

escem

school of business and management

more than knowledge

PARIS - TOURS - POITIERS

INTERNATIONAL STUDENTS GUIDE

**ACADEMIC YEAR 2012-2013
POITIERS CAMPUS**



COMMITMENT-INTEGRITY-CURIOSITY-HUMILITY



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ESCEM SCHOOL OF BUSINESS AND MANAGEMENT – A ‘GRANDE ECOLE’ “GRANDES ÉCOLES”: THE FRENCH EXCEPTION

Escecm is one of the French “*Grandes Ecoles*” of management. It undertakes its activities within the general organizational framework of French higher education and in line with the orientations that characterize the development of the “*Grandes Ecoles*”. Therefore, it is necessary to explain certain elements of this specific environment in introduction.

The French higher education system differs from the dominant international model, by offering two parallel, competing tracks toward graduate-level studies. The track followed by the majority of students in France is the traditional university path now structured around the Bologna Accord Bachelor/ Master/ Doctorate.

The other track is made up of “preparatory classes” and “*Grandes Ecoles*”. This educational system traditionally welcomed the better students, having come through a rigorous selection process both before starting “preparatory classes” and again through a national competitive examination process before entrance to the *Grandes Ecoles*. The preparatory classes are organised in the high schools by a highly skilled and very committed specialized teaching staff. They give the students a far more intensive and higher level general education than they would receive in undergraduate programs in the universities.

The *Grandes Ecoles* of management were set up in the 19th century and the early 20th century by the Chambers of Commerce and Industry of the major towns in France. They were originally called Higher Schools of Commerce, and their objective is to train entrepreneurs and middle management, for which there is an enormous need among regional and national companies.

There are currently 37 *Grandes Ecoles* of management; the differences between these establishments and the universities are:

- The enrolment process which is highly competitive
- The fact that all students must have finished two years of preparatory studies for the *Grandes Ecoles*, or of higher education, before taking the entrance examination for these institutions. Only the best students from the best high schools can gain access to these studies.

ESCEM offers two main programs, the ‘Grande Ecole’ program which is a three year Master in Management with 500 students graduating from this program each year. The second, more recent program is a Bachelor in International Business. Both programs offer courses in English and opportunities for exchange students.


Another particularity of ESCEM is that it offers two distinct campuses, the larger one is located on the outskirts of the city of Tours in the Loire Valley – the teaching on the Tours campus is primarily in the French language. The second campus is 100km south of Tours in the city of Poitiers. Teaching on the Poitiers campus is almost entirely done in English. Both programs are taught in parallel on both campuses.



DEGREES

The higher education system in France comes under the common European architecture. The Bachelor-Master-Doctorate system is based on the number of semesters completed since leaving secondary school and their equivalent in European credits under the European Credits Transfer Scheme.

Illustration of comparative higher educational systems in France

	ESCEM Programs			University	Total ECTS Credits earned
	3 year Graduate Program	Years of study	Bachelor International Business	University System	
	3rd year (final)	5		Master 2	300
	2nd year (senior)	4		Master 1 / Bachelor 4	240
	1st year (junior)	3	Bachelor Int. Bus 3	Bachelor 3	180
	Entrance examination				
	Undergraduate 2	2	Bachelor Int. Bus 2	Bachelor 2	120
	Undergraduate 1	1	Bachelor Int. Bus 1	Bachelor 1	60
High school					

Both of ESCEM's main programs have fully adopted the European Credit Transfer System – ECTS.

ECTS

ECTS is part of the European Commission's SOCRATES program and aims to encourage cooperation between universities in the European Union. ECTS sets out an effective way of simplifying academic recognition between European educational institutions. It aims to create transparency between different programs / curricula followed by students. This allows the transfer of equivalent credits from one institution to another.

Full academic recognition is a "*condition sine qua non*" for student mobility in the framework of the Erasmus and Socrates programs. Full academic recognition means that the study period abroad (including examinations or other forms of assessment) replaces a comparable period of study at the home university (including examinations or other forms of assessment), though the content of the agreed study program may differ.

The use of ECTS is voluntary and is based on mutual trust and confidence in the academic performance of partner institutions. Each institution selects its own partners.

ECTS provides transparency through the following means:

- ECTS credits which are a numerical value allocated to course units to describe the student workload required to complete them.
- The information package which supplies written information to students and staff on institutions, departments/faculties, the organization and structure of studies and course units.
- The transcript of records which shows students' learning achievements in a way which is comprehensive, commonly understood and easily transferable from one institution to another...
- The learning agreement covering the program of study to be taken and the ECTS credits to be awarded for their satisfactory completion, committing both home and host institutions, as well as the student.

