

cief
Centre International d'Études Françaises

Study at the International Center for French Studies

adcuefe
Association des Directeurs des
Centres Universitaires d'Études
Françaises pour Étrangers


**UNIVERSITÉ
DE REIMS**
CHAMPAGNE-ARDENNE



PUT A SPARKLE IN YOUR STUDIES !!!



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THE CIEF - PRESENTATION

WELCOME TO THE CIEF !!!

The International Center for French Studies (CIEF) is part of the University of Reims Champagne-Ardenne (URCA), one of the oldest universities in Europe. Our main objective is the linguistic, cultural and methodological preparation of non-Frenchspeaking students for their integration in the courses of studies offered by the various faculties, institutes and schools of the University.

Our teachers, dynamic and receptive, welcome each year 300 students of all nationalities, all levels and from all over the world. We offer a wide range of learning programs for all levels, from beginners to advanced, which enable our students to progress at their own pace.

The CIEF is an examination center for the national DELF-DALF certifications (Diplôme d'Etudes en Langue Française - Diplôme Approfondi en Langue Française) and for the TCF-DAP. Each year, we offer several certification sessions allowing anyone to certify their level in French.

The CIEF is also destined to offer personalised help to students and researchers, who are enrolled in exchange programs (ERASMUS, PhDs, *free-mover* students).

The teachers can also welcome students that are willing to do their Master internship (both first and second year).

Located on the Science Campus and part of the "Maison des Langues", the CIEF is a member of the ADCUEFE (Association of Directors of University Centers for the Teaching of French to Foreigners).



Contacts

Teachers

EMILIE GREAULT

Director of the CIEF / Language support for international students manager / Teacher

GRÉGOIRE DUCROQUET

Teacher

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DU-Passerelle and student tutoring manager/ Teacher

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Teacher

LAURENCE OUDIN-ARNOULT

Trainees manager / Teacher

Administration

FRÉDÉRIC TEILLON

Director of the "Maison des Langues"

SOPHIE HAINGUE

Reception and secretarial work

VIRGINIE PONSARD

Reception and secretarial work

SEMESTRIAL COURSES

ORGANISATION AND COURSE CONTENT

The teaching year at CIEF consists of two semesters of 12 weeks of classes (plus catch-ups and exams). The first term begins in September and runs until the end of December. The second semester starts in mid-January and finishes at the end of May (see the precise dates on our website, under the heading "Register at the CIEF"). New students are placed in a group corresponding to their level after an online test, a written test and an interview with a teacher. There are six levels of study, each offering 17h30 to 18h of lessons per week, as well as a minimum of one hour of tutoring per week supervised by a French-speaking student.



DUEF A1 (Level A1 of the CEFR, **opening subject to a sufficient number of registrations**) : this level is for beginners or false beginners. All skills are taught. It includes a section on discovering the university world and a civilisation section.

DUEF A2 et DUEF B1.1 (Levels A2 and early B1 of the CEFR) : these two successive levels cater for participants who have acquired a basic knowledge of French. The learning of grammar is intensified. Oral and written skills are acquired through specific courses. Language teaching includes a section on discovering the university world and a section on civilisation.



DUEF B1.2 (Level B1 of the CEFR) : courses in written and oral comprehension and expression enable students to improve their knowledge of French at the same time as civilisation is taught, and a specialised French course is offered (renewed each semester). The teaching of the language and of cultural and subject-specific knowledge includes an introduction to university methodology.



DUEF B2 (Level B2 of the CEFR) : courses in written and oral comprehension and expression and in civilisation are designed to help students acquire a good command of the language and culture. Students also prepare for their university studies by choosing two specialised French courses (renewed each semester). Language teaching and cultural and subject-specific knowledge include an introduction to university methodology.

DUEF C1 (Level C1 of the CEFR, **opening subject to a sufficient number of registrations**) : It is aimed at students who wish to perfect their knowledge of the language and culture at a high level and acquire a good command of university exercises. These courses also include lessons in European civilisation, history and culture, as well as a specialised French course (renewed every semester). The courses are offered with a view to university methodology.



