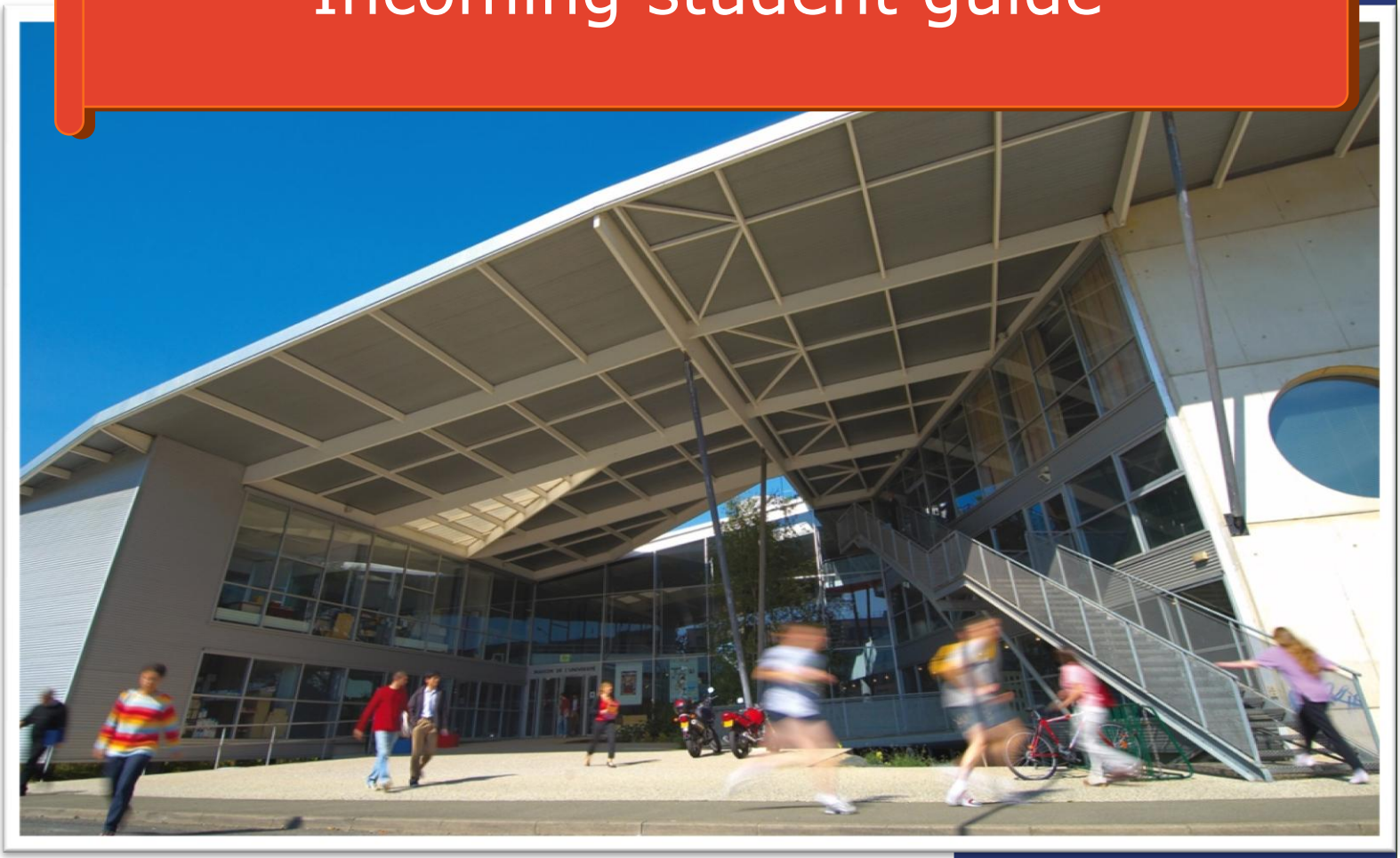
Le Mans Université

Le Mans - France

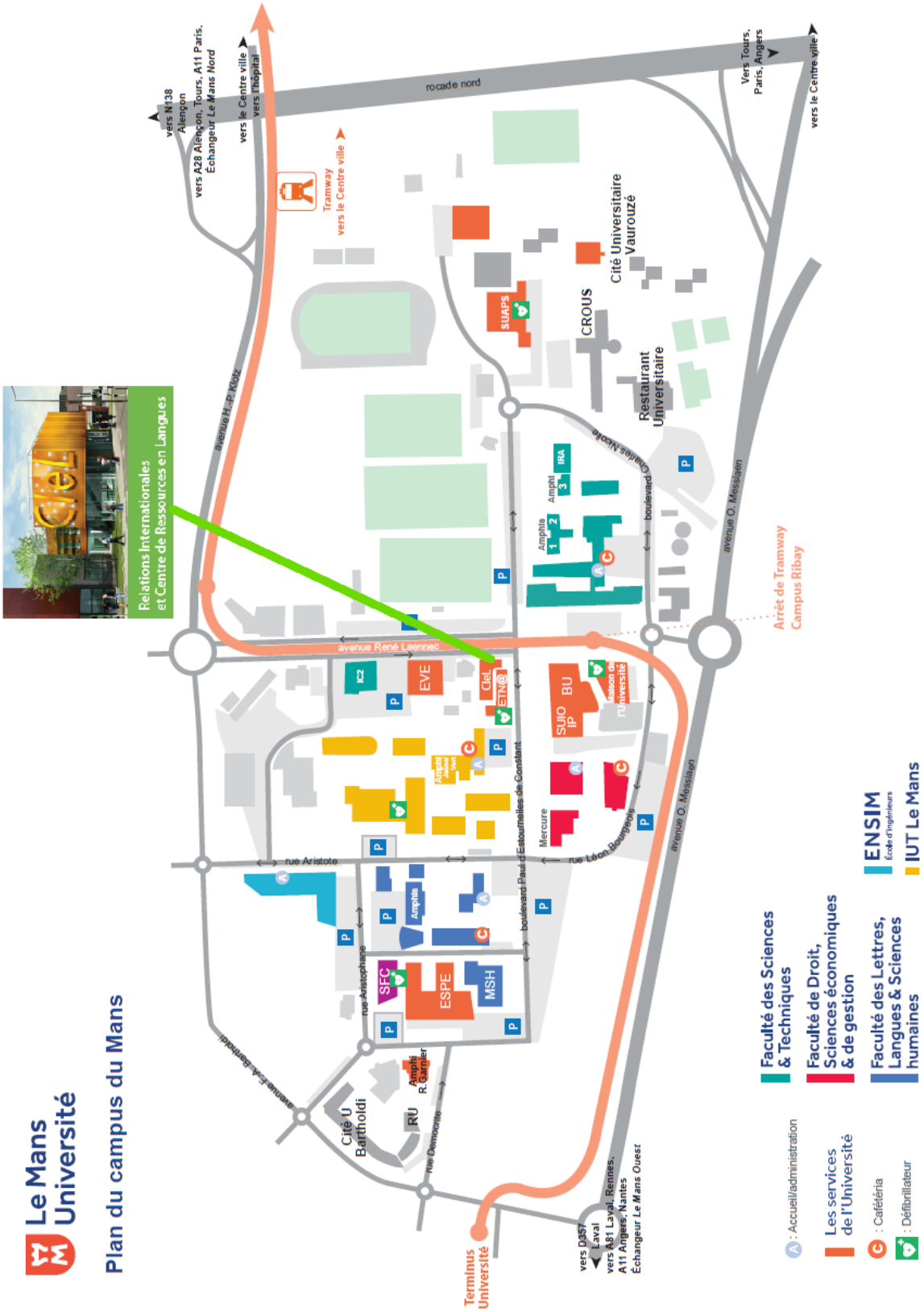
2020-2021

Incoming student guide



International Relations Service

Map of Le Mans Université



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WELCOME TO LE MANS UNIVERSITÉ

This information booklet is for students who want to study at Le Mans Université as part of their higher education course.

There are 2 categories of students:

- Exchange students (ERASMUS, USA, BRAFITEC…) and international cooperation programme students (Joint Master degree, bilateral, joint Doctorate…)
- Non-exchange international students, individuals

⇒ **Make sure you know and refer to your category (exchange or individual). This guide is intended for exchange students, although some information is useful for individual students too.**

The International Welcome Centre welcomes, advises and orientates international students all day long (even during lunch hours)
2020 dates still to be confirmed:

From Monday to Friday 9am to 4pm

The International Relations team welcome you the rest of the year at the CIeL building on

- Tuesdays, Wednesdays, Thursdays (all day, except lunch break)
- Friday mornings

Contact :

Le Mans Université
Bureau d'Accueil International – Service des Relations Internationales
Bâtiment CIeL (Centre de l'International et des Langues)
Avenue Olivier Messiaen
72085 LE MANS cedex 9
France

E-mail: ri-bai@univ-lemans.fr
Tel: + 33(0)2 43 83 30 56/35 51
Fax: + 33(0)2 43 83 35 30

Internet: http://www.univ-lemans.fr/fr/index.html

[Getting ready to come to France]

APPLICATION

For exchange students and international cooperation:

Once you have been selected and nominated by your home university, the International Relations Office will send you an email regarding the procedure you must follow.