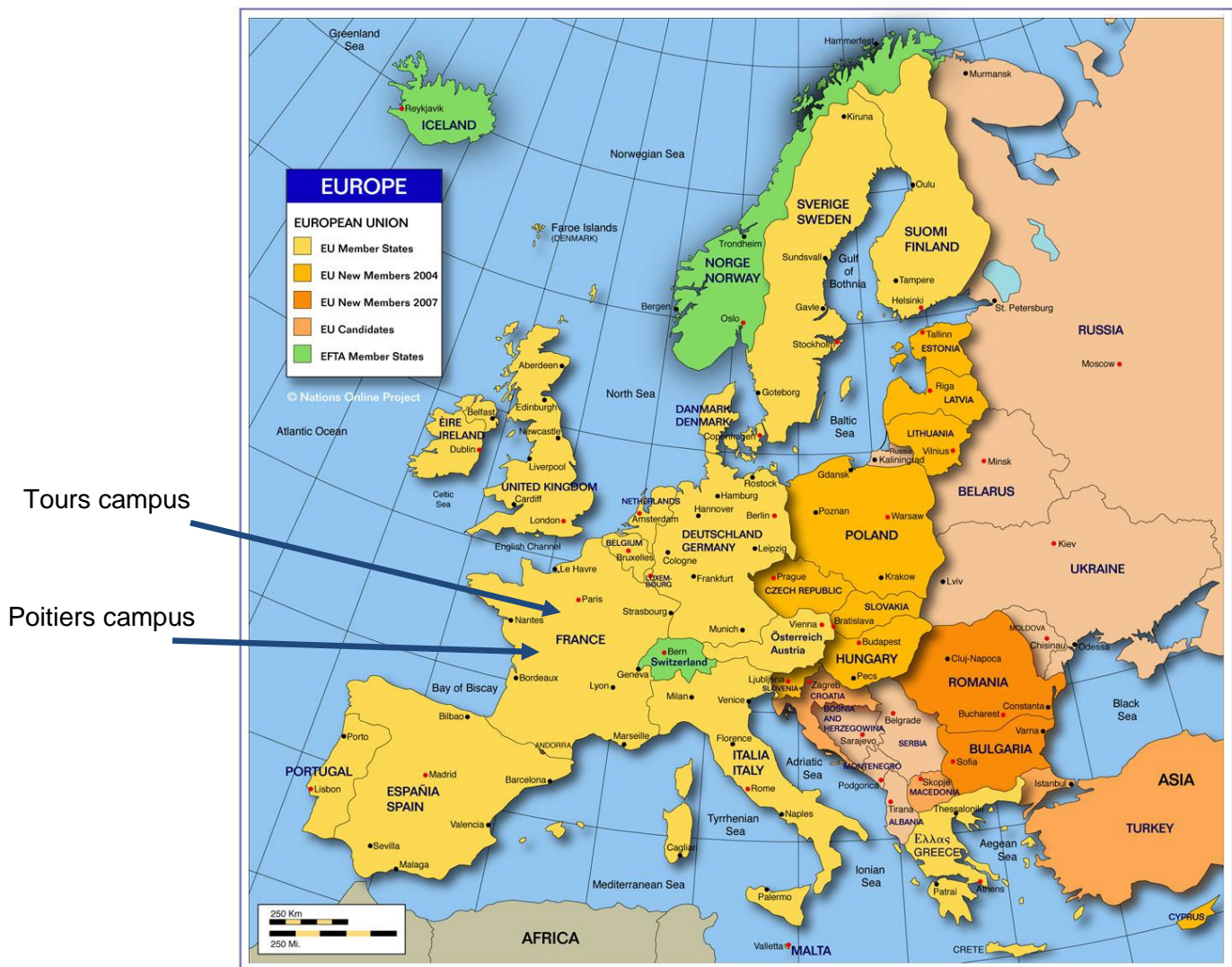
ECTS CREDITS

ECTS credits are a numerical value (between 1 and 60) allocated to course units to describe the student workload required to complete them. They reflect the quantity of work each course unit requires in relation to the total quantity of work necessary to complete a full year of academic study at the institution; that is, lectures, practical work, seminars, tutorials, fieldwork, private study – in the library or at home – and examinations or other assessment activities. ECTS is thus based on a full student workload and not limited to contact hours only.

ECTS credits are a relative rather than an absolute measure of student workload. They only specify how much of a year's workload a course unit represents at the institution or department allocating the credits. In ECTS, 60 credits represent the workload of an academic year of study and normally 30 credits for a semester. ECTS credits ensure that the program will be reasonable in terms of workload for the period of study abroad.

ESCEM IN FRANCE

ESCEM's 2 main campuses are located in west central France.



POITIERS

With over 2000 years of history, dozens of remarkable monuments, charming medieval streets and smart boulevards, Poitiers boasts a rich and fascinating heritage. But the city has more to offer than just memories of time gone by. Trendy cafés, cool bars and a lively student population keep it young and vibrant.

Poitiers is a treasure-trove of medieval construction, including many churches of the Romanesque era, Notre-Dame la Grande being the most famous example. The city also has the oldest Christian edifice in France, St-John's Baptistry, dating back to the 4th century A.D. Other must-sees are the gothic Cathedral and Law Courts – formerly Eleanor of Aquitaine's private apartments.

The city has been a place of learning for over 600 of its 2000 year history and today over 25% of the population is students, representing all disciplines of study from medicine to highly-specialized aeronautical engineering to political sciences and the arts. Located on the Paris-Bordeaux axis, Poitiers is just an hour from the beautiful sea-side town of La Rochelle, 90 minutes by high-speed train from Paris and only one hour from the other ESCEM campus in Tours. One of France's biggest theme parks the Futuroscope is on the doorstep. Poitiers town centre is currently being renovated in order to allow its inhabitants and visitors to live in more environmentally-friendly surroundings. Sustainable development and green issues are high on the municipal agenda. The local authorities, who have been working to improve these aspects for many years aim for Poitiers to have a resolutely new look for 2012.

Poitiers boasts all the advantages of a large city despite being one of the smallest regional capitals in France. There are many concerts all year round, in all styles of music; electronic, pop, rock (at the Confort Moderne) jazz and traditional (Carré Bleu). The new Theatre (TAP) presents concerts and plays of all types. In summer the Colla Voce festival specializes in medieval, baroque and classical music. Genre films are also presented at the theater as well as in the Dietrich movie theater. The annual 'Rencontres Henri Langlois' present short films by young filmmakers from around the world.

The city of Poitiers places great importance on its international students. The Municipality has formed strong links with the higher education institutions and each year, different activities are organised to help the international students integrate Poitiers. Welcome days are organised in October and March giving the opportunity to discover the city thanks to a pedestrian rally, to meet other French and international students from other schools, to listen to music, and to taste a variety of delicious specialty foods. The Mayor and his team participate in these events and always show their interest in the diversity of nationalities present in the City. International students also have the opportunity to meet and get to know a French family in Poitiers. More and more families are keen to participate in the network and welcome international students for dinner, for a visit of the region or a weekend.



Rear view of Eleanor's palace

Notre Dame – Romanesque church

The City Hall

TRANSPORT TO POITIERS

Flying direct to Poitiers The airport of Biard (West of Poitiers) proposes direct and regular flights to and from London-Stansted. If you arrive at Biard airport, don't forget to give us your arrival date. Please note that there are only limited flights between Stansted-Poitiers from November to March.

<http://www.poitiers.aeroport.fr/>

Tel: +33 5 49 58 27 96

Fax: + 33 5 49 58 81 72

Flying to Paris Poitiers is 350 km from Paris. If you arrive at one of the Paris airports, you have to take the train to go to Poitiers.

There are 2 main airports in Paris:

A. Roissy Charles de Gaulle in the North

B. Orly in the South.

Please visit the following website if you need information about Paris airports.

http://www.adp.fr/webadp/a_cont01_an.nsf/NFhome@ReadForm.html

A. If you arrive at Roissy Charles de Gaulle, you have two solutions:

1. There is a train station in the "Roissy Charles De Gaulle" airport and therefore it is very convenient to catch a train (TGV) directly from the airport.

Go to the following web link to discover the map of the airport. You will be able to locate the train station (*Gare TGV*): Go to "Plan des terminaux" and then click on [Paris-CDG 2 ABCD](#)

<http://www.aeroportsdeparis.fr/Adp/en-GB/Passagers/>

There are 5 trains daily which go from the airport to Poitiers (journey time approximately 2½ hours). Caution: you have to get off at Poitiers train station; some trains stop at the Futuroscope Park which is in the north of Poitiers.

To give you an idea, here is the current daily schedule (to be confirmed):

Departure Airport Roissy-Charles De Gaulle	Arrival in Poitiers
7.39	10.11
9:12	11.31
13.37	16.10
16.36	19.10
18.48	21.23

You can book your train ticket on the Internet. Visit the following website and follow the instructions.

<http://www.voyages-sncf.com/leisure/fr/launch/home>

In order to book your ticket on this website, you have to choose "Leaving from: airport ROISSY (95) - Gare desservie : CDG (0 Km / 0 mn)". As you will have heavy luggage, you should allow 2 or 3 hours between your arrival to the airport and the train departure (you will need time to get your luggage back, go through customs, find your way to the train station, buy your train ticket, find the train platform etc.)

2. You can also take the airport shuttle bus ("*Car Air France*") from the airport to Paris Montparnasse train station and then catch the train from this station. Be careful, it will take at least one hour to get to the Montparnasse train station with the shuttle (19€).

We do not advise you to go to Paris Montparnasse train station by RER and/or the metro. You will waste time and energy (Remember that you will have your luggage to carry!) However, if you decide to do so, you need to take the RER B then get off at “*Saint Michel*” and take line 4 to go to “*Montparnasse Bienvenue*” (Direction *Porte d’Orléans*)

B. If you arrive at Orly:

There is no train station in Orly airport. You will have to go to Paris Montparnasse train station in order to catch a train to Poitiers.

a. We advise you to take the airport shuttle bus (“*Car Air France*”) to reach Paris Montparnasse train station. The shuttle leaves every 15 minutes 7 days a week between 6am and 11pm. It costs 11,50€ for a one-way ticket. For more information about the shuttle please call 0033 8 92 35 08 20 or visit the website.

http://www.airfrance.fr/FR/fr/common/guidevoyageur/aeroport/aeroport_cars_airfrance.htm.

b. You can also go to Paris Montparnasse train station by the RER C and the metro but we do not advise you to do so as it is not as convenient. Remember that you will have heavy luggage.

