

Welcome to the Higher Institute of Catholic Education of
Nouvelle-Aquitaine



isfec.
François d'Assise
Formation initiale et continue
aux métiers de l'éducation



Welcome booklet for Foreign Students



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We are located in Bordeaux, the major town of the New Aquitaine region, in the South-West of France. The ISFEC François d'Assise is a Training Institute which permanently welcomes and trains a hundred students and teachers. The institute is easily accessible by tram and bus.

ISFEC Francois d'Assise

The ISFEC is the training institute for the Catholic Education staff in New Aquitaine: teachers, educational managers, heads of establishments and pastoral leaders.

The training fields of the ISFEC

The ISFEC François d'Assise takes part in two poles:

- Initial training with the Teaching, Education and Training Master's dealt by the Catholic Institute of Toulouse.
- Continuing education for individual training within the campus, but also in the dioceses for network training and within schools for intra-school training.

The training covers the disciplinary fields for the first and the second degree, but also includes interdisciplinary fields like class management, religious topics, TICE...

To ensure these missions, the ISFEC Française d'Assise is in touch with different organizations: the ICT (Catholic Institute of Toulouse), the SGEC (General Secretariat of Catholic education), but also the Rectorate, public universities, the Europe Education Agency (Erasmus Plus programme), etc.

Who joins the ISFEC François d'Assise?

The ISFEC Française d'Assise trains students of MASTER MEEF (Professions of Teaching, Education and Training).

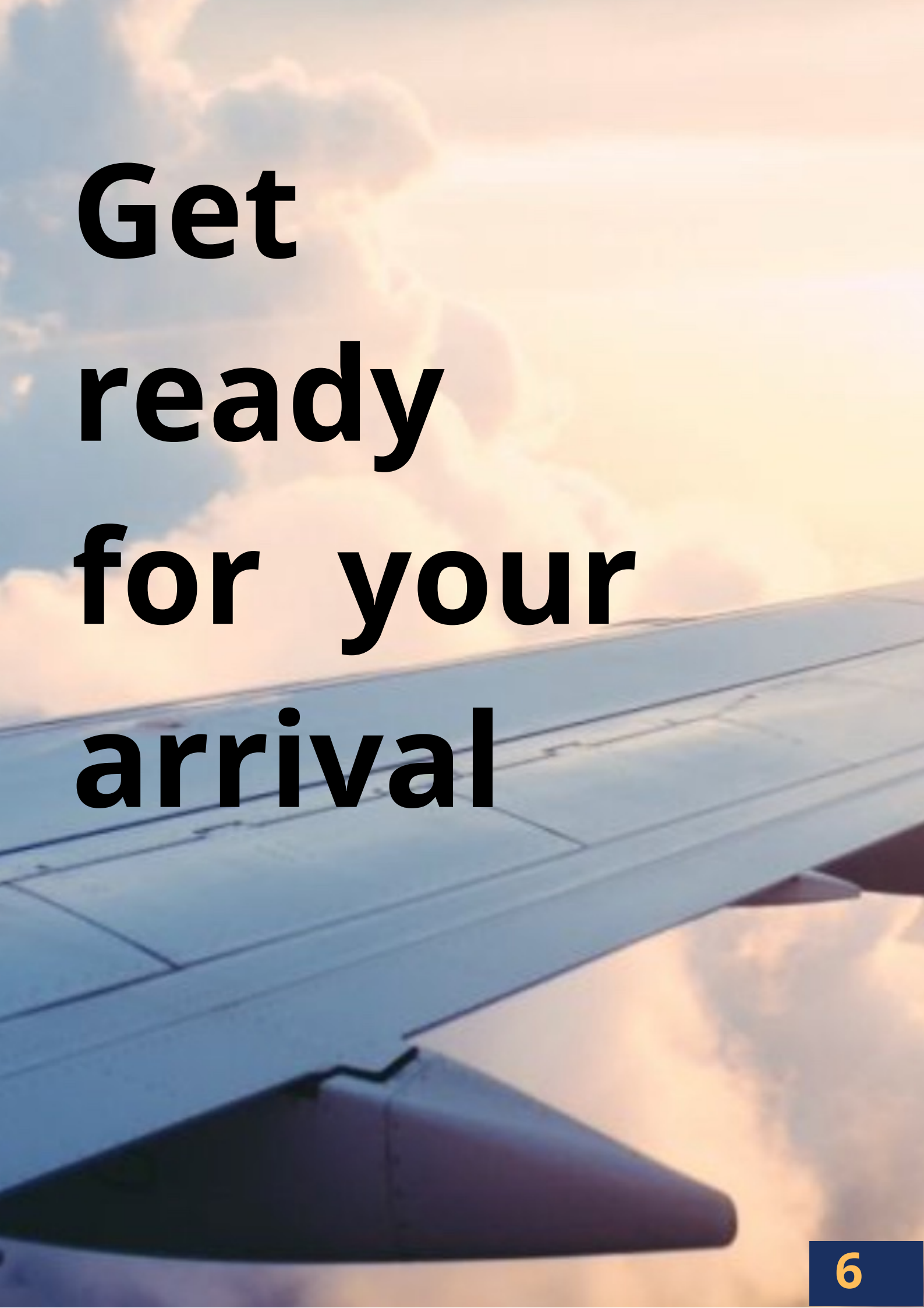
Each year, the ISFEC also welcomes Erasmus exchange students, coming to follow an education internship or a semester.