For non-exchange international students:

How do I come to study in France? It depends on your nationality, the country in which you live and the studies you have chosen.
https://www.campusfrance.org/en/application-higher-education-france

International students holding foreign secondary education qualifications (baccalaureat, A-levels, Highers and equivalent) must submit a prior request for admission (DAP) to register for a degree in a French University.
Information on the website of Le Mans Université - FORMATIONS – Admission et inscription :
http://www.univ-lemans.fr/fr/formation/candidatures-inscriptions.html

ADMINISTRATIVE AND PEDAGOGICAL ENROLLMENT

For exchange students and international cooperation:

Depending on your arrival time on the campus, you must:

- Either go to the International Relations office
- **OR** after 3.30pm, go directly to the CROUS administration to access your room (so long as you have let us know first).

In the latter case, the administrative paperwork will be handled on the next working day when you come to the International Relations Office.

It is very important that you email us your date and approximate arrival time a few days before:
ri-bai@univ-lemans.fr

We will help you to fill in the registration form for housing and your administrative enrollment. Then, you have to go the Registration Office (*Service de la Scolarité*) of your faculty to be registered.
IMPORTANT: you must bring proof of registration in your home university with you (obligatory).

Once you are registered, you will obtain a student card. You will benefit from various university services (restaurant, library…)

You will get a password to access to the internet network of Le Mans Université.

In order to organize your courses and schedule, and to validate or modify your learning agreement, the departmental or program coordinator / designated academic advisor at Le Mans University will help you with the choice of your subjects and any other educational concerns (academic calendar, courses, exams, internship, credits awarded, certification, transcript of records)
See the Institutional Information Sheet at the end of this guide.

At the end of your mobility, a transcript of records will be directly sent by the registration office of Le Mans University to your home university.

Please note: Almost all types of academic courses are taught in French at Le Mans University – Université du Mans and require a B2-C1 level (according to the CECR). For more information, please consult your academic advisor.

For individual students not on exchange or cooperation programmes:
It is necessary to consult the Université du Mans website (FORMATIONS – Admission et inscription): http://www.univ-lemans.fr/fr/formation/candidatures-inscriptions.html
Relevant departments and registration offices will help you with the choice of your classes, and your timetable.

ACADEMIC CALENDAR 2020 – 2021

Note that dates are different for each department/faculty or academic level: ⇒ Ask your departmental or academic advisor for the exact dates.
At the time of writing, the following dates have not yet been confirmed.

- **SEMESTER 1/ AUTUMN/WINTER SEMESTER:**

Suggested date of arrival for International Students):
At the moment, due to the current health situation, we do not know the exact date from which we will start welcoming our new international students. We will let you know this as soon as possible. (For your information, last year, students could start arriving from 22nd August).

Campus rentrée intensive French classes (**1st semester only**): **(free of charge)** Late August/early September. You will receive an email with more information. Also see the "Improving your French" section of this guide. **Still to be confirmed for the 2020/21 academic year.**

Autumn semester dates - Start date: 02/09/2019, end date: 17/01/2020 (these are approximate dates depending on courses and levels – check with your pedagogical coordinator)

"Cours du soir" evening classes for French language (free of charge): Start date to be confirmed (you will receive an email)

- **SEMESTER 2/ WINTER/SPRING SEMESTER:**

Suggested date of arrival for International Students: **from 06/01/2020** (to be confirmed).

2nd semester dates – Start date: 06/01/2020, end date: 22/05/2020 (to be confirmed).

"Campus Soir des Langues" French course date: (**free of charge**): Start date to be confirmed (you will receive an email)

ACCOMMODATION REQUEST

The CROUS is the organism that manages the Vaurouzé hall of residence and Bartholdi student residence.
http://www.crous-nantes.fr/international/
If you would like to live in a residence, please find in the links below a description of the different types of accomodation, the cost, and the application procedures:
http://www.crous-nantes.fr/logement/cite-vaurouze/
http://www.crous-nantes.fr/logement/residence-bartholdi/
For more information, please see page 10.

For non-exchange students
The International Relations service is not able to house you, nor send you a housing certificate. You must apply for accommodation individually. Le Mans town council's housing guide may be useful to you, although it only exists in French: http://www.lemans.fr/fileadmin/contributeurs/ejs/documents/jeunesse/Le_Guide_Logement_2019.pdf
If you would like to apply for accommodation at the CROUS, you should connect to messervices.etudiant.gouv.fr from 9th July 2020 to make an application (« trouver un logement ») (only if this is your first CROUS accommodation request).