By train

Poitiers is on the TGV network. The Paris-Poitiers is regular and fast: 1 ½ hours from “Paris Montparnasse 1 et 2” train station. Easy Euros tar and Thalys correspondences are possible in Lille. You can also reach Poitiers easily from the south by train too (Bordeaux). You can book your train ticket on the Internet. Visit the following website and follow the instructions.

<http://www.voyages-sncf.com/leisure/fr/launch/home>

Do not forget to punch (validate) your ticket in the yellow machine before taking the train otherwise you may be fined. The French railway company, SNCF, offers reductions for people under 26 years old. With a young person’s pass (“*carte 12-25 ans*”) (50€), you can obtain a 25 to 50 % reduction.

The train station (*Gare*) is 5 minutes from the city centre of Poitiers by bus.

By car

Poitiers is approximately 3½ hours away from Paris on the A10 freeway (don’t forget French motorways are *not* free of charge – tolls between Paris to Poitiers will cost around 32€ t) or approximately 5 to 6 hours on regular roads. If you are coming from the British Isles, cross-Channel ferries arrive in Caen, Le Havre, Dieppe or Calais. The ports of Caen and Le Havre are 4½ to 5 hours away from Poitiers.

By coach

“Eurolines”, the European coach company, stops in Poitiers. Routes to some countries, including the UK, Belgium, Holland, Spain and Portugal, are direct. If you are travelling from other European countries, you may stop in Paris and catch the train or change coaches. www.eurolines.fr

The coach station is situated next to the Poitiers train station and you can catch a bus or a taxi to get to the centre of town. If you do not have heavy luggage with you (after a weekend spent away for instance), you may walk to the school. (15 minutes)

HOW TO FIND THE CAMPUS?

The school is located in the centre of town, right behind the Town Hall, and not far from Place Charles de Gaulle. You can drive to the **Parking des Cordeliers** and walk to the school. Poitiers is a medium-sized city. It is a regional capital with a fairly small population.

For those who have a car, a system of “parc-o-bus” (park-n'-ride) has been set up in order to restrict the number of cars in the city centre. With its narrow and often one-way streets, Poitiers is often subject to traffic jams and it is difficult to find parking spaces.

POITIERS CAMPUS



KEY FACTS ABOUT THE CAMPUS

Around 700 students from over 40 nationalities mingle and learn together in a multi-cultural, English-language environment on the Poitiers campus.



School opening hours
7:30 am – 9:00 pm: Monday to Friday

The Infothèque – Library

The Infothèque is open from 9:00 am to 8:00 pm Monday to Friday.
(Holiday: 9:00 am – 12:30 pm / 1:30 pm – 6:30 pm)

The library offers:

The Infothèque – Library

The Infothèque is open from 9:00 am to 8:00 pm Monday to Friday.
(Holiday: 9:00 am – 12:30 pm / 1:30 pm – 6:00 pm)

The library offers:

- more than 16500 books, 200 French and international magazines
- 4000 research volumes
- 16000 written works : 6000 research papers, 900 student internship reports and dissertations
- 120 company reports
- Professional databases: Datamonitor³⁶⁰ Marketline, Xerfi, Kompass, Lexbase, Diane, Juris-Classeurs...
- “Press” databases: Factiva, Delphes
- Academic databases : Proquest, Science Direct, Cairn

Computer lab

If you do not have a laptop, you are able to use the free-access computer labs. These are available outside of class hours, Monday to Friday until closing.
Students with their own laptops have access to the school network in a lab in building D.

Careers Office

The careers’ office receives and manages hundreds of job and company placement offers addressed to ESCEM’s students and alumni each year. The careers’ office staff is happy to help you with your CV and application letters in French if you wish to look for an internship in France. Only international degree-seeking students who are required to do an internship in order to graduate are eligible for ESCEM’s internship agreements. It is compulsory to register with the French Social Security System to do an internship in France.

THE INTERNATIONAL OFFICE

Will help you:

- enroll at ESCEM
- find accommodation if necessary
- help you with administrative queries during your stay

Your contacts on the Poitiers campus

Incoming students

(International students at ESCEM - Poitiers)

Till 15 June 2012 : Claudine Childs
From 15 June 2012 : Maggy Sourisseau

International Exchanges Officer

B Building – 3rd floor

Office B 302

+33 (0)5 49 60 59 13

mailto: cchilds@escem.fr or msourisseau@escem.fr

Outgoing students

(French students on study abroad)

Anne-Laure De Kermel

B Building – 3rd floor

Office B 301

+33 (0)5 49 60 64 16

mailto: adekermel@escem.fr

Sophie Benoit

B Building – 3rd floor

Office B 301

+ 33 (0)5 49 60 53 09

mailto: sbenoit@escem.fr

Anne Le Tiec-Blakiston

Head of Internationalisation

(Tours and Poitiers campus)

+33 (0)2 47 71 71 07

mailto: ablakiston@escem.fr

Postal address:

ESCEM Poitiers Campus
11, rue de l'Ancienne Comédie
86001 POITIERS CEDEX
FRANCE

Tel: +33 (0)5 49 60 58 00

Fax: +33 (0)5 49 60 59 07

GENERAL ADMINISTRATIVE FORMALITIES

VISAS

The information below is subject to be confirmed as French legislation has recently been amended.

Citizens of the European Union

They do not require a visa to enter France. An ID card or passport is sufficient.

Non-European Union students

For a **study period of over three months** in France, non-EU students have to apply for a visa.

❖ Students from countries listed below

Algeria	Colombia	Lebanon	Senegal
Argentina	Congo-Brazzaville	Madagascar	Syria
Benin	Gabon	Mali	Taiwan
Brazil	Guinea	Mauritius	Tunisia
Burkina-Faso	India	Mexico	Turkey
Cameroun	Ivory Coast	Morocco	USA
Chile	Japan	Peru	Vietnam
China	Korea	Russia	

Must register through the CEF, CAMPUSFRANCE procedure, as follows before applying for their visa:

If you are from one of the countries listed above, it is mandatory to register online on www.campusfrance.org in order to begin the visa procedure. You are required to pay for this registration.

On the website, you will be required to create your own personal file and then tick ESCM as your chosen school. The next step is a mandatory interview with CampusFrance's services which will assess your application. If your file is accepted, you will then be able to ask for the visa at the French consulate.

Please visit the website in order to find out more about this very important process (www.campusfrance.org) and contact the International Office directly if you need more information about CampusFrance or if you have problems (or questions) using the system.

❖ Students from other non-European countries

Must apply for the visa directly with the French Consulate of their country.

VISA DELIVERED BY FRENCH CONSULATES

The information below is subject to be confirmed as French legislation has recently changed.

The new system applicable from June 2009

The international office is able to help you with the paperwork and administrative formalities that studying in France entails.

The French law concerning visas changed in June 2009. From then on, all students coming to study in France should receive a long-stay visa - valid for either one semester or a full academic year but not exceeding 12 months. Students with this visa do not require to apply for an additional resident permit in France.

The French consulate will issue you with a very important document called "Visa de long séjour – demande d'attestation OFII" (OFII = Office Français de l'Immigration et de l'Intégration). It is imperative to bring this stamped document (duly completed) with your passport at ESCM on the day of the orientation meeting. This attestation can be downloaded on

http://www.ofii.fr/IMG/pdf/formulaire_demande_d_attestation_OFII_recto-verso_FRA_modif_OFII_8_fev_2011_docm.pdf

Soon after your arrival in France, the International Office will help you send this document to OFII in Poitiers and you will be summoned to a medical examination (lung X-ray and medical visit). The last step of this procedure is an appointment at OFII where you will have your visa validated by a yellow sticker.