The institute also welcomes teachers from partner universities in: Belgium, Italy, Romania, Spain, the Czech Republic and Crete.

ISFEC is committed to offering for all these studies demanding and quality training, and to ensuring attentive follow-up to all its students.

Hereby the ISFEC campus:





**Get
ready
for your
arrival**

Checklist

Consider printing multiple copies of these papers, scan them and keep a copy on your smartphone in case of loss!



List of documents that you need to submit:

Erasmus pre-selection:

- **Two cover letters: one in French (addressed to the Director of ISFEC) and one in English**
- **Two CVs (one in French and one in English)**
- **A filled application form (to be found on the Isfec website)**
- **A completed study contract (to be downloaded from the ISFEC website, under the heading "International - European Exchanges")**
- **2 pictures**
- **A tax notice (if you want to apply for an Erasmus grant)**
- **A bank statement (if you are assigned an Erasmus grant)**
- **1 photocopy of the European health card**
- **1 photocopy of the insurance (for international coverage)**
- **A certificate of comparability of your diploma**
- **C1 Level certificate for French**
- **A visa if you are outside of the European Union.**

These documents must be submitted to the Erasmus Manager in Bordeaux.



Your work tools

Whatever Master degree you are enrolled in, you will need a suitable computer equipment to properly follow your courses.

It is recommended for our students to use Windows over MacOs since many softwares are only available for Windows.



If you do not have an international credit card you will have to take cash with you. An amount of 2500€ is suggested because you will also have to pay a deposit and one month's rent at once to the landowner. Sometimes fees or home insurance costs are requested.

Your contacts

ISFEC François d'Assise

Campus François d'Assise 2 Allée Marianne Loir
33 000 Bordeaux
France
Phone number : + 33 05 56 39 81 06

Welcome desk : Mélanie KOT – University
administrative department of ISFEC François d'Assise
e-mail : accueilmaster@isfecfrancoisdassise.fr



Erasmus Coordinator : Fadwa BENABDALLAH
e-mail : master@isfecfrancoisdassise.fr



A large, empty theater with rows of red seats. The seats are arranged in a tiered fashion, and the theater has a modern, minimalist design with light-colored walls and a wooden floor. The text "How to make a successful start" is overlaid in the center of the image in a large, white, sans-serif font.

How to make a successful start

How to apply on a student echange to the ISFEC Francois d'Assise

The ISFEC François d'Assise has been a member of the Erasmus organization since 2013. You have 2 enrolling options to join us:

- an internship in any school (high school, college)
- a semester with Erasmus.



Requisites to join the ISFEC

All the lessons at the ISFEC are taught in French. You therefore need to have a good mastery of the language (C1 level) to be accepted.

Please check on the international section by clicking on this link <https://www.isfecfrancoisdassise.fr> in order to fill in the documents needed to apply.

The application deadlines for each semester are as follow :

- First semester : you can apply from the 1st September 2023 to the 29th January 2024. End-of-term examinations are planned from the 2nd to the 5th of January 2024.
- Second semester : you can apply from the 30th of January 2024 to the 12th of May 2024. End-of-term examinations are planned from the 9th to the 12th of May 2024.

Deadline for first semester application: **July 17th, 2023.**

Deadline for second semester application: **December 15th, 2023.**

After having studied your application you will be contacted by the Erasmus coordinator, the responsible in charge of your field area and the International Relationship coordinator to discuss your learning program, to check the administrative formalities and provide you some help concerning the accommodation.

