sports and make friends by participating in one of the 40 activities offered by the university's Athletics Department (*Service des Sports Universitaires*)
- you can meet fellow students and have fun at the activities organized by the UFC's different Student Clubs (*associations culturelles*): the theatre or jazz club, the student orchestra or choir, the improv club, Erasmus Student Network (ESN Besançon) or Radio Campus



## Registering as a Student

### How to register at the UFC in 2 steps:



#### ■ Step 1:

##### **The Contribution Vie Étudiante et de Campus (CVEC)**

Before registering, you need to pay a 92€ CVEC contribution: it gives you access to many services, from healthcare facilities to sports and cultural activities..

##### ● Who pays it?

All students who register at a French university are required to pay this contribution except:

- Recipients of a grant based on financial criteria
- Refugees
- Beneficiaries of subsidiary protection
- Asylum seekers with leave to remain in France

##### ● How should I pay?

- go to <http://cvec.etudiant.gouv.fr/>
- create an account in the section called *mes services étudiants*
- specify the name of the city where you study
- pay your contribution (credit card only or by *Eficash* from *La Poste*)
- download your certificate of payment or your certificate of exemption: you will need to include it in your registration file

#### ■ Step 2:

##### **Administrative Registration**

When you arrive at the CLA, the Admissions Office will give you a registration file. Fill it in and bring it back to the DUEF Admissions Office (*Secrétariat des Scolarités des DUEF*) with the required documents the week after.

##### ● Required documents for administrative registration:

- An officially certified translation in French of your birth certificate with an apostille stamp
- A copy of your high school or university diploma (in French or English)
- 2 recent passport photos, with your full name written on the back
- Your CVEC payment certificate or exemption certificate

*Please note that students exempt from payment still need to register and get their certificate of exemption.*

## Registering as a Student

### How to Register for Social Security

*Please note that ALL STUDENTS are required to register for French social security.*

You will need to pay the CVEC and register at the university before you can apply for a social security number.

#### ■ If you were already registered as a student in France for the 2019/2020 academic year

You don't have to do anything, except pay the CVEC.

Don't forget to declare any change in your status (address, GP, bank details) at your local social security office and to update your *Carte Vitale* if needed.

#### ■ If this is your first time as a student in France

- You will need to register at [etudiant-etranger.ameli.fr](http://etudiant-etranger.ameli.fr) and upload the required documents (see 'Documents needed for registration').

-The system will provide you with a temporary social security number. Don't lose it! You will be given a permanent number and a social security card (*Carte Vitale*) later on.

-Please print your registration certificate: you will have to provide it if you need medical assistance before you get your social security card.



#### ■ Documents needed for registration

- Proof of identity (passport)
- An officially certified French translation of your birth certificate
- Your university enrolment certificate
- Your resident permit
- Your bank details

**Specific cases**  
EU/EEE and Swiss nationals don't have to register and should get their European Health Insurance Card (EHIC) before coming to France to ensure their medical costs are covered.

#### **Important things to know:**

Registering for French social security is mandatory and allows you to benefit from the French healthcare system. However, it does not cover all medical expenses: it is also recommended that you get complementary health insurance (*une mutuelle*).

The CLA cannot be held responsible for any accident. Students are advised to check with their insurance company that their contract covers risks which may occur during the training program.





## Why Choose Us?

### ■ A Warm Welcome to New Students

The Reception Office at the CLA is dedicated to providing you with all the practical information you will need to make your stay a pleasant one. We are always available to answer any questions you might have, or to help you with administrative procedures.

The CLA can welcome student groups when they arrive at the train station (this service is available upon request). We recommend that you arrive a few days before the first day of class: please provide us with any information concerning your arrival and your departure as soon as possible.

At the beginning of each semester, the CLA organizes an information fair to help students adapt to life in Besançon. During this event, you can learn more about all the sports and leisure activities available to you, and get useful information about transport, healthcare, and student discount cards (*carte jeune*).

The Reception Office is also available to inform you about your timetable and help you find your way around the CLA and Besançon, collect your mail, and provide you with all the necessary information about administrative procedures: applying for a residence permit, a student or an immigrant visa, opening a bank account, getting health insurance or welfare benefits, etc.