In order to have your visa validated by OFII, you will need to provide:

- ❖ Your passport
- ❖ Former lung X-ray if you have one
- ❖ Vaccination book if you have one
- ❖ Your glasses or/and contact lenses if applicable
- ❖ Any medical document you consider important
- ❖ One identity photo
- ❖ A proof that you live in France (the copy of your lease or a bill)
- ❖ Fiscal stamps of 58 Euros (to be bought in France)

Please bear in mind that travelling outside France is not possible until your visa has been fully validated (please check with the Consulate as to whether you are able to visit other countries).

The former legislation

Some French Consulates (in Canada for instance) do not provide the “Visa de long séjour – demande d’attestation OFII”. Therefore, some students are still obliged to abide by the former legislation. They are given a long stay visa (valid for only 3 months) bearing the phrase “Carte de séjour à solliciter dans les 2 mois suivants l’arrivée en France”. If you are in this situation, you will need to follow the instructions below to finalise your administrative registration in France and apply for a resident permit before expiration of your visa.

Procedure in order to apply for a resident permit (Carte de Séjour):

You will have to submit your application to the Préfecture (The government administrative offices) of Poitiers shortly after your arrival in Poitiers. Therefore, you must provide them with the following documents, originals + one copy of each:

- Valid passport.
- Long stay visa, marked « carte de séjour à solliciter », meaning « resident permit to be applied for».
- Acceptation letter or study certificate or student card as supplied by ESCM.
- Proof of a financial independence:
 - French bank account with sufficient funds for your stay: at least 600 Euros per month
 - Statement of financial sponsorship (letter from your parents or financial sponsor certifying that they will provide you with a minimum of 600 Euros per month for the duration of your stay).
 - For non-EEA ERASMUS students, the notification of your ERASMUS /SOCRATES grant.
- Recent birth certificate translated in French
- Proof of medical insurance
- 3 identity photographs (white background)
- Certificate of residence in France, such as an electricity bill or your lease.
- 58 Euros (fees for a **first application**). 30 Euros for a renewal and you must bring a copy of the degree you obtained or a certificate from the university in which you studied during your first stay in France.

Once your complete application has been validated, you will be summoned to the prefecture in order to sign for your permit. This process will take several weeks to complete.

After this step has been fulfilled, you will receive a compulsory appointment to undergo a medical examination in France. The resident permit will only be issued after this medical examination has been undertaken.

You will not receive your official residence permit before several months, in the meantime a provisional permit or 'récépissé' will cover your daily requirements.

ESCEM PAPERWORK

Before your arrival ...

After reception of your application form, the International Office will send you an acceptance package including:

- your acceptance letter
- a map of Poitiers
- the International Students' Guide
- information about accommodation in Poitiers
- arrival form

After reception of this package, you will receive other important documents via email from the International Office. Please check your email box regularly and respect deadlines.

The learning agreement will be sent to you via email. You will have to complete it and send it back to the International Office before arrival.

➤ You will have to:

- fill in the accommodation form online and send a copy by post.
- send back the learning agreement that you will receive from the International Office
- send the copy of your visa to the International office as soon as you obtain it*
- send a copy of your health insurance contract (see page 15)*
- send a copy of your birth certificate (in French, English, German, Spanish, Italian or Portuguese).

**these documents can be sent by email or fax to cchilds@escem.fr or +33 5 49 60 59 07*

You will also have to bring the OFII attestation if applicable (For non-European Union students) for the orientation session.

After your arrival – you will receive the following documents:

1. Student card + certificate

After the compulsory photo session (during orientation week) and once your file is complete*, the International Office will issue your student card (which you must sign) as well as three certificates proving that you are enrolled at ESCEM. You may be asked to provide one of these certificates at institutions such as banks or the prefecture. The student card is also useful to obtain discounts (trains, buses, cinemas, theaters ...).

**If you need to register with the French Social Security System (see page 14), the student card will only be issued after payment.*

2. Access card to ESCEM buildings

Tours Campus

The access card gives access to the campus and the self-service restaurant. When the premises are closed, the access card only gives access to Building B.

Poitiers Campus

Outside the normal opening hours, buildings B, C and D are accessible with the access card. It is a private card for your personal use only : you must not lend it to anyone else. If you lose it, you will have to pay 12,50 €.

3. ESCEM e-mail address

An ESCEM e-mail address will be created for you. It will allow you to be updated on school activities, meetings etc. This email address will allow you to access the Escem's Microsoft Live@edu account.

The International Office and the academic assistants will send you important information to this e-mail address. Your ESCEM e-mail account will still be valid 2 months after your departure.

It is important that you check your ESCEM e-mail account daily.

Before going home:

- You must return your access card to the International Office.
- You must return all the books you have borrowed from the Infothèque (library).
- European students normally require a certificate of attendance to be signed by the host institution before their departure in order to be able to get their scholarship. The International Office can sign those documents.
- You must fill in the satisfaction inquiry distributed by the International Office before going home. You will get your transcript of records only if you have done it.

INSURANCE

Health Insurance

Health insurance is **compulsory** for all international students coming to ESCEM.

1. Students from the 27 member states of the European Union:

They must provide the European Health Insurance card – this must be obtained prior to your journey to France.



2. Non European Union students under 28 years old

Registration with the French Social Security System is compulsory for all non European Union students under 28 years old. This should be purchased upon your arrival at ESCEM by check (approx 203€), the International Office will assist you. The Social Security refunds 65 to 70% of the medical bills you incur. You will always have to pay medical expenses up front.

3. Non-European Union students of 28 years of age and above

They should take out private health insurance in their home country. This insurance should cover medical, hospital and repatriation expenses during their stay in Europe.

4. Students from Quebec

Students with Canadian nationality must have a SE 401 Q 106 form; this can be obtained from the social security institution of Canada (RAMQ) prior to your journey to France.

If you study in Canada but you don't have Canadian nationality, you need to subscribe to the French Social Security or prove that you have a private health insurance if you are older than 28 – cf §2 or §3.

5. Special cases:

-If you have French nationality but you are a student from a partner university, you must register with the French Social Security System. This should be purchased upon your arrival at ESCEM by check (approx 203€),

-Students from London Metropolitan University (London, UK) can purchase the insurance of London Metropolitan University.

Additional health insurance (“mutuelle”)

If you take out the French social security health insurance coverage, you can purchase complementary student health insurance called a ‘Mutuelle’, which covers the final 30 to 35% of medical expenses. The International Office can help you purchase this additional health insurance (Costs will vary according to your requirements).

NB: The subscription to the French Social Security System is effective from October 1st until September 30th of the following year. Therefore, Non-European students staying the civil year at ESCEM (January-December) will have to renew their subscription in October and therefore pay a total of 406 Euros.

For all students:

ESCEM also requires a copy of your insurance (in English or French) covering civil liability and medical repatriation. Without this document, it will be impossible to register you at ESCEM. It is imperative that you bring it for the orientation session.

Travel insurance covering loss or theft of personal belongings is strongly recommended.

STUDENT LIFE

ESCEM School of Business and Management attaches great importance to student participation in associations and helps them do so by providing working areas on the school premises, equipment, coaching, tutoring, etc.; these play an essential part of campus life and help develop human, personal and professional qualities.

Some important student associations at ESCEM:

- **ALOHA**

The job of this team of 12 students is to facilitate the integration of international students both on campus and in the city of Poitiers. Aloha plays an important role in international student life. They welcome international students at the local train-station or airport (in Poitiers); they help them to get settled in their accommodation, to open a bank account and to understand administrative documents. They also organise outings and events.