Precisions- For exchange students and students on cooperation programmes:

Booking a room in the Vaurouzé halls of residence (depending on availability)
You can book a room in the "Vaurouzé" halls of residence through the International Relations office. You will receive an email from us regarding the procedure.

IMPORTANT: You should not contact the CROUS de Nantes or Le Mans CROUS accommodation service directly for questions about your room. You must contact the International Relations office instead. ri-bai@univ-lemans.fr.

If a pre-registration and/or a housing certificate are required for your visa procedure, you should notify the International Relations service using the following email address ri-bai@univ-lemans.fr.

DEALING WITH ADMINISTRATIVE PROCEDURES: VISA

If you come from a country outside Europe, you will need to apply for a visa to enter France at least 3 months before arrival.

The visa request must be made before departure with the competent French embassy or consulate in the country of the applicant. The type of visa will depend on the nature and expected length of your stay.

Please consult the website of the Ministère des Affaires étrangères et européennes:
http://www.diplomatie.gouv.fr/fr/venir-en-france-22365/etudier-en-france-12794/demarches-administratives/article/visas-etudiants

After entering the visa number, providing various information (passport number, surname, first name, nationality, date of birth, address in France) and paying a fee of 50 euros/200 euros for

PhD students (2020 tariffs to be confirmed) in the form of an electronic tax stamp, the student confirms the registration of his visa and receives a validation certificate in PDF format. This certificate must be saved, printed and kept for the duration of the stay in France.

An "OFII" sticker is no longer affixed in the passport. This procedure ended in February 2019. International students will be able to insert in their passports a certificate which is accessible via their personal space, created during online validation.

The International Relations office will help you with these formalities. Please contact us at ri-pref-ofii@univ-lemans.fr or meet us on Tuesday mornings or Thursday afternoons. We also help students with other types of visa: short stay student visa, internship, extended-stay scientific visa, etc.

VISA RENEWAL

Students who wish to stay in France for more than one year must apply for the renewal of their residency permit to the prefecture of their place of residence three month before the expiry date of the "valid residence permit" visa.
The residency permit number that will then be requested by the Prefecture is the registration number of the visa appearing on the validation certificate.

In practice:
The student first receives a receipt of his/her permit, then is summoned to deliver his/her residency permit. On the day of the invitation, the student must pay a fee of 49€ (if the card is valid for one year) or 79€ (if the card is multi-year), in the form of a tax stamp.

Travelling
If your residency permit has expired and you do not yet have your new residency permit, you can travel to and from the Schengen area if you leave it with:

- The renewal request receipt
- Accompanied by the expired residence permit (long-stay card or visa valid as a residence permit)

If your residence permit has expired but you do not have the new card or the renewal receipt, you cannot travel to or return to the Schengen area without a visa. Once you have obtained the new residence permit, you are free to travel.

Check-list for all international students: necessary documents that you must bring with you for your mobility period

- ☐ Your passport or national identity card (valid for your entire stay)
- ☐ Your birth certificate, translated into French (for CAF housing benefit applicationà
- ☐ Your vaccination (immunization) record
- ☐ Around 10 passport-sized identity photographs
- ☐ Personal insurance with repatriation guarantee (subscribe in home country) and civil liability insurance (subscribe in France)

For European students:

- ☐ Your European Health Insurance Card (EHIC)

For non-European students:

- ☐ Student visa
- ☐ Proof that you have sufficient finances for life in France

For non-exchange programme students:

- ☐ Certificates for all academic qualifications received in your home country
- ☐ Transcripts of records for all academic courses that you took during your last 2 years of education
- ☐ Your pre-registration (or registration) certificate for Le Mans Université

It is important to:

- ☐ Bring French translations of your documents (or English translations if French translations are not possible). Have these translations certified by an official translator.
- ☐ Scan all your documents and email them to your self so that you can always access them.
- ☐ Always have your passport and visa, or national identity card, on you.