Choice of academic teachings

You can choose to enroll in the Master lessons followed by our students. You can choose among these courses:

- Fundamental teachings relating to the main aspects of the teaching, training and education trades.
- Modern language courses
- Introduction to digital learning
- internship periods leading to a deeper overview of the teaching environment and aspects either in a junior high school or in a high school or college, available only in French Modern Humanities, Science and Biology).

The ISFEC marking system is lined up with the European ECTS (credits) notation. This allows you to validate the UEs at your local University once you are back. The ECTS credits are calculated depending on the estimated workload of each course.

In order to help you choose, your personal coordinator or the Erasmus plus program can advise you on the content and the match between your choices and your home university academic career.



Your stay

at the

ISFEC

Exchange students' support

During your stay at ISFEC, you will be in constant contact with the Erasmus coordinator and with your personal coordinator. You will benefit from the support of a personal trainer who will help you with your training during your stay at ISFEC. You will also benefit from a tutoring from one of the students of ISFEC to help you discover us, Bordeaux and its region.

You will follow the lessons at the same time as the other ISFEC students. Your internships will be chosen in consultation with the Erasmus coordinator or your personal coordinator according to your project.

The ISFEC calendar contains university holidays. If you have to be absent during your Erasmus stay, you must notify your referent in your home university, the Erasmus coordinator of ISFEC François d'Assise.

At the end of your stay, the Erasmus coordinator will meet you to settle the final administrative details and make an assessment of your French stay. Afterwards he will send you your transcript with the ECTS credits and the correspondence of the marks between the French system and the European system. The same documents will be provided to your home University.

Students' organisations

As part of the "Communication, Collaboration, Project Management" teaching unit, you will have to take part to a common project within the ISFEC. By doing this you will put into practice one of the 19 skills of the teacher's reference system in France.

Hereby some examples of projects carried out yearly:

Student office : Tutoring, social life, humanitarian....



Chaplaincy : Highlights of celebration, humanitarian aids, fundraising, debate on secularism...



Isfec promotion : Communication, management of social networks, videos, JPO...



Disability : Project around "Dys" Disorders...



Innovation: Support and tutoring around remote tools...



Sustainable development: Tutorials, awareness around environmental issues, Implementation of sorting bins at ISFEC



You will choose an association and a project that you will carry out in a group over the year. On the first day you will be welcomed by the President of the Student Union and you will then be integrated into the various activities of the student organisations.

These organisations are put in place for all students to stimulate collaboration as well as an enrichment of your knowledge.



Have fun with the organisations !





vzestupu
co bylo řečeno svr
stále klesajícím. Je tedy

40

Teachings

First semester

Fundamental teachings

TEACHING UNITS	COURSE FIELD	Duration	ECTS
UE 1 Including the educational action in the professional environment			
UE 1A	Issues and knowledge of the education system	12	2
UE 1B	Relationship and communication within the various players of the educational community	9	2
UE 1C	Secularism	9	2
UE 2 Organizing teaching situations adapted to the heterogeneity of students			
UE 2A	Inclusive teaching	8	1
UE 2B	Student's Psychology	12	1

UE1 Including the educational action in the professional environment

UE1A Issues and knowledge of the education system

Total teaching hours first semester : 12 hours

UE1B Relationship and communication within the various players of the educational community

Total teaching hours first semester : 9 hours

UE1C Secularism

Total teaching hours first semester : 9 hours

Mutual exam for UE1A, UE1B and UE1C for the first semester :

a written test (2 hours) with analysis of different situations

UE 2 Organizing teaching situations adapted to the heterogeneity of students

UE2A Inclusive teaching :

Total teaching hours first semester : 8 hours

UE2B Student's psychology :

Total teaching hours first semester : 12 hours

Mutual exam for UE2A and UE2B for the first semester :

a written test (1 hour) on program knowledge

First degree teacher courses

TEACHING UNITS	COURSE FIELD	ECTS	Duration
UE 3 Conceive and implement learning situations			
UE 3 A	Educational engineering	20	4
UE 3 B	The digital learning approach in teaching	10	2
UE 3 C	6 week internship		10
UE 3 D	Analysis of practices	10	Unmarked
UE 3 E	French language teaching at school	30	6

UE 3: Conceive and implement learning situations

UE 3A : Educational Engineering

Total teaching hours first semester: 20 hours

First semester exam : Individual work focused on the observation of a professional gesture analyzed during the internship

UE 3B : Digital Learning approach in teaching

Total teaching hours first semester : 10 hours

First semester exam : skill test

UE 3C Observation and guides practice internship

Total internship weeks for the first semester : 6 weeks

First semester exam : evaluation grid completed by the mentor

UE 3D French language teaching at primary school

Total teaching hours first semester : 40 hours

First semester exam : 1h30 writing test on French grammar fundamentals.