- **The BDE or Bureau Des Elèves (Student Union)**

The BDE or Bureau Des Elèves is a group of elected students who act as the student union or council. They organise various activities on the campus and are in charge of liaising with the administration on student life issues. The elections of new members take place every year in the Spring.

- **The BDS or Bureau Des Sports (Sports Office)**

The BDS or Bureau Des Sports are in charge of organising Sports activities on the campus. They are located in the cafeteria in Building A. Second year students in ESCEM's master program are in charge of this office and they can give you information about the sports activities proposed. Thursday afternoons are usually free of class to enable students to participate in university sport.

There are no on-campus sports facilities at ESCEM. However, if you want to practice sport at ESCEM, you need to register with the BDS. To participate in sports activities at ESCEM, you need:

- a medical certificate proving that you are able to take part in physical activities
- to pay 25 Euros for the whole year
- insurance that covers you for sports activities

Bureau des Sports 05.49.60.59.03

If you need any further information, please contact Ronan Le Pochat: 02.47.71.72.86

- **Going Global**

During the second semester, ESCEM holds its traditional event Going Global and international forum on the Poitiers campus. The 'International Forum' enables our students to discover the different study abroad possibilities. It is also the opportunity for them to meet and talk to representatives and students from our partner universities, and gain insight into their future student life abroad. All exchange students are invited to represent and promote their home universities and countries as possible destinations.



IMPORTANT INFORMATION

- **Plagiarism & Cheating**

Plagiarism and cheating are very serious misdemeanours. You must NOT copy the work of another person/group. You MUST always reference your sources.

If you plagiarise any kind of documents, you will get no credits for the course.

- **Computers**

If you have your own laptop, don't forget to bring it with you. If you don't own a laptop or personal computer, there are computer labs in which you can work but these are not open at the weekends or late evening. Some, but not all, accommodation has direct Internet connections.

ESCEM has an Ethernet network, using optic fibers and a high-speed line not only for communications between the two campuses but also for accessing the Internet and Intranet, no matter where in the world the user is located.

If you have problems with your computer, 2nd year student instructors can help you during their duty hours, normally at lunchtime (second floor, building A).

- **ESCEM's Intranet**

The school's Intranet is a valuable source of information in French – some pages are now available in English. You should consult it every day to find your timetable but you will also find articles about the school, films about various events organised by the students, various ads, useful addresses in Poitiers (i.e./ restaurants) etc.

- **ESCEM on Microsoft Live@edu**

ESCEM has recently adopted the **Microsoft Live@edu** applications and thus allows all students to work on collaborative platforms and documents.

ACCOMMODATION

You have 2 possibilities for finding accommodation in Poitiers:

1. You can look for accommodation yourself.
2. You can ask the International Office team to help you.

1. If you want to look for accommodation yourself, here are some guidelines:

- ❖ ESCEM's website www.escem.fr offers a small ads section with offers of accommodation – however these are all in French.
- ❖ Have a look at the classified ads in the local papers and/or websites
<http://abc86.free.fr/meuble.html> or <http://www.cheznous.fr/>
- ❖ Contact an Estate Agent (in this case, you will have to pay agency fees as well as a deposit!)

Here are some addresses of estate agents in town. (This list is not complete; there are many others in Poitiers)

Centre Immobilier du Poitou www.immob-poitou.com	16 rue Henri Pétonnet	05 49 41 19 96
Sogexfo www.sogexfo.fr	37 rue de la Marne	05 49 88 18 61
Foncia Marmignon www.foncia.fr	5 rue Pétonnet	05 49 88 17 17
Paquet Immobilier www.paquet-immobilier.fr	4 rue du Palais de Justice	05 49 88 20 59
Bed&School http://www.bedandschool.com/site/index.php	63 rue Carnot	05 49 03 24 40

Before signing any contract, you need to think carefully. We advise you to ask the members of Aloha to help you read the lease in detail before signing it.

The following steps are valid for renting any accommodation in Poitiers. You will not get the keys unless you complete these formalities:

❶ **Subscribe a housing insurance** which will protect you in case of an accident (not caused by you) such as a flood or a fire. If you don't have this insurance, the landlord has the right to refuse your access to the apartment. This insurance costs around 45 Euros for a year – Aloha will help you to purchase one. Before signing the insurance contract, please check first with your landlord that this insurance is not already included in the rent.

❷ **Deposit:** This deposit cannot exceed one month' rent. It covers the landlord in case you damage the apartment (damaging of the carpet for instance). **This deposit will be given back to you after you have checked out.** However, by law, the landlord must return your deposit **within 2 months following your departure.**

Important: the deposit does not correspond to the last month's rent and should not be used as such.

❸ **You must pay the rent for the first month** on arrival (all service charges included)

❹ **You must check-in with your landlord.** This involves an inventory of the furnishings and equipment. (The school is not able to help you with this formality.)

❺ When you leave Poitiers, you will have to give **notice** to the landlord (notice should be written and sent by recorded delivery)

- 3 months for unfurnished accommodation
- 1 month for furnished accommodation.

NB: students staying in Halls of Residence must give one-month's notice by completing a form at the Residence secretariat.

If notice is not given according to the correct procedure, your deposit will not be returned.

Once you have signed a contract, you will not be able to leave the accommodation before the term without losing your deposit and your first month's rent.

If you have found housing yourself, the International Office must be notified of the exact address.

2. If you would like the International Office to look for accommodation for you:

- Once your application form has been processed, you will receive a link to a website to complete an accommodation form.
- On this accommodation form, you will have to make your choice according to your preferences.
- You will then receive an offer by e-mail. You will have to confirm the reservation via e-mail too.
- In order to avoid any inconvenience, we suggest that you stay in a Youth Hostel (or a hotel) for the first night – this avoids moving in and then out of accommodation if you are not entirely happy about it.
- As soon as you arrive, members of Aloha will arrange to meet you at the train station. They will take you to the Youth Hostel (or hotel) especially if you arrive outside their office hours: after 4:00 pm. The following day, you will be taken to visit the proposed accommodation and you may then accept or refuse it.
- After settling you into your accommodation, the members of Aloha will help you open a bank account.

Types of accommodation proposed by the International Office

ESCEM does not have its own accommodation services or its own dormitories or halls of residence. The International Office helps international students find suitable furnished accommodation and is in charge of allocating rooms to students who have completed the accommodation form before the deadline. The International Office offers two main types of accommodation.

1. Accommodation owned by private landlords

The International Office works with three main landlords offering rooms in the city centre of Poitiers. Prices vary between 320 and 450 Euros per month depending on the size of the room and the facilities available.

Please be aware when planning your budget that it is normal for private accommodation in France to be let for a standard six-month period. This period is not normally negotiable. This means that, depending on the semester dates, there may be a short period of time when you will be paying for accommodation which is unoccupied. For instance, if you arrive on 20th January, you will be obliged to pay for the whole month. This is not within ESCEM's control and no exception can be made.

2. Halls of Residence (University dorms)

The International Office also cooperates with the French National University Student Housing Service (CROUS). Each year, ESCEM is allocated a limited number of rooms in halls of residence. Some of the halls of residence are located outside the immediate city centre.

International students must NOT book rooms directly with the CROUS. The International Office of ESCEM is in charge of coordinating these rooms.

If you are allocated a room in a Hall of Residence, please note that some of them are closed during summer break. They will open on August 27th or 31st, depending on the Hall of Residence. The office opening hours are 9:00 am - 4:30 pm which means that if you arrive after 4:00 pm in Poitiers, you will have to spend the first night at the youth hostel or a hotel.