THE COST OF LIVING IN FRANCE

The expected cost of living* for a student amounts to between 645€ and 800€ per month (making a total amount of around 6500€ to 8000€ for the academic year)

Tuition fees (depending on your situation)	• They vary from 170 € * (*Bachelor degree*) to 243€ * (*Master degree) to* 380€ *(PhD)* •91€ "CVEC" (student tax) (not applicable to exchange programme students)
Accommodation deposit (refundable)	• In a hall of residence : **270 to 342 € *** • Private individual accommodation: **300 to 500 € (depending on the type of accommodation)**
Housing : monthly rent	• Between 245€ and 400€ in a hall of residence • From 300€ minimum for private individual accommodation
Visa validation tax	• 50€ (Bachelor degree and Master Degree) - to confirm in 2020 • 200€ (PhD) - to confirm in 2020
Health care	• **Student health insurance** (free and obligatory for every student) • **Complementary health insurance** (highly recommended) : from 70€ to 420 € for 12 months (can be paid monthly)
Insurance	• **Civil liability cover** : from 12€ to 24 € • **Accommodation insurance**: from 26€ to 100 €, depending on the types of housing and insurance
University restaurant	• A meal at the University restaurant costs 3,25€ with an LMU student card (to be confirmed for 2019-2020). You can choose from different combinations for lunch and dinner except during holidays, bank holidays or weekends.

This explains the need to arrive in Le Mans with at least **1600 to 2000 euros** to pay for the first month's expenses.

*Based on 2019-2020 temporary tariffs. Subject to possible change in future.

[Settling into Le Mans]

HOUSING

➢ **Housing on Campus - CROUS contact details:**

Le Mans CROUS accommodation service
Cité universitaire Vaurouzé
16/22 Boulevard Charles Nicolle
72 000 Le Mans - France
Tel: + 33 (0)2 43 28 60 70 / + 33 (0)2 43 43 76 00
Fax: + 33 (0)2 43 28 73 73
http://www.crous-nantes.fr/logement/cite-vaurouze/
Located between the buildings D and E
Opening hours: 09:00 am - 4:00 pm (Closed to the public on Wednesday afternoons)

When you arrive, the CROUS administration will ask you to :

- Pay the deposit
- Pay the first month's rent (preferably by credit or debit card, otherwise by cash or a cheque from a French bank.) Please be aware that bank notes larger than 50€ are not accepted.
- Pay for the bedding pack, if you choose to purchase one (30€)
- Sign the rules of the halls of residence
- Return the fixtures inventory that you will find in your room to the « loge d'accueil » (reception desk) of the Vaurouzé halls of residence. It must be filled out and signed.

➢ **Two types of halls of residence on the campus :**

Cité universitaire Vaurouzé:
You can be housed in Vaurouzé via the International Relations service if you are a long-stay student on an exchange or cooperation programme.
The International Relations service manages a contingent of rooms at Vaurouzé.

9m² room (for international students housed through the International Relations service):
Monthly rent: 245.00 €
Deposit: 270.00 €

IMPORTANT :
For a one-year study period, it is obligatory to occupy/pay the room at the Vaurouzé halls of residence for at least 9 months if you come for a full academic year or 4,5 months if you come for a semester.

Please note: Students enrolled for the first semester only must move out of the Vaurouzé hall of residence before mid-January to allow for the arrival of 2nd semester students.

- **Arrival in August: billing per overnight stay (€8.17 per night)**
- **Then billing for the full month from September**
- **For 2nd semester students, billing from start date of reservation**

➢ The deposit is refundable if the room inspection proves satisfactory.
➢ There are no other charges

- Le Mans Université acts as guarantor for your accommodation (9m² room) if you are an international exchange student and you book your accommodation through our service.

Obligatory housing insurance:

Housing insurance is obligatory.

In order to receive your room keys, you must show a copy of your housing insurance certificate.

All students must subscribe to housing insurance before they arrive.
You can buy this insurance online in the link that we will send you by email, or on a website of your choise.
You will receive your payment receipt and housing insurance certificate by email.
Please be aware: a housing insurance certificate is required in order to get the keys of your room. You must show a copy of this certificate at the CROUS administration on the day of your arrival in the hall of residence.

Résidence universitaire Bartholdi:

- The International Relations service does not have a contingent of rooms at Bartholdi residence. You must apply individually.
- For international **PhD students,** Le Mans Université may act as your guarantor for the studio (studio T1 21 m² or studio T1bis 31m²) – conditions apply.

Apartment T1 (21m²):
Monthly rent (TBC): 320.82€
Deposit (TBC): 228.19€

Apartment T1bis (31 m²):
Monthly rent (TBC: 412.55 €
Deposit (TBC): 291.53 €

Please note (Bartholdi):

Other charge to pay, not included in the price of the rent: electricity.

First bill for the opening of the account then monthly billing depending on consumption.

- **Short stay accommodation (under 4 months)**

⇒ **Not possible for an exchange programme/cooperation programme student.**

Make an official request for accommodation by also filling out the CROUS form "demande de logement CROUS en cours d'année".

