

French Language Assistant - 2019-2020

Descriptive:

Objective of the programme

This exchange programme was designed to help familiarise French students with Indian culture as they teach French to students enrolled in Indian universities.

The role of the « French language Assistant »

The French language Assistant Programme is conceived to help academic institutes develop new perspectives for their students in the field of French linguistics.

The French language assistants are primarily students pursuing a Master's degree in France. In the framework of their research and training, they are called upon to teach French in various institutes.

The role of the assistant is to improve the communication skills of the students and to enrich their knowledge of the French language in a sociocultural context. The Assistant works under the guidance of the institute's French language faculty.

Duration of the posting:

The French language assistants are posted in Indian universities or schools for a period of 9 months.

The Assistants supports the French faculty by ensuring one or more of the following:

- i. Practising spoken French with the students
- ii. Introducing the French culture and civilisation to the students
- iii. Participation in different activities of the institute
- iv. Assisting in the organisation of a student exchange programme.
- v. Helping students prepare for French language certifications: DELF/DALF – TCF.
- vi. Sharing information on the University Cooperation of the French Institute in India, especially by participating in the organisation of « French Day », in coordination with Campus France India.
- vii. Organisation of activities in order to generate the student's interest in France (debates, conversation classes, cinema club)
- viii. Participation in the training programmes for FLE teachers in India

The Assistant may be solicited to contribute to the production of written and audio-visual material for French language teachers.

Please Note: French Language Assistants are not full time teachers and are not meant to replace an Indian faculty member.

Profile of « French language Assistant at University of Mumbai »

Status	French student in final stage of studies
Nationality	French
Age	Between 22 to 35 years
Qualification	Holder, at the time of submitting his application, of an M1 Degree in French as foreign language
English	Having a minimum level of B1 as per the Common European Framework for Languages (CIEP)

Partnership with the host Indian institution

French Institute in India (IFI):

Call for applications	IFI coordinates and organises the call for applications in cooperation with CIEP (International Centre for Pedagogical Studies), Ministry of Education, France.
Selection of the candidates	IFI selects the candidates according to the post-description sheet provided by the partner host Indian institutions.
Monthly subsistence	IFI pays a monthly stipend of 38 000 INR (<i>thirty-eight thousand Indian rupees</i>) to the assistant during his stay
Orientation, training and follow-up	IFI organises the orientation programme on the arrival of the Assistant in India
Administration	IFI coordinates the administrative management of the Assistant for his/her posting.

Partner Indian Institution:

Post description sheet	Provides a duly completed « post description sheet » according to the needs of the host Indian institution.
Agreement	Signs a detailed agreement with IFI in order to formalise all conditions
Accommodation	Provides a decent furnished accommodation to the Assistant that is free of charge The provided accommodation must either be on the campus of the institution or nearby.
On Assistant's arrival	Organises the pick-up of the Assistant on his arrival at the airport/ railway station.
Time-table	Provides a fixed time-table to the Assistant on his arrival which comprises 12 to 20 hours of teaching
Administration	Designates a person in-charge of the Assistant for all academic and administrative formalities (ex: classes, accommodation, enrolment at the local FRRO immigration office, bank account etc.)
Leave	Grants one week leave ¹ three times over the course of the academic year

Calendar 2019-20

October 2018 till February 2019	Indian institution receives the programme information. Dispatch of : a) Descriptive of the programme b) Model of the « post description sheet » to the Indian institutions. c) Receipt of the completed « post description sheet (PDS) » from the Indian institutions. d) Dispatch of the PDS to IFI. IFI launches the call for applications in France.
March	a) Reception of applications by IFI. b) Pre-selection of applications by IFI.
April	Sends the applications to the host institution a) Acceptance of an application by the host institutions. b) Reception of the <i>invitation letter</i> from the host institution by IFI.
May	Start of the visa procedure in France.

¹ The host institution shall provide the calendar of holidays.

30 July 2019	Arrival of the Assistant in India
31 July	a) Orientation programme and training by IFI.
2 August	b) Departure of the Assistants to the host institutions.
2 August	Installation at the host institutions.

Special cases

Candidates with dependants/ family

Indian host institutions do not offer accommodation for a spouse or a child unless mentioned otherwise.

Conditions to receive family members/ friends on campus

All Indian institutions have their regulations pertaining to receiving friends/ family on campus. Details are provided by the host institution in the post description sheet.