Accommodation amenities

Some of the accommodation proposed by the International Office is fully furnished and supplied with crockery and bedding. However, you may have to bring your own linen and pillow case. This information will be given to you by the landlord or the International Office. If in doubt, please check with them.

A limited number of rooms on offer have direct Internet connections and telephones (landline). In some halls of residence, you will be given a code for internet connection and it usually takes a few days to set up.

In France, beds come in two standard sizes: 90cm X190cm and 140cm X 190cm. Please let us know if you require a different size bed – if you are taller than 2m (6'6") for example.

Room attribution

Please note that the rooms are allocated on a first come, first served basis: students who complete their accommodation forms first will be placed first.

If you refuse the room/studio proposed by the International Office, we will not be able to help you find alternative accommodation – we have only a limited number of rooms and these will have been already allocated to the other students. You will have to look for another place to live by yourself; you have the possibility of staying at the Youth Hostel (<http://www.fuaj.org/Poitiers.>) while you are looking.

Rent

The monthly rent is usually fixed in advance with the landlord and it normally includes all taxes & bills (water, heating, electricity, gas, local taxes). This means that students don't have to bother with these matters, which can be complicated and time-consuming especially when the administrative websites are all in French.

Rent for accommodation owned by private landlords is due before the 5th of every month. Rent for rooms in Halls of Residence is payable upfront for the whole semester. Students staying in halls of Residence will be required to provide information on a guarantor.

Housing Benefit

International students (European students and non-European students with visa validated by OFII) have the right to apply for housing benefit*, which covers 30% to 40% of the price of the rent. If you are eligible for housing benefits, you will receive a monthly allowance. Payments are made by the CAF: Caisse d'Allocations Familiales.

Please note:

- Housing benefits are not paid for the first month of rent.
- Housing benefits are paid around 5th of the following month (e.g. 5th September for August).
- You must apply online via www.caf.fr during the first month of arrival.
- The first payment may not take place for some time after completing your application; nevertheless you must continue to pay your full rent.
- If you live in halls of residence, the CAF payment will be transferred directly to the halls of residence, your rent will therefore be deducted.

To be able to claim benefits, you must have all these valid documents:

- Students from the European Economic Area:
 - Identity card or passport.
 - Recent birth certificate (in French, English, German, Spanish, Italian or Portuguese).
 - Official family record book or birth certificates if you have children.
- Students from other countries:
 - Copy of the visa validation ("yellow sticker")

- Recent birth certificate (in French, English, German, Spanish, Italian or Portuguese).
- Passport, or official family record book, or birth certificates if you have children.

* on the condition that the current legislation is renewed in 2012-2013

Requirements for applying:

- You should ask Aloha to help you complete the application form on-line.
- You must open a bank account in France to be able to receive the allowance; no payment can be made on a bank account abroad.
- You will need a RIB (Relevé d'Identité Bancaire – Bank details) and a special form that must be signed by the landlord/landlady.

At the end of the semester, you will have to inform the CAF that you are leaving France. You will also have to notify your French bank of your departure so that they can close your bank account after you receive the last CAF payment which will be made in February or August. Aloha will help you with this procedure.

IMPORTANT INFORMATION

Here are some rules concerning accommodation in France:

- You must respect the accommodation and also your neighbours. In France, you are not allowed to make noise likely to disturb your neighbours, especially after 10:30 pm.
- You must pay your rent before the 5th of each month. **Your contract starts on: September 1st / January 1st and ends on December 31st / May 31st (or on April 30th).**
If you arrive on 20th January, you will have to pay the whole month's rent. The same applies if you leave in the middle of a month.
- If you have signed a lease and you want to leave the accommodation before its end term, we remind you that it is essential to give notice on time. **If you move out before the term, you will lose your deposit and that month's rent.**
- You are expected to leave the accommodation as you found it. All accommodation will be inspected and extra cleaning or repairs will be at your own expense. The landlord has the right to keep a part of your deposit if the accommodation has been damaged, or if something (i.e.: a blanket) is missing.
- If you have problems with your accommodation, you should contact your landlord – if the problem persists, please also inform the International Office.

MONTHLY BUDGET

You should expect to spend between 610 € and 1 050 € per month, depending on your accommodation and lifestyle.

Rent for furnished room / furnished studio apartment (all charges included) *	320 €	450 €
Meals (breakfast, lunch & dinner)	180 €	350 €
Outings	40 €	100 €
Communication	30 €	50 €
Transport / travel	40 €	100 €
Between	610 €	1 050 €

*May be lower thanks to housing benefit (if you qualify)

Lunch is on offer at the K-fêt on campus. You can also get something to eat at the Roche d'Argent university refectory just 10 minutes walk from the campus. Meals are often copious and reasonably-priced. First, you must buy a rechargeable "CROUS- Moneo" card (3€50) at the entrance of the refectories. Then, each meal costs 3€.

As the school is situated in the city-centre, you will have no trouble finding an option that suits you best.

STUDENT FOOD OUTLETS

In the city-centre

Roche d'Argent (Cafeteria, Brasserie, Grill)
1, rue Roche d'Argent
86000 Poitiers
11:30 am - 1:30 pm / 7:00 pm – 8:45 pm.

La Cave (Cafétéria)
43 Place Notre Dame
86000 Poitiers
10:00am – 3:00pm

Nearby Poitiers University campus (10 minutes by bus)

Cafét Themis
2 al Jeanne Chauvin
86000 Poitiers
8:30 am – 4:30 pm (for the bar)

Restaurant Universitaire Champlain
9 rue Théodore Lefebvre
86000 Poitiers
11:30 am – 1:30 pm

Restaurant Universitaire Rabelais
5 rue de la Devinière
86022 Poitiers
11:30 am – 2:00 pm / 6:45 pm – 9:00 pm
and 7:30 am – 9:00 pm (for the bar)

A - Z OF USEFUL INFORMATION DURING YOUR STAY

Alcohol

ESCEM is an alcohol-free establishment. However, consumption of beer or other low-alcohol drinks is tolerated (under 5°). Strong alcohol and spirits are forbidden.

Bank

Aloha will help you open an account upon your arrival. You will generally need the following documents:

- valid passport or identity card
- proof of student status
- proof of your address in France

Each bank has its own particularities. Make sure that you are fully aware of the different rates and conditions before opening an account. Once the account is open, it is not always easy to change banks, especially when you have a limited budget. At the end of the semester, you will be able to close your bank account before leaving, if you wish. Always keep the documents the bank gives/sends you. You may need them later on.

Bikes

You can rent bicycles at “Cap Vélo”, a local service created by the city of Poitiers situated next to the train station (Espace Toumaï). To do so, you will need the following documents:

- copy of ID + student card
- proof of address in France
- proof of general liability insurance
- deposit check of 200 Euros
- 6 Euros /month

NB: Poitiers is built on a hill; there are a lot of reasonably steep slopes.

Books

Professors usually hand out relevant course materials during their classes. These course materials are also available on the school's Intranet. We do not ask students to buy their own books. They can borrow them from the “Infothèque” library.

Where to buy books in the city centre?

Librairie Joseph Gibert

9, rue Gambetta
Tel: 05 49 62 89 89

Librairie de l'Université

70, rue Gambetta
Tel: 05 49 41 02 05

Fnac

4, rue Henri Oudin
Tel: 05 49 00 59 00

Where to borrow books in the city centre (general reading)?