Then, send it to the following addresses:

- crous.logementcourt@ac-nantes.fr
- heb.vaurouze@crous-nantes.fr
- ri-bai@univ-lemans.fr

Request further information about guarantors from the International Relations service ⇒ ri-bai@univ-lemans.fr

PRACTICAL INFORMATION

- No check-in or check-out at the weekend or on public holidays
- No check-in or check-out after 4pm during the week

- **For your convenience**

A bedding pack can be provided at the reception desk (*loge d'accueil*) of the Vaurouzé halls of residence at the cost of 30€. If you do not need one, remember to bring your own bedding (sheets, blanket or quilt, pillow).

We advise you to bring with you:

- Crockery, cutlery and cooking utensils,
- Toilet paper

➢ Required documents for administrative procedures

- ID card or passport and stamped visa
- 2 ID photographs
- European health insurance card, valid for entire duration of stay (EU students only).
- Student ID card/or proof of enrollment from your university of origin, translated into French
- Birth certificate, translated into French

➢ Departures due to internships during the academic year

If you will be leaving your accommodation for an internship, you must give a letter of notice to the CROUS administration **at least a month before you want to leave the room**. They will ask you for a copy of the internship agreement.

➢ Off-campus housing

Le Mans is a city in which there is sufficient student accommodation. Monthly rent (for rooms or studios) can vary from around 250€ to 400€, on average. The amount of the deposit (refundable amount) can be as high as one month's rent. If you rent a flat via an estate agency, you will have to pay fees when you arrive. Those fees are proportional to the amount of rent you pay. Most of the time students will be asked for a guarantor who lives in France. Solutions exist for students who do not have a guarantor in France. The International Relations service can send you useful information about this (example of guarantor).

Please find below a list of websites that will help you find accommodation.

- Latest housing guide from Le Mans town council (download it here : http://www.lemans.fr/facile/la-maison/le-logement-pour-les-jeunes/)
- Useful addresses :

www.forumjeunes-lemans.fr click on : *s'informer et bourse au logement*
http://www.lokaviz.fr/
http://www.leboncoin.fr/
www.fac-habitat.com
http://www.flore-habitatjeunes.org/
http://www.nexity-studea.com/

INSURANCE

Health insurance

All international students residing in France must have health insurance **(compulsory).**

- **If you are integrating a French university for the first time:**

You must subscribe to the CPAM: Caisse Primaire d'Assurance Maladie (local health insurance agency) of your place of residence. To do so, you just have to register on the website: https://etudiant-etranger.ameli.fr indicating your personal information, transmitting all required paperwork and confirming your email address to get an access to your personal space on the platform with all your affiliation certificates. We can help you if necessary.

If you are a European student, you must bring your European Health Insurance Card. If you do not have it, you would have to subscribe to the CPAM as well by registering on the website above.

- **If you were already registered in a French university last year:**

You have nothing more to do. You are obliged to keep your previous health insurance.

➢ Complementary health insurance

The obligatory health insurance **does not reimburse the totality of health costs**. It is highly recommended to subscribe to a complementary health insurance (*mutuelle*) upon arrival, in order to cover up to 100% of your medical expenses.

Ask health insurance providers for more information: on the internet (student insurance companies [SMEBA, LMDE…] or general insurance companies), in banks, insurance agencies…

➢ Campus and student life contribution – CVEC

When you register at the university, an obligatory contribution of 91€ is required for the preventive medicine, the FSDIE contribution, and sports and cultural activities. **Most international exchange students registered in their home university (notably Erasmus)** do not have to pay this (with proof of registration in home university).

You can pay only with your bank card on the following website: https://www.messervices.etudiant.gouv.fr or by cash at the Post Office (5€ extra charge). You will receive proof of payment.

➢ Choice of a General Practioner (*médecin traitant*)

⇒ In France, everyone who is eligible for social security must designate a General Practitioner (GP). It is highly recommended to subscribe to a complementary health insurance to get a better refund for your medical expenses.

After subscription to a complementary health insurance, you will be able to complete a form designating your GP directly at the University health centre located near Vaurouzé student residence (boulevard Charles Nicolle). Do not hesitate to directly consult a doctor or get advice from the medical centre's reception.

For more information: http://www.univ-lemans.fr/fr/campus-moi/centre-de-sante.html
Contact: sante.u@univ-lemans.fr

- **Emergencies**

In case of emergency, there are 3 important phone numbers:

15: (SAMU) Emergency medical assistance
17: Police
18: Fire-fighters
Otherwise, there is one emergency number valid in every European country: 112 (How to remember this: we have 1 mouth, 1 nose, 2 eyes)

Civil liability cover

All students must subscribe to civil liability coverage. It is recommended to do this at the same time as your housing insurance (often included). This insurance covers you if you damage something or someone. It allows students to work in laboratories, take part in internships, take part in the cultural outings organised by Le Mans Université, etc. The International Relations service can help you with this.

