



# Preparatory Courses for Legal and Economic Degrees

**Director of Studies: Jocelyne SOURISSEAU, Associate Professor**

## DESCRIPTION

### Objectives :

The Associate degree in preparatory courses for legal and economic studies offers general university training to foreign students, holders of a baccalaureate diploma or equivalent degree. It is tailored to improve their level of French and to acquire basic knowledge in law, history, economics, accounting, mathematics, sociology, as well as skills related to the French university methodology. At the end of this course, students having validated their year will be entitled to enrol in the first year AES Bachelor's degree (Economics and Social Administration) of the Faculty of Administration and Communication and can apply to the other Bachelor's or Master's degrees (if the student already holds a Bachelor's degree) that the university offers.

## ACADEMIC PROGRAM

The preparatory courses for legal and economic studies are composed of teaching units (UEs) and do not earn European credit transfer system hours (ECTS).

The first semester is geared towards improving students' level of French, as well as on specialised French courses (legal and economic) and on the exploration of the academic and social environment.

The second semester is centred on specialised introductory courses in Law, Economics, History, Mathematics and Sociology aimed to prepare students for the major courses at UT Capitole. Level B2 in French must be attained at the end of the degree.

**The coursework lasts 8 months (from October to May) and represents a total of 624 hours.**

SEMESTER 1 – 331h30	SEMESTER 2 – 292h30
<b>UE 1: 156h</b> <ul style="list-style-type: none"> <li>- Listening comprehension – 39h</li> <li>- Reading comprehension – 39h</li> <li>- Speaking – 39h</li> <li>- Writing – 39h</li> </ul>	<b>UE 7: 78h</b> <ul style="list-style-type: none"> <li>- Listening comprehension – 19h30</li> <li>- Reading comprehension – 19h30</li> <li>- Speaking – 19h30</li> <li>- Writing – 19h30</li> </ul>
<b>UE 2:</b> Methodology of academic work – 39h	<b>UE 8:</b> Methodology of academic work – 19h30
<b>UE 3:</b> Overview of French history and civilisation – 39h	<b>UE 9:</b> Social and political history – 19h30
<b>UE 4:</b> Legal French – 39h	<b>UE 10:</b> Introduction to private law and public law – 58h30
<b>UE 5:</b> French for the Professional and economic environment – 19h30	<b>UE 11:</b> Economics – 39h
<b>UE 6:</b> Intercultural know-how, and social and academic integration – 39h	<b>UE 12:</b> Introduction to accounting – 19h30
	<b>UE 13:</b> English – 19h30
	<b>UE 14:</b> Mathematics – 19h30
	<b>UE 15:</b> Sociology – 19h30

### Pedagogical means and methods:

The courses are conducted in a specially equipped room. The student will also be granted free access to various university services such as computer rooms or documentation services.

### Assessment:

Assessment procedures for exams are detailed in the university exam decree.

Skills and acquired knowledge are assessed in each unit through continuous assessment (written, oral, project or group work) and a final examination (written or oral examination) at the end of each semester.

The associate degree preparatory courses for legal and economic studies affords the following distinctions:

- Passable, when the average score is between 10 and 11, 99
- Satisfactory, when the average score is between 12 and 13,99
- Honours, when the score is between 14 and 15, 99

- Summa cum laude, when the average score 16 and above

There is no catch-up session. Repetition of the year is authorized once and subject to authorisation by a committee composed of teachers and chaired by the Dean of the Faculty of Administration and Communication.

## ADMISSION AND REGISTRATION REQUIREMENTS

### This course is open to:

- Foreign students holding a degree equivalent to the baccalaureate diploma and European level A2 in French, preferably B1
- Foreign students, holders of a Bachelor's degree and level A2 in French, preferably B1
- To Chinese students registered under the agreement signed with the Chinese Service Centre for Scholarly Exchange (CSCSE) on May 21, 2008.

### Selection criteria:

- Applications can be sent either to Campus France ([www.campusfrance.org](http://www.campusfrance.org)) or to the Director of Studies: [jocelyne.sourisseau@ut-capitole.fr](mailto:jocelyne.sourisseau@ut-capitole.fr)
- Applications must include: a copy of the birth certificate, a copy of the baccalaureate diploma or an Equivalent, academic transcripts covering the previous three years, French language level certification and a covering letter.
- Students will be interviewed by the members of the teaching team.

### Capacity :

This course is designed for a maximum number of 20 students.

### 2017-2018 registration fees: 5000 euros, covering:

- 624 hours of training
- university enrolment fees
- personalised tutoring
- tourist and cultural outings
- Sport
- access to the library
- patronage of a French student
- liaising with a Chinese tutor the first week

The federal university offers the Toul'box upon students' arrival: accommodation, administrative formalities. For more information, visit [toulbox.univ-toulouse.fr/](http://toulbox.univ-toulouse.fr/)

## EMPLOYABILITY-AID SCHEMES

### Occupational integration workshops are conducted by the SUIO-IP :

- Building up a career project : highlighting experiences; identifying strengths; building a project.
- Hunting job techniques : CVs, cover letters, preparing for interviews.
- Student exchange : CVs, cover letters and interviews in English, applications in Spanish.
- Building up a Skill Portfolio (Portefeuille d'Expériences et de Compétences) with the PEC platform online.

**Conferences and job days** on various topics are organised throughout the year : « Searching for an internship », « Keys for successful first steps into a company », « Volontariat International en Entreprise » (VIE), "Module vie professionnelle"...

The timetable is available at the SUIO-IP, in the University Newsletter and on the University website (tabs Orientation et insertion and Actualité). Online registration.

**Career guidance counsellors welcome and provide information at the SUIO-IP** (without appointment). Educational and career documentation is available at the help desks.

For more information on career counselling and occupational integration visit:  
<http://www.ut-capitole.fr/orientation-et-insertion>  
<http://suiio-ut-capitole.centredoc.fr>

**CONTACT DETAILS****Université Toulouse 1 Capitole****AES Admission Office****Stéphane DUPIN****Office AR 119**

2 rue du Doyen Gabriel Marty

31042 Toulouse Cedex 9

Mail : [stephane.dupin@ut-capitole.fr](mailto:stephane.dupin@ut-capitole.fr)

Phone : 05 61 63 37 69

**Director of Studies :****Jocelyne SOURISSEAU** : [jocelyne.sourisseau@ut-capitole.fr](mailto:jocelyne.sourisseau@ut-capitole.fr)**University Career, Guidance and Information Service****(SUIO-IP) (Anciennes Facultés)**

2 rue du Doyen Gabriel Marty - 31042 Toulouse Cedex 9

Mail : [suio-ip@ut-capitole.fr](mailto:suio-ip@ut-capitole.fr)

Phone : 05 61 63 37 28

**Internship office**

Bâtiment Arsenal, 3ème étage, AR379 et 381

Mail : [stages@ut-capitole.fr](mailto:stages@ut-capitole.fr)

Phone : 05 61 63 35 18 / 37 35

For information on internships visit:

<http://www.ut-capitole.fr/orientation-et-insertion/preparer-son-insertion/stages/>

For more information on the degree visit :  
<http://www.ut-capitole.fr/formations/>