College and high school teacher courses (second degree)

ISFEC François d'Assise offers 3 types of different field courses for the 2nd degree:

- Modern literature teacher
- Life and earth sciences teacher
- Physics and chemistry teacher

TEACHING UNITS	COURSE FIELD	ECTS	Duration
UE 3 Conceive and implement learning situations			
UE 3 A	Educational engineering	20	4
UE 3 B	The digital learning approach in teaching	10	2
UE 3 B	6 week internship		10
UE 3 C	Analysis of practices <input type="checkbox"/>	10	Unmarked
UE 3 D	Specific chosen Field : teaching for college and high school students	40	6

UE 3 Conceive teaching situations adapted to the heterogeneity of the students

UE 3A Educational engineering

Total teaching hours first semester : 20 hours

First semester exam : Individual written work focused on the observation of a professional gesture analyzed during the internship

UE 3B The digital learning in teaching

Total teaching hours first semester : 10 hours

First semester exam : Skills test

UE 3C Observation and guided practice internship

Total internship weeks for the first semester : 6 weeks

First semester exam : evaluation grid completed by the mentor

UE 3D Specific chosen Field : teaching for college and high school students

Total teaching hours first semester: 40 hours

First semester exam : two written essays / analysis of given documents/corpus

Second semester

Fundamental teachings

TEACHING UNITS	COURSE FIELD	Duration	ECTS
UE 4 How to include the educational action in the professional environment			
UE 4A	Issues and knowledge of the education system	8	2
UE 4B	Secularism	9	2
UE 4C	Equality between girls and boys	8	2
UE 4D	Sociology	6	2
UE 5 How to organize teaching situations adapted to the heterogeneity of students			
UE 5 A	Inclusive school	8	1
UE 5B	Student Psychology	8	1

UE 4 How to include the educational action in the professional environment

UE4A History and evolution of the education system : the student at the heart of the measures

Total teaching hours second semester: 8 hours

UE4B Secularism

Total teaching hours second semester: 9 hours

UE4C Equality between girls and boys

Total teaching hours second semester: 9 hours

UE4D Sociology

Total teaching hours second semester: 6

Mutual exam for l'UE4A, l'UE4B, l'UE4C et l'UE4D units for the second semester : a written test (2 hour) with situation analysis

UE 5 How to organize teaching situations adapted to the heterogeneity of students

UE5A Inclusive School

Total teaching hours second semester : 8

UE5B Student's Psychology

Total teaching hours second semester : 8

Mutual exam for units UE5A and UE5B for the second semester : individual or collective popularization article on one of a theme submitted by the trainer

First degree teacher courses

TEACHING UNITS	COURSE FIELD	ECTS	Duration
UE 6 Conceive and implement learning situations			
UE 6 A	Educational engineering	20	3
UE 6B	The digital learning approach in teaching	10	1
UE 6 C	4 week internship		10
UE 6 D	Analysis of practices	10	Unmarked
UE 6 E	French language teaching at school	30	6

UE 6 Conceive teaching situations adapted to the heterogeneity of the students

UE 6A Educational engineering

Total teaching hours second semester : 20 hours

Second semester exam : Individual written work focused on the analysis of a sequence implemented during the internship

UE 6B Digital learning in teaching

Total teaching hours second semester: 10 hours

Second semester exam : Individual written work based on a learning situation worked during the internship

UE 6C Observation and guided practice internship

Total internship weeks for the second semester : 4 weeks

Second semester exam : evaluation grid completed by the mentor

UE 6D French language teaching at school

Total teaching hours second semester : 40 hours

Second semester exam : 1:30 hour writing test on the fundamentals in the French language based on the study of educational documents

College and high school teacher courses (second degree)

ISFEC François d'Assise offers 3 types of different field courses for the 2nd degree:

- Modern literature teacher
- Life and earth sciences teacher
- Physics and chemistry teacher

TEACHING UNITS	COURSE FIELD	ECTS	Duration
UE 6 Conceive teaching situations adapted to the heterogeneity of the students			
UE 6 A	Educational engineering	20	3
UE 6B	The digital learning approach in teaching	10	1
UE 6 C	6 week internship		10
UE 6 D	Analysis of practices	10	Unmarked
UE 6 E	Chosen field teaching in college and high school	40	6