The CIEF also has a Language Resource Centre which is open every day and accessible to students outside of class hours. This enables students to work independently and, if they wish, to study other languages. The Language Resource Centre is generally used for remediation hours (individualised courses), which are integrated into the timetable.

EXAMS AND UNIVERSITY DIPLOMAS

Continuous and final exams are organised for each semester. University diplomas are awarded as follows:

- DUEF A1 (Diplôme Universitaire d'Études Françaises level A1 of the CEFR)
- DUEF A2 (Diplôme Universitaire d'Études Françaises level A2 of the CEFR)
- DUEF B1 (Diplôme Universitaire d'Études Françaises level B1 of the CEFR)*
- DUEF B2 (Diplôme Universitaire d'Études Françaises level B2 of the CEFR)
- DUEF C1 (Diplôme Universitaire d'Études Françaises level C1 of the CEFR)

These diplomas are harmonised with those of the 40 French university centres belonging to the ADCUEFE (Association des Directeurs de Centres Universitaires d'Études Françaises pour Étrangers). The DUEF B2 gives you access to certain French university courses without having to prove your level with another certificate, such as the DELF or TCF.

*At the CIEF, the DUEF B1 is divided into two levels and two diplomas: the DUEF B1.1, which confers the beginning of level B1, and the DUEF B1.2, which confers level B1.

SPORTS AND CULTURAL ACTIVITIES

Every week, the CIEF offers its students cultural and/or artistic workshops (at no extra charge).

The aim is to help students discover the city of Reims and the surrounding area (through visits, exhibitions, etc.) and also to introduce them to cultural practices such as theatre, slam, plastic arts, etc.



Participation in cultural events is organised as part of the University's activities, in partnership with the city of Reims:

- Welcome Week
- Film screenings at the Falala multimedia library
- Ta Vie de Campus, Cultures en fête

....

A wide range of physical, sporting and cultural activities are available within the university structures.

The SUAPS (Service Universitaire des Activités Physiques et Sportives - University Physical and Sports Activities Service) offers free access to a wide range of sports and well-being activities, indoors and outdoors, from beginners to advanced levels.

The SUAC (Service Universitaire de l'Action Culturelle), meanwhile, gives you the opportunity to discover a range of cultural and artistic practices, and to take part in various events on campus (Campus en fête, le Printemps des Poètes, photo workshops, etc.) or off (Monde en docs screenings, etc.), as well as many others!

CONDITIONS OF APPLICATION

To register at the CIEF, you must :

- have the baccalaureate diploma (or equivalent) and, for some countries (such as China), the university entrance examination
- pay a pre-registration deposit of €150 (by bank transfer, or on site by credit card, cash or cheque)

WARNING : The €150 deposit **is non-refundable and cannot be carried over to another semester**, even if the visa is refused. The balance of the course fees must be paid on final registration, on the first day of the semester.

Documents to be provided :

- photocopy of passport
- photocopies of diplomas obtained with certified translations (translation is not compulsory if the diploma is in English)
- a letter of motivation (if possible in French) indicating in particular your chosen academic direction = please also specify if you are a complete beginner
- a description of the preparation in French (certifications obtained or courses already taken)
- the completed registration form

The registration form must be returned to the CIEF before the registration deadline, by post, e-mail or in person.

Please check that everything is present before sending your application!

CANCELLATION AND REFUND CONDITIONS - CLAIMS

In the event of cancellation, all requests for reimbursement must be made using a form to be downloaded from the following address: <https://demat.univ-reims.fr/demat-devu/>

The form is available in the "Request for reimbursement of tuition fees" section. It should be completed and submitted via the same link.

If you have a complaint following a decision by the University concerning your enrolment, application or studies, you have two months following notification of the decision to submit a request for an informal appeal. This should be sent to the President of the University of Reims Champagne-Ardenne, using the following link: www.univ-reims.fr/recoursscolarité

FRENCH PROFICIENCY CERTIFICATIONS

DELF-DALF

The CIEF is an examination centre for the DELF-DALF national certificates (Diplôme d'Études en Langue Française – Diplôme Approfondi en Langue Française).