La Médiathèque François-Mitterrand

4, rue de l'Université
Tel: 05.49.52.31.51

You can borrow books, CDs, DVD, video cassettes. In order to register, you need:

- your student card
- ID or passport
- proof of your address in France
- 6€

Buses

Poitiers has a good bus network. One ticket is 1.30€ and you can use it twice in one hour. Tickets and cards can be purchased from the driver on the bus or at newsagents called “Tabac-presse”. You can also get schedules & tickets at “Vitalis – 6 rue du Chaudron d’Or”.
Tel: 05 49 44 66 88

For more information, you can visit the website www.vitalis-poitiers.fr

CAF or “Caisse d’Allocations Familiales”.

International students (European and non-European students with OFII visa validation sticker) can apply for housing benefits*. You will have to apply on-line and to ask for “aide au logement” (<http://www.caf.fr>). As all the information is in French in this website, the members of Aloha can help you with these formalities. You can also find useful information and meet a counselor at the following addresses:

CAF
41, rue de Touffenet
86000 Poitiers
From Monday to Friday (8:00am to 5:00pm)

Accueil Etudiants (Student welcome)
5 rue de la Croix Blanche
86000 Poitiers
From Monday to Friday (10:00am/12:00 and 2:00pm/6:00pm)

Please note that it is compulsory to provide a recent birth certificate (in French, English, German, Spanish, Italian or Portuguese).
in order to receive housing benefits.

* on the condition that the current legislation is renewed in 2012-2013.

CAP or “Communauté d’Agglomération de Poitiers”.

It is the administrative designation for the urban area of Poitiers which includes the city of Poitiers and more than 10 surrounding districts. The CAP has different plans and projects touching on various aspects of life in Poitiers (economical development, transports, sustainable development, cultural events, tourism and so on).

Each year, the CAP organises 2 welcome days (in October and March) for all the international students in Poitiers. ESCEM takes part in this event and, of course, you will be invited!

Car rental

Once you are in Poitiers, you may want to discover the region. Here are some addresses for car rental (all agencies are next to the train-station):

ADA
19 Bld Du Grand Cerf
86000 Poitiers
www.ada.fr

EUROPCAR Poitiers
48 Bld du Grand Cerf
86000 Poitiers
www.europcar.fr

AVIS
133 Bld Du Grand Cerf
86000 Poitiers
www.avis.fr

HERTZ
107 Bld Du Grand Cerf
86000 Poitiers
www.hertz.fr

Churches

Depending on your faith, please find below a non-exhaustive list of places of worship:

Catholic
Cathédrale Saint Pierre
1, rue Sainte Croix –
86000 Poitiers

Notre Dame La Grande
16, rue Sainte Opportune –
86000 Poitiers

Eglise Sainte Radegonde
1 rue Sainte Croix –
86000 Poitiers

Eglise Saint Porchaire
47, rue Gambetta –
86000 Poitiers

Eglise Saint Jean de Montierneuf

27 Bis, place de Montierneuf - 86000

Poitiers

Protestant

Eglise Réformée de France
5 rue des Ecossais –
86000 Poitiers

Eglise Protestante Baptiste
47, rue Condorcet –
86000 Poitiers

Alliance Eglise Chrétienne
Missionnaire
23, avenue Jacques Cœur – 86000
Poitiers

Orthodox

Paroisse Orthodoxe La Trinité et
Saint-Hilaire de Poitiers
77 avenue de la Libération – 86000
Poitiers

Evangelist

Eglise Evangélique
119 rue de la Vincenderie – 86000
Poitiers

Muslim

1, rue Guillaume VII Le Troubadour
86000 Poitiers

Jewish

1, rue Georges Guynemer – 86000
Poitiers

Cinemas in the city centre

“Le Castille CGR”: 24 place Maréchal Leclerc

“Le Théâtre”: 1 place Maréchal Leclerc

“Le Dietrich”: 34 bvd Chasseigne (Most movies are shown in their original version with French subtitles in this cinema)

With your student card, a ticket costs 5€90.

Climate

It often rains in Poitiers during autumn & winter and it can be cold. Remember to bring warm clothing. Summers may also sometimes be hot (30-35°C). Please note that air-conditioning in France is not as popular and as frequent as in North America.

Dates

Dates in France are written in the following order: day/month/year.

Driving in France

If you have a valid driving licence, you can drive a car in France. It is compulsory for both drivers *and* passengers in the front and the back seats of cars to have their safety belts fastened when moving. Drivers must not drink and drive. If you have more than 0.5g in alcohol your blood when driving, you will face serious punishment.

Dry-cleaning & Launderettes

You can go to a “laverie automatique” in Poitiers to wash your linen & clothes. There are some in the city centre (rue Carnot & Place de la Liberté). If you need to dry clean your clothes, you have to go to a “Pressing”. Some of the apartments and studios proposed by the school have a washing machine.

Electricity

The current is 220 volts. The outlets or plugs might differ from what you are used to. Hence, in order to use electrical equipment you may have to use an adapter and/or converter. You can visit the EDF (Electricité de France) website for more information: http://www.edf.fr/index.php4?coe_i_id=53329.

Electricity is generally included in the rent for most of the accommodation proposed by the school. However, occasionally, there are electricity meters that give details of the electricity consumption. In this case, you will have to pay the bill separately from the rent. Careful, electricity is expensive in France and you will be asked to regularise your

electricity bill at the end of your stay! In order to pay the bill, you need to register with the Electricity Board and put the account into your name. For any specific questions concerning bills, you can go to EDF (74, rue de Bourgogne 86000 Poitiers). However, we advise you to go there with a French-speaking person as people may not speak English there.

Emergency Services

When seriously ill outside of regular doctors' hours, you will need to go to one of the local hospital emergency wards ("Les Urgences").

Centre Hospitalier Régional de la Vienne (main hospital)

350, avenue Jacques Cœur

86000 Poitiers

Tel: 05 49 44 44 44

15: free call for the emergency service (SAMU)

17: free call for the police

18: free call for the fire brigade

Grants

ESCEM does not offer scholarships to international students. European Union exchange students may apply for the Socrates/Erasmus scholarship via their home university.

Guide

We recommend that you bring this International Students' Guide with you to Poitiers, as you will find it useful during your stay here.

Internship in Poitiers

Double degree students may want to look for an internship in Poitiers or in France. Only students on a degree-seeking program who are required to do an internship in order to graduate and who have subscribed to French Health Social Security are eligible for ESCEM's internship agreements.

Job in Poitiers

International students may try to find a part-time job in Poitiers. A work permit and the subscription to French Health Social Security are compulsory and it is essential to have a very good level of French. Please note that French law does not allow foreign students to work full time. Here is a link where you can find job ads <http://www.emploi86.com/>

Linen

Most of the accommodation proposed by the school does not come with bed linen. It's up to you to bring sheets, pillow cases etc. You can also buy them once in Poitiers. (Toto: Place du Marché)

Double bed = 140 X 190cm - Single bed = 90 X 190cm

Media

We have two main local newspapers in Poitiers: "la Nouvelle République" and "Centre Presse".

France 3 is a public TV channel that broadcasts local news as well in the evenings. Here are some local radios: FORUM: 91.7 FM, PULSAR: 95.9 FM, RADIO ACCORD: 94.7 FM, ALOUETTE: 98.3 FM, CHERIE FM: 93.3 FM, FRANCE BLEUE: 87.6 FM, RADIO NOVA: 90.9, TSF Jazz: 96.6

Medical Care

If you need to see a doctor, you can go to "Médecine Préventive", a student health centre located outside the city centre, next to the university. (It is very easy to go there by bus n°3)

**Service Inter Universitaire de Médecine Préventive
et de Promotion de la Santé**

Campus - 2 allée Jean Monnet
86000 POITIERS
Tél.: 05 49 45 33 54 / Fax: 05 49 45 40 87
Contact: medecine.preventive@univ-poitiers.fr
Open Monday to Friday: 8:30 am to 5:30 pm

The health centre's staff is made up of qualified nurses and social workers who will be able to find the best doctor for you to see, either near your residence or near the school.