UE 6 Conceive teaching situations adapted to the heterogeneity of the students

UE 6A Educational engineering

Total teaching hours second semester : 20 hours

Second semester exam : Individual written work focused on the analysis of a sequence implemented during the internship

UE 6B Digital learning in teaching

Total teaching hours second semester : 10 hours

Second semester exam : Individual written work based on a learning situation worked during the internship

UE 6C Observation and guided practice internship

Total internship weeks for the second semester : 6 weeks

Second semester exam : evaluation grid completed by the mentor

UE 6D Chosen field teaching in college and high school

Total teaching hours second semester : 40 hours

Second semester exam : two written essays / critical analysis of given documents/corpus



Living in Bordeaux

Your accommodation

After being accepted at the ISFEC, finding accommodation is a necessary condition for the success of your studies. The city of Bordeaux is full of many university residences and accommodations (apartment or single rooms) rented by private owners. You can check the following sites to start your accommodation ASAP :

<https://www.location-etudiant.fr/residences-etudiantes-bordeaux.html>

<https://www.studapart.com/en/student-accommodation-bordeaux>

<https://erasmusplay.com/en/bordeaux.html>

The first condition to be fulfilled is to have a guarantor who is a person who provides a financial guarantee if it turns out that you cannot afford to pay the rent on time.

The guarantor must provide the following documents:

- An ID
- A proof of accommodation
- A professional document
- A proof of income
- A certificate of guarantor

As a tenant you must have in your possession the following documents:

- Proof of identity
- Insurance certificate
- Proof of professional activity: in your case only the student card or the registration certificate may be sufficient.
- Proof of income

Accommodation aid

Solidarity aid for students

Having a student status, you have the possibility of benefiting from the help of an organization called the CROUS which provides two types of accommodation for students. Namely low-rent housing and higher-rent housing with more space.

This aid is allowed by filling in in January a student social file and proceeding with your file registration. We suggest you to register a year in advance.

For more information, please visit the website www.messervices.etudiant.gouv.fr section DSE scholarship (in French: rubrique bourse DSE).

Student allowance

In France if you pay rent, you can benefit, depending on your incomes, from one of the following three housing aids: personalized housing aid (Apl in French), family housing allowance (Alf in French) or social housing allowance (Als in French).



As a student, you will be mainly concerned by the APL and the ALS.

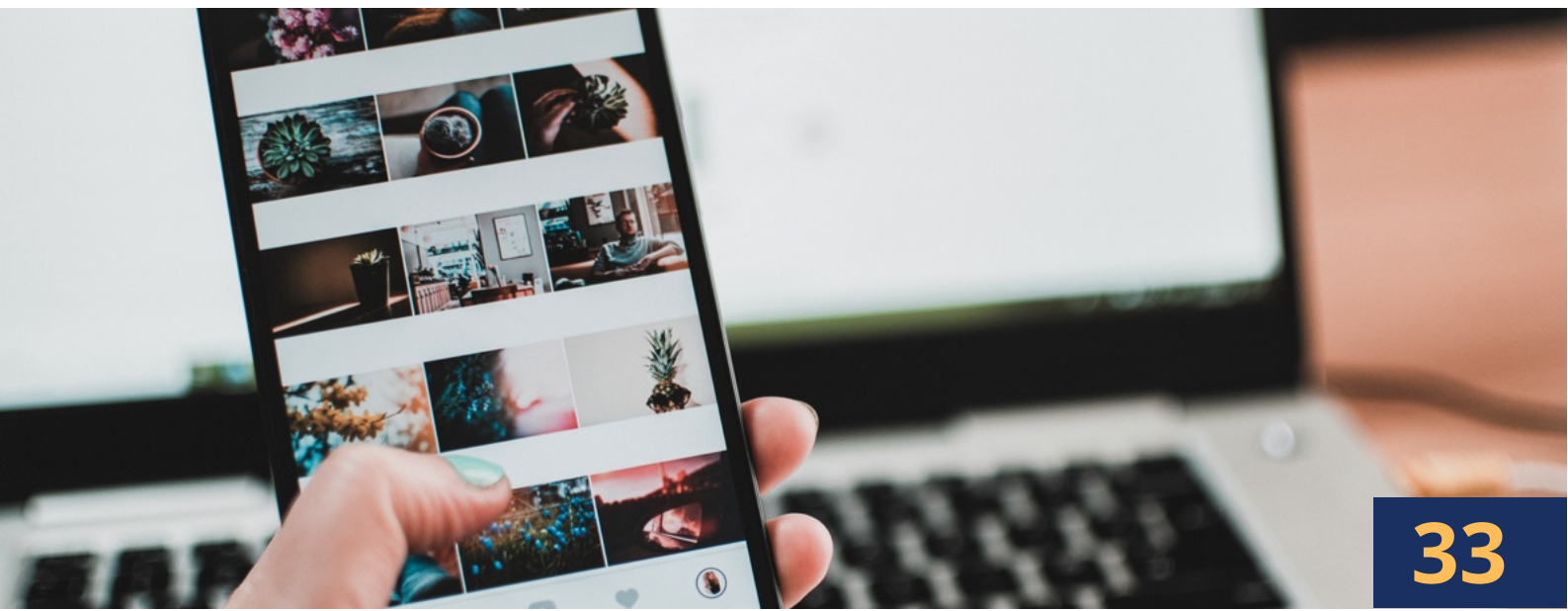
The registration process in both cases has to be done online on the official CAF website.