The DELF and DALF are diplomas issued by the French Ministry of Education to validate your skills in French. They are standardised diplomas, calibrated according to the CEFR (Common European Framework of Reference for Languages), which assess the four communication skills: oral comprehension, written comprehension, written production and oral production (speaking continuously and in interaction). **They are valid internationally and are not time-limited.**

Part of each DUEF's half-yearly course is reserved for DELF preparation. We generally organise three exam sessions in March, May and November (depending on the number of enrolments). The dates of the sessions are available on our website, under "Certifications".

Prices :

DELF A1, A2 and B1: €82.50 for URCA students and staff / €110 for non-URCA students and staff

DELF B2: 120€ for URCA students and staff / 150€ for non-URCA students and staff

DALF C1 and C2: €136 for URCA students and staff / €160 for non-URCA students and staff

TCF-DAP

Would you like to enrol in the first year of a bachelor's degree (L1) or an architecture school in France? Do you not have DELF B2 or DALF? Then you need to take the TCF specific to applications for prior admission, known as the "TCF-DAP".

Every year, the CIEF organises a TCF-DAP session in January or February. You can register for the TCF-DAP and pay online from November. The link to the procedure can be found on our website, in the "Certifications" section.

TRAINING SCHEDULE AND PRICES

SEMESTRIAL COURSES

SEMESTER 1

Last day to register: last week of June of each year

First day of classes: first week of September of each year

Last day of classes and exams: last week of December of each year

SEMESTER 2

Last day to register: first week of November of each year

First day of classes: second week of January of each year

Last day of classes and exams: last week of May of each year

The exact dates of our training courses are available on our flyers and on our website, under the heading "Register at the CIEF".

	Course fees per semester (A1 to C1)	Tuition fees for the academic year**	Student and Campus Life fee for the academic year**
Full time	€1200*	€175	Variable amount***
Part-time (permitted under certain conditions)	€630*	€175	Variable amount***

*Including €150 non-refundable deposit, to be paid by bank transfer or on site in cash, cheque or credit card.

**The academic year runs from September 1st to August 31st.

***Online payment via a government website.

For all requests falling within the scope of continuing education, i.e. where the training is paid for by the employer or by an organisation, please contact the CIEF secretariat to find out the rates.

LANGUAGE SUPPORT FOR EXCHANGE STUDENTS

A welcome week for exchange students from the Erasmus programme and other programmes is organised by the DREDI (Direction des Relations Extérieures et du Développement International) at the end of August in partnership with the CIEF.

During this week, students are placed in a French level group and attend nine hours of classes at the CIEF to enable them to start their training with confidence.

For further information, please contact the DREDI directly:

- By email : dredie@univ-reims.fr
- By phone : +33 (0)3 26 91 87 60

Language support, supervised by CIEF teachers, is also offered from September at the Centre de Ressources en Langues (CRL) on the Moulin de la Housse campus (Faculty of Science) and, depending on the semester and the number of students, on the Croix-Rouge campus.

Each workshop takes place at the end of the day, from 5.30pm to 7.30pm. The aim is to work on all aspects of the French language, particularly oral skills, through conversation workshops. Language support courses are also open to URCA doctoral students and free movers.

Language support courses can lead to the validation of ECTS credits (subject to conditions).



HOUSING AND CATERING

CATERING

CIEF students have access to a room with a table, microwave and kettle, so they can have lunch on site between courses. They can also find a bakery and a small food shop at the entrance to the campus, offering a variety of meal options.

The Crous de Reims offers two catering outlets on the Moulin de la Housse campus: the Moulin de la Housse university restaurant and the "Cafet Sciences". A cafeteria is also available to students at the IUT, very close to the campus.

The university restaurants and cafeterias are open to all students.

HOUSING

Different accommodation options are available to CIEF students.