Once you are successfully enrolled, you will have access to the UFC's wi-fi network.

### ■ Student Accommodation in Besançon

Whether you're looking for accommodation in a student or hotel residence, want to rent a room in a private home or stay with a host family, we can help you find the best place to live. We also offer specific help for student groups.

#### Estimated housing costs:

- **Stay with a host family**, breakfast and dinner included: 27€/day. Homestay is a great way to practice French and to experience the life of locals.
- **Rent a private room** in a house or apartment (from 257€/month) or a furnished apartment (from 400 €/month)
- **Live in a student residence** or youth housing centre: en suite + shared facilities from 257€/month.

If your stay in France exceeds 3 months, you can apply for housing benefits (*allocation logement*). These benefits are income-related and apply to students who have a long-stay visa or residence permit.





## A Customized Welcome



### ■ Eating in Besançon

Students can obtain a multi-service PASS'UBFC card and get special discounts at all CROUS university cafeterias (3,25 € / meal).

### ■ A Wide Array of Activities

Our Student Activity Service (*service culturel*) offers a wide range of outings and events which are great opportunities for language practice. You can find language exchange partners with the *tandems linguistiques* program, enjoy concerts, visit museums and exhibitions, go on day trips and scavenger hunts. Many student parties and international gatherings are also held, the highlight of which is the *Tour du Monde en 80 Plats* (around the world in 80 dishes), a unique food festival during which you can sample specialties from dozens of different countries.

We also organise educational field trips, which are a great way to discover local tourist sites. The CLA is lucky to be located close to Switzerland, in a beautiful area which is famous for both its rich architectural heritage and its outstanding natural environment.

The CLA's administrative staff and teachers will welcome you personally and make sure you have everything you need. We are always here to make your stay a linguistic, educational and a personal success.

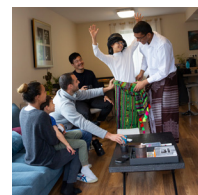
### ■ The CLA Media Centre

In addition to your classes, the Media Centre offers a large choice of documents to help you learn French. You can relax or work at your own pace with our selection of books, online resources, magazines and CDs. And of course, our staff is always available to help you.

Throughout the year, exhibitions and events enliven the Media Centre and allow you to discover more about the world.



## Renseignement pratiques



### ■ Our Tandem Linguistique Program: find your language exchange partner

Our Student Activity Office (*service culturel*) also offers you the chance to meet up every week with another student from the CLA or with a local inhabitant: you can speak in your native language half of the time, and in French the other half. This is an excellent way to make progress and to make learning French lively and fun, or to discover more about French culture. There are 2 options:

- If you are in Besançon, you can meet your language partner face to face: share family meals, cook food from your respective countries, go out for a walk, visit a museum or discover our lovely region.
- If you prefer to meet your language partner online, social media or videoconferencing tools (WhatsApp, Skype, Facebook, Zoom) will help you cross borders virtually!

Contact : [tandem-linguistique-cla@univ-fcomte.fr](mailto:tandem-linguistique-cla@univ-fcomte.fr)



### ■ Getting a Visa

Depending on your nationality and the length of your stay in France, you might need to apply for a visa: please inquire at your country's French Embassy or Consulates. Some students, depending on their nationality, are required to sign up on the following platform (*études en France*):

<https://pastel.diplomatie.gouv.fr/etudesenfrance>

One of the documents you will need to apply for a visa is a letter of registration; it will be sent to you by the CLA Registrar's Office. If you apply for student housing at our Accommodation Office, we will be able to deliver an official certificate proving you have a place to stay (*attestation d'hébergement*).

### ■ Getting to Know You Better

The form called *Pour mieux vous connaître* will allow us to have an initial idea of what your level is like. It does not replace the placement test nor the entrance exam you might have to sit for when you arrive. Please fill it in and send it to us with your registration form.

### ■ Any Questions?

The Reception Office and pedagogical coordinators are here to help and answer any questions you may have as quickly as possible.

### ■ Use of Personal Image

Pictures and videos taken of students during class time or other educational activities may be used by the CLA for promotional purposes (on its website, on social media or in informational publications). If you do not consent to the use of your personal image, please let us know.