<https://www.caf.fr> "My online services" section.

<https://www.caf.fr/allocataires/actualites/actualites-nationales/etudiant-etranger-nous-vous-aidons-vous-connecter>



Daily life





Transport means

Public transport is very important for students in Bordeaux in order to get to campuses or elsewhere.

The company in charge of the public transport is called "TBM".

They are responsible for the buses as well as the trams.

You can download the application to follow itineraries.

An unlimited student pass for a year costs approximately 250 euros

Use your bicycle or public transport to come as there is no car parking in our ecodistrict.

Tram C : stop "Gare Saint-Jean" or "Belcier"

Tram D : stop "Gare Saint-Jean" or "Belcier"

You can watch this short video which will guide you from the tram stop Belcier to the Campus: <https://youtu.be/4gamJ1NR1y8>

On foot: 10 minute walking from the Saint Jean train station (Belcier exit).

By bike: a bike parking is available. Beware as the geolocation applications will send you to the wrong campus access. Please indicate this address : 13 rue des gamins - 33800 Bordeaux and then follow the map or follow this video instructions: <https://youtu.be/D3VmtOcuNDo>

How to get to the Campus :



COMMUNICATION MEANS

Cellphone



If you don't have a mobile in France, you can buy a prepaid Sim card and that you can recharge as often as needed. We advise you to take a commitment-free Sim Card that will allow you to have a French telephone number and save money.

Internet



Wifi is available in all university residences. If you decide to rent an apartment you can open a line with a French provider. This will cost between 20 and 40€ per month.

The different providers available in France are as follows:

Orange (often more expensive than the others)

Free

SFR

Bouygues Telecom

Pay attention to the fees that you might have to pay to terminate your contract.



USEFUL LINKS

ISFEC INTERNET SITE:
[HTTPS://WWW.ISFECFRANCOISDASSISE.FR](https://www.isfecfrancoisdassise.fr)

YPAREO

TWITTER ISFEC : [HTTPS://TWITTER.COM/ISFECFA](https://twitter.com/isfecfa)
INSTAGRAM:[HTTPS://WWW.INSTAGRAM.COM/ISFECFRANCOISDASSISE/](https://www.instagram.com/isfecfrancoisdassise/)

FACEBOOK :
[HTTPS://WWW.FACEBOOK.COM/ISFECFA](https://www.facebook.com/isfecfa)

LINKEDIN :
[HTTPS://WWW.LINKEDIN.COM/SCHOOL/ISFECFA?ORIGINALSUBDOMAIN=FR](https://www.linkedin.com/school/isfecfa?originalsubdomain=fr)

CITY OF BORDEAUX: [WWW.BORDEAUX.FR](http://www.bordeaux.fr)

PUBLIC TRANSPORTS IN BORDEAUX:
[WWW.INFOTBC.COM](http://www.infotbc.com)

ACCOMODATION - USEFUL INFORMATION:
[HTTP://WWW.INFO-JEUNE.NET/](http://www.info-jeune.net/)

PARTNER UNIVERSITIES

- University of Rome - Rome 3 (Italy)
- Bucharest University of Theology (Bulgaria)
- Timisoara University of Pedagogy (Romania)
- University Leonardo da Vinci (Belgium)
- University of Lillebaelt (Denmark)
- University of Salamanca (Spain)
- University of Hradec Kralové (Czech Republic)



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