CIEF does not arrange accommodation for students. Arrangements must be made with the relevant organisation, regardless of the type of accommodation chosen.

ROOMS IN A STUDENT RESIDENCE : from €240/month

>> CROUS de Reims

Accueil étudiant

31, rue du Général Sarrail

51100 REIMS

Phone : +33 (0)9-69-39-19-19

Website : www.crous-reims.fr

Very few rooms available! During the university year, contact the CROUS directly.

STUDENT HOUSING AND RESIDENCE CENTER

>> FOYER L'ESCALE : Studios from €375 per month

53 ter, rue de Louvois

51100 REIMS

Phone : +33 (0)3-26-06-09-46

Email: contact@escale-reims.fr

>> **FOYER PONT ASSY:** Studios from €348 per month

16, rue du Pont Assy

51100 REIMS

Phone: +33 (0)3-26-06-14-82

Email: aftar-reims@orange.fr - julia-aftar@orange.fr

>> **HOME SAINT-LOUIS** (religious institution, GIRLS only): room from €500 per month

74, rue de Talleyrand

51100 REIMS

Phone: +33 (0)3-26-47-51-64

Email: foyerreims@ermieuropa.com

>> **RÉSIDENCE NOËL** (Young workers' hostel): Studios from €343 per month

9, rue Noël

51100 REIMS

Phone: +33 (0)3-26-79-11-20

Email: residence.noel@noelpaindavoine.fr

>> **RÉSIDENCE PAINDAVOINE:** Rooms with one bed, about €341 per month. Studios: about €459,60 per month

1, rue du Lieutenant Herduin

51100 REIMS

Phone: +33 (0)3-26-61-48-00

Email: association.noelpaindavoine@noelpaindavoine.fr

Website: www.reims-fjt.fr

>> **FOYER MARIE-CLEMENCE FOURIAUX** (Young workers' hostel)

25, rue Clémence Fouriaux

51100 REIMS

Phone: +33 (0)3-26-79-11-29

Email: association.noelpaindavoine@noelpaindavoine.fr

>> **CENTRE INTERNATIONAL DE SÉJOUR (CIS)**, hostel: rooms from two to five beds from €28,15 per person per day.

21, chaussée Bocquaine

51100 REIMS

Phone : +33 (0)3 26 40 52 60

Email: info@cis-reims.com

>> **APPART'HÔTEL "LE CHAMP DE MARS"** : Studios and flats from €535 per month.

17, rue du Champ de Mars

51100 REIMS

Phone : +33 (0)3-26-02-17-22

Email: champdemars@kosy.plus

ACCOMODATION WITH A HOST FAMILY

>> **WELCOME2FRANCE** offers foreign students accommodation with a host family. Room in a family: rent of €380 per month

Association Welcome2France

122 bis, rue du Barbâtre

51100 REIMS

Phone: +33 (0)6-19-79-77-69

Email: reims@welcome2france.fr

STUDIO OR FLAT RENTALS FROM PRIVATE INDIVIDUALS

There are plenty of small flats to rent in Reims.

For a studio apartment, the rent will be around €350 per month; for a two- or three-room flat, you should expect to pay around €530 per month.

Shared flats are sometimes possible, depending on the flat.

To find a flat to rent :

- Le Bon Coin, online classified ad site
- Se Loger, online property ads
- Studapart, online ads
- Livin, online ads

Regardless of the type of accommodation they choose, students may qualify for the Aide Personnalisée au Logement (APL) under certain conditions. Find out more from the Caisse d'Allocations Familiales (CAF).

WELCOMING PEOPLE WITH DISABILITIES

The CIEF is able to welcome people with disabilities.

Our building is on one level and all our rooms are easily accessible to people with reduced mobility. The CIEF also has adapted sanitary facilities.

The other buildings on campus are all equipped to receive disabled people (access ramps, lifts, adapted rooms).

"MISSION HANDICAP" AT THE UNIVERSITY

The University of Reims Champagne-Ardenne has a support service for students with disabilities called "Mission handicap". It supports students throughout their university course.