Personal insurance / Travel insurance

We strongly advise you to subscribe in your country, before you leave, to compulsory personal insurance in case of accident or illness that would require a medical evacuation and repatriation from France or the EEA towards your country of origin.

WORKING IN FRANCE

French law authorises international students to do up to 964 hours of work during the year, the equivalent of 60% of the legal working year. It can only be for a secondary income ("pocket money").

When you work in France, if you are a student or not, you are guaranteed a minimum wage by law. It is commonly called the SMIC (*Salaire Minimum Interprofessionnel de Croissance* - the minimum wage).

For any enquiries regarding student jobs, job counsellors are available at the Career Centre on campus; you can contact them at this address: suio@univ-lemans.fr

The most common student jobs are language lessons, childcare, translation, work in restaurants.
Eachyear in June, the Le Mans 24 hour race recruits multilingual students.

Two useful addresses for job-seeking:
Jobaviz : https://www.jobaviz.fr
Studyrama: www.studyrama.com
L'Étudiant: www.letudiant.fr/jobsstages.html

Doing an internship as part of your programme

As part of the preparation for some degrees, some students must do an internship. French and international students are subject to the same rules:

- the internship must be contractual (signed by the establishment and the structure hosting the student);
- if the internship lasts more than two months, the student must be paid 577,50 Euros per month (as of 1st January 2018).

[When you arrive]

HOW TO COME TO LE MANS UNIVERSITY

- **If you arrive at Paris - Charles de Gaulle (CDG) airport:**

Try to get a direct train so that you do not have to make any train changes. Research train times in advance: https://www.oui.sncf/
It is cheaper to buy your tickets in advance.
At Roissy Charles de Gaulle airport, go to the SNCF train station located in the airport terminal number 2 ("aérogare 2"), as indicated on the boards in the airport.
The journey from Paris Charles de Gaulle airport to Le Mans train station takes around 1 hour 30 minutes.

- **If you arrive at Orly airport :**

You can take the shuttle bus to the Montparnasse train station.
http://www.aeroportsdeparis.fr/ADP/fr-FR/Passagers/Acces-Plans-Parking/Paris-Orly/Acces/Transports-En-Commun/

Then, take a train from Paris Montparnasse to Le Mans. The journey takes around 55 minutes.
In order to book your train tickets in advance, please find the official SNCF web site below.
https://www.oui.sncf/

- **When you arrive in Le Mans**

When you arrive at Le Mans train station, go to the North exit (*Sortie Nord*) as indicated on the boards) to take the tram from "Gares" towards "Université". You must stop at the last-but-one stop: "Campus-Ribay". It will take around 20 minutes.
You will have to buy a one-way tramway ticket (1.50€ - tariff from 2nd July 2017).

The International Relations Office is located on the ground floor of the CIeL building, which is visible from the « Campus-Ribay » tram stop (see map of the campus).

At the beginning of the academic year (**dates to be confirmed**), the International Welcome Centre is open to new international students from Monday to Friday from 9:00 am to 4:00pm. Outside of this period, the International Relations service is open for students all day on Tuesdays, Wednesdays and Thursdays, and on Friday mornings. Any opening hours changes will be displayed on our door, or you can check our opening times are still up to date by emailing us.

In order to be welcomed in the best conditions, we highly advise students to arrive at Le Mans University during the week, between Monday and Friday (not later than 3.30pm so that the International Relations service can help you with administrative procedures before you go to your accommodation by 4pm). If you arrive in Le Mans in the evening, on a public holiday or on a

week-end, we advise you to book temporary lodgings in advance so you will have a place to sleep once you arrive in France.
In any case, we invite you to send us your date and approximate time of arrival by email a few days in advance.

Hotels - Useful adresses

In Le Mans, close to the campus:

Hôtel Eklo
From 24 € per night
34 rue Louis de Broglie, 72 000 Le Mans.
Tel : +33 (0)2.43.14.10.33
Email : lemans@eklohotels.com,
http://www.eklohotels.com/hotel-le-mans
Take the tramway towards « Université » and stop at the terminus « Université ».

Hôtel Mister Bed
From 39€ per night
Les Poupardières, Rue Héraclite, 72 000 Le Mans.
Tel: +33 (0)2.43.24.11.00 – Fax: (33) (0)2.43.87.07.35
Email: misterbed.lemans@lsfhotels.com,
misterbed.lemans@sidhole.com
http://www.misterbed.fr/ www.simplyhotelsfrance.com
Take the tramway towards « Université » and stop at the terminus « Université ».