You can also contact the International Office; they can help you make an appointment with a doctor, a dentist etc.

You may of course find your own doctor. Remember to take all your health insurance documents with you (European Insurance Card, SE401 Q106 for Canadian students from Quebec).

You will usually pay between 20 and 25 € for a consultation. (Payable by cash or by cheque).

Part of your medical and pharmaceutical expenses can be reimbursed while you are in France. You will be required to submit:

- signed doctor's form with your address in France
- a copy of your European Health Insurance Card
- an original bank account certificate RIB (Relevé d'Identité Bancaire)
- a copy of your student card

You will need to send documents to:

Caisse Primaire d'Assurance Maladie de la Vienne (CPAM)
Service des Relations Internationales
41 rue de Touffenet
86043 Poitiers Cedex 9

Méli Mélo

Méli Mélo is an association created by the university of Poitiers and organises activities to develop linguistic and cultural exchanges between French and international students.
<http://assomelimelo.com>.

National Holidays

The following dates correspond to national holidays. Offices are closed on these days:

January 1: New Year's Day
April 1: Easter Monday
May 1: Labour Day
May 8: End of WWII
May 9: Ascension

May 20: Whit Monday
July 14: Bastille Day
August 15: Assumption Day
November 1: All Saints' Day
November 11: Armistice Day
December 25: Christmas Day

When one of these days falls on a Thursday or Tuesday, some companies and public services sometimes extend the weekend and are closed on Monday or Friday. It is called "faire le pont" – (bridging). Please note that ESCEM is closed between Christmas and New Year.

Parks in Poitiers

The "*Parc de Blossac*" is a park in the city centre (main entrance: Rue Léopold Thézard). The entrance is free. It is open everyday from October 1st to March 31st from 7:00am to 9:30pm and from April 1st until September 30th from 7:00 am to 10:30pm.

The "*Jardin des plantes*" is a smaller park (entrance Boulevard Chasseigne). It is open everyday from October 1st to March 31st from 7:00am to dawn and April 1st until September 30th from 7:00 am to 8:00pm.

Pharmacy

You will have no difficulties in finding a pharmacy in the city centre of Poitiers. Pharmacists can give you advice if you have a minor health problem. Always ask for a receipt when you buy medicine even though you might not be reimbursed back in your country.

Photocopiers & printers

You will find black & white photocopiers in the Infothèque and in Building D (3€/50 copies).

There are also places in the city centre where you can copy documents such as:

COREP – 9, rue de l'Université

“All students assume personal liability, both civil and criminal, when making any copy of any medium or other information covered by copyright.” (Internal Regulations for students)

Students are each given an individual print quota of a total of 500 monochrome pages (please note that a color page = 2 monochrome pages). ESCEM is committed to sustainable development and all staff and students are encouraged to economise paper.

Police

There is one police station in the city centre:

Commissariat de Police
38 Rue de la Marne - 86000 POITIERS
Phone: 05.49.60.60.00

Post office

There are two main post-offices in the city centre.

2 rue des Ecosais and 38 rue Monseigneur Augouard

Receiving packages at ESCEM

You may wish to receive packages from abroad while you are in Poitiers. You may use the school address. However, please note that French customs usually ask the receiver to pay a tax if the declared value is more than 22 euros. ESCEM does not pay such taxes when packages are delivered. Therefore, you have to ask the sender of the package the amount of the tax before sending the package in order to avoid nasty surprises.

Shopping

The shop “Monoprix” located in the mall (“Centre des Cordeliers”) is very convenient (but expensive) as you can buy food, clothes, cosmetics etc. You can also find small grocery shops in the city centre (Rue Magenta, Rue Jean Macé).

There are also supermarkets outside the city centre (15 minutes by bus). Shops are usually closed on Sundays.

Smoking

It is now forbidden to smoke in all public areas in France.

You may smoke in the courtyard next to the cafeteria but it is forbidden to smoke in the school buildings.

Sustainable Development at Escem

You will notice that there are different containers in the buildings of the school to sort the trash/rubbish (papers, plastic, batteries, glass etc.). Staff and students are required to use these containers.

Swimming pools in Poitiers

The swimming pools are located outside the city centre but it is very easy to get there by bus.

Piscine de Bellejouanne
17, rue jeunesse - 86000 Poitiers

Centre Aquatique de la Pépinière
95 rue des Deux Communes –
86180 Buxerolles

Taxes

In France, all prices in stores are inclusive of tax unless they specifically mention H.T. (hors taxes).

Housing Tax: if you sign a contract from January 1st and/or if you stay the whole academic year, you may be obliged to pay a national housing tax called “taxe d’habitation”. If this is the case, you will receive the bill by post. The amount depends on the characteristics of the accommodation and the tenant’s status. In order not to pay this tax, you must fill in a special form to declare that you are a student and you do not receive any income whilst in France. This form is available online <http://www.impots.gouv.fr>

Taxi

Radio Taxi Poitiers: 05 49 88 12 34. You can always find a taxi at the train station but also next to the Town Hall.

Telephone

Aloha usually help students if they want to buy a mobile phone when they arrive in Poitiers. Many students only buy a French SIM card (30 €) & prepaid credits (15€/month).

Some of the accommodation proposed by the school will have a standard telephone line and students will need to subscribe a contract with France Telecom (<http://www.francetelecom.com/en/>). Students can also purchase International telephone cards to call abroad (special shops in the city centre).

You also have the possibility of receiving calls in public telephone cabins.

How to ring abroad?

00 followed by the country’s international code (which can be found on the internet <http://www.telephone-fr.com/indicatif-telephone.htm>):

Remember that you often drop the first 0 of the regular telephone number when ringing abroad.

If you are looking for a phone number in France you can visit <http://www.pagesjaunes.fr> (for a company) or <http://www.pagesblanches.fr> (for a person). You can also dial 118 008 in order to speak to an operator.

Tipping (in restaurants)

Unlike in some countries, a service charge is included in the prices listed on menus. It is therefore not necessary to leave a tip. However, if you feel that the service was exceptionally good, it is customary to leave a small tip.

Tourism

There are many things to visit in Poitiers and in the region Poitou-Charentes.

Office de Tourisme de Poitiers

45 Place Charles De Gaulle

Tél : 05 49 41 21 24

Fax : 05 49 88 65 84

<http://uk.poitiers-tourism.com/>.

Train tickets

Where to buy train tickets once in Poitiers?

-at the train station

-in the "Monoprix" shop situated in the city centre mall (groundfloor).

-at travel agencies

-by phone: call 3635 to speak to an operator.

Trash

You must sort your trash/waste. Your landlord will give you special dustbin liners and the schedule of the garbage collection in the city centre of Poitiers. We draw your attention to the fact that you might be obliged to pay a fine (around 100 Euros) if you do not respect this schedule (day AND time at which to pu your rubbish out).

Travelling outside France

Non-EU students are not allowed to travel outside France until their visa has been validated by OFII. We advise you to make enquiries at the French Consulate when applying for your visa.

Vegetarians

If you are a strict vegetarian, it is important for you before you arrive that France does not cater very well for vegetarians – tofu and soya products may be difficult to find.

WIFI

Students are strongly advised to check that their laptop is wifi compatible BEFORE coming to Poitiers.

escem



POITIERS Campus
11 rue de l'Ancienne Comédie
BP 5
86001 Poitiers Cedex
FRANCE

Tel: +33 (0)5 49 60 58 00
Fax: +33 (0)5 49 60 58 30

<http://www.escem.fr>