The University's Mission Handicap "helps to analyse the needs of students with disabilities in terms of compensation, and suggests ways in which they can be accommodated so that they have the same chances of success as all other students. It provides students with information on all aspects of university life, including the course of their studies, accessibility of university premises, participation in campus life and access to the resources of the University Library".

Your contacts on the campus:

Mme Domenica CALABRO
Moulin de la Housse Campus (University Library, building 14)
BP 1039 - 51687 Reims Cedex 2
Phone: +33 (0)3 26 91 85 32
Email: handicape@univ-reims.fr

Opening hours:
Monday, Tuesday, Wednesday, Friday
from 9.00am to noon and from 2.00pm to 5.00pm
(Thursday closed)

Service universitaire de Santé Etudiante (SSE)
Moulin de la Housse Campus (building 8)
BP 1039 51687 Reims Cedex 2

Phone: +33 (0)3 26 91 83 20 (secretary)
Phone: + 33 (0)3 26 91 82 46 (reception - nurses)
Social worker's email: sse.mdh.ase@univ-reims.fr

TEACHER TRAINING COURSE

The CIEF and its teacher-trainers welcome students wishing to undertake a Master 1 or 2 course in the relevant subjects.

On request, the CIEF can also organise and run training courses for teachers or future teachers of FLE. A DU (Diplôme Universitaire) "Formateur pour adultes en FLE niveau 1" was launched at the CIEF in May 2020 in response to a call for tenders from Pôle Emploi in partnership with the Groupement d'Intérêt Public Formation Continue. An article on the subject (see below) was published in June 2021 in the magazine of the International Federation of Teachers of French, *Le français dans le monde* (n°434).

Since 2020, the CIEF has also been organising free training courses for FLE volunteers in associations. An article on this subject (see below) was published in September-October 2022 in *Le français dans le monde* (n°442).

NOUVEAU DIPLÔME POUR UNE DOUBLE INSERTION PROFESSIONNELLE!

PAR PASCALE FOURTEMBERG, EMILIE GRÉAULT ET LAURENCE OUDIN, ENSEIGNANTES AU CIEF, UNIVERSITÉ DE REIMS - CHAMPAGNE-ARDENNE



Premiers pas sur Moodle (Reims)

Le « DU Formateur pour adultes en FLE niveau 1 » a vu le jour au CIEF en mai 2020 en réponse à un appel d'offres de Pôle Emploi en partenariat avec le Groupement d'Intérêt Public Formation Continue. À destination d'adultes en reconversion professionnelle, la formation (de niveau bac + 2) a accueilli 10 stagiaires, recrutés par les enseignants-formateurs, qui avaient comme projet la formation pour adultes en FLE. À l'issue de la formation, les stagiaires seront amenées à travailler avec un public adulte (primo-arrivant,

salariés en entreprise, en insertion professionnelle en France...)

Les formateurs et les stagiaires ont relevé plusieurs défis. En effet, de par leurs diverses expériences parfois émaillées d'échecs, les stagiaires avaient peu de notions du monde du FLE. Les modules proposaient des outils didactiques mais aussi des temps de pratique accompagnée au CIEF avec des enseignants experts. Pour les formateurs, cette aventure fut une occasion de ré-interroger nos pratiques en situation et de mieux cibler les attendus de ce nouveau public.

De plus, la crise sanitaire nous a imposé un passage au distanciel, apportant aux stagiaires une compétence supplémentaire autour de l'e-formation, vecteur d'employabilité. Ainsi les formateurs ont approfondi leur expérience numérique. L'expérience s'est avérée positive tant pour les stagiaires, qui pour certaines ont déjà signé un CDI, tant pour nos étudiants qui ont pu bénéficier de leur présence, tant pour le CIEF qui s'est professionnalisé en s'ouvrant des horizons sur le monde du travail et ses acteurs. ■



Des formateurs bénévoles motivés

UNE EXPÉRIENCE HUMAINE ENRICHISSANTE

PAR FLORENCE BONNAND ET SYLVIE SOHIER (CIEF, UNIVERSITÉ DE REIMS - CHAMPAGNE-ARDENNE)

Le CIEF de Reims étant engagé dans une démarche d'accueil des étudiants réfugiés depuis 2016, répondre à l'appel à projet AïMES bis en 2019 était une évidence. Il fallait cependant, en tant que formatrices, nous adapter à ce contexte très particulier : nous adresser à un public de formateurs bénévoles œuvrant dans diverses associations de la ville, certes très motivés, mais ayant des expériences et formations professionnelles fort différentes, et généralement peu ou pas du tout formés à l'enseignement du FLE. Et cela dans un temps relativement bref : quatre jours de formation et une journée d'observation de classes répartis sur trois mois. Dans ces conditions, élaborer un dispositif et des contenus adaptés représentait un véritable défi. Nous avons alors fait les choix didactiques suivants :

- Travailler à partir des représentations, des expériences et des acquis de chacun.
- Apporter des connaissances de base solides mais adaptées à un public de non spécialistes (CECRL, notions d'objectifs, de compétences...).
- Construire collectivement des

outils pratiques et adaptables à chaque situation (progressions, séquences, séances...).

- Proposer un large panel d'activités faisant appel à la culture, aux arts, à la créativité.
- Favoriser les situations de pédagogie active pouvant inspirer les bénévoles dans leur propre enseignement.

Une formation à l'alphabétisation et à l'enseignement de la prononciation a été ajoutée à la deuxième formation pour répondre aux besoins des bénévoles. Les deux formations réalisées depuis 2019 ont été très enrichissantes d'un point de vue professionnel et humain. L'enthousiasme des bénévoles, leur intérêt continu et la qualité des échanges nous ont donné l'impression d'avoir été utiles, même si nous savons bien que le travail le plus important est désormais de leur côté, par l'intégration de nombreux éléments apportés et leur adaptation à chaque contexte spécifique. C'est pourquoi une journée de consolidation a été programmée ultérieurement pour échanger et répondre à d'autres besoins mais aussi pour le plaisir de se retrouver dans la convivialité. ■

Want to join us? We'd love to hear from you!

POSTAL ADDRESS

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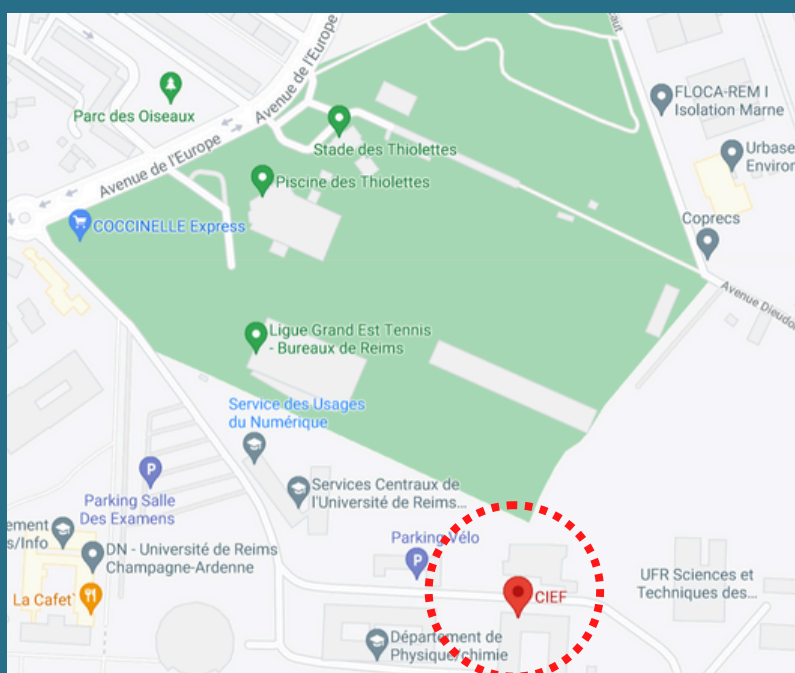
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