Hôtel Première Classe
From 42€ per night
Avenue Olivier Messiaen, ZAC du Ribay, 72 000 Le Mans.
Tel: +33 (0) 892 700 287- Fax: (33) (0)2.43.47.05.10
Réservation / Booking: + 33 (0) 892 688 123
Email: lemans.universite@premiereclasse.fr
http://www.premiereclasse.com/fr/
http://www.premiere-classe-le-mans-ouest-universite.fr/fr/index.aspx
Take the tramway towards « Université » and stop at the « Campus-Ribay » stop, cross the roundabout, and then in the Ribay area, go down the "Jean Grémillon" street. The hotel is just down the street, on the left.

THE INTERNATIONAL WELCOME OFFICE (BAI)

The incoming student mobility coordinators of the International Relations service, along with students working as tutors, welcome all international students at the International Welcome Office (Bureau d'Accueil International – BAI) when they arrive at Le Mans University.

Students are provided with a welcome bag, which contains:

- ***A map of the campus,***
- ***A map of the city centre***
- ***A tourist guide, etc...***

They help newcomers go through administrative paperwork. Students must bring with them their passport or identity card along with any relevant document (insurance certificate, "convention d'accueil", EHIC, proof of registration in your home university etc.)
Students are provided with a welcome bag which contains some useful documents such as contact details of the University Health centre, a map of the city centre, a booklet with some historical facts, etc.

Students who benefit from a regional grant or from a grant from their government or the French government, must introduce themselves to Mrs. Syuzanna RIABTSEV when they arrive at the International Relations office. (First door on the right entering the building).

A drinks reception will be organized to celebrate the new academic year and to give a warm welcome to new international students.

MANAGING YOUR MONEY

➢ Bank account

We advise you to open a bank account in France in order to receive your grant or any financial support directly, and to sign up to health insurance and apply for housing benefit, if you are eligible. When you do so, do not forget to ask for several copies of your banking information, a document known as a "RIB" (*relevé d'identité bancaire*).
Please note: before leaving France, make sure that you have planned the automatic closure of your bank account after a minimum of two months so that your housing deposit can be reimbursed to you.

➢ Please note

At the University's medical centre you can make an appointment with a doctor, a nurse, a social worker or a psychologist.
If you experience any financial difficulties you can meet one of the University's social workers. They can listen to you and may give you access to the University's social grocery (*épicerie solidaire*) where products are less expensive.
Official website of the social grocery

➢ Caisse d'allocations familiales (CAF)

In order to get financial housing assistance to help pay for your rent, **as soon as you move into your room/studio**, you may apply on the CAF web site, students section "demande en ligne":
CAF online application
The amount of the financial support is determined according to your resources and proportional to the amount of the monthly rent.
You may apply if you rent this accommodation for more than 3 months and if you have a residency permit (required for non-EEA/Switzerland students only). Do not hesitate to contact us for a guide in English, and if you require any help.

Required documents for the CAF:
-a statement from your landlord or from the CROUS administration, if you are housed in a student residence on campus
-French banking information (called a RIB)
-a copy of your birth certificate translated into French

You must fill in your application form online, and you will be asked to send some supporting documents, either by post to the address below, or by uploading them online:

Caisse d'Allocations familiales de la Sarthe
178 avenue Bollée
72034 LE MANS CEDEX 9

GET IN TOUCH WITH LOCALS

- **Student clubs and societies** (free to 10 euros yearly)
  Link on the University's website

1. Orchestra and choir (with weekly/monthly performances)
2. Drama club (in French) and English drama club (Le petit globe)
3. History students club (several monthly activities and regular excursions to various French cities and regions) : aehlemans@gmail.com

   Université du Mans website page
4. Geography students club (Facebook page)
5. Debate society
6. Photography club
7. Movie club (regular shows and debates, often organized with the history club)
8. Disabled students club (can be paired with service-learning)
9. Volunteering at the food bank (épicerie solidaire)
10. African students club (African Students of Le Mans Club (P.E.A.M.): Contact)
11. Do not hesitate to get in touch with the students from the ESN Le Mans (Erasmus Students Network) student club: https://www.facebook.com/lemansesn/

- **ESEM 72 (Echange Sarthe Etudiants du Monde)**

In order to maximize French immersion, ESEM 72 association invites students to experience the local color of their host city. Speaking the native language with locals, tasting the regional cuisine, partaking in the native traditions and learning about the history and culture of their new surroundings are just a few of the ways these activities lead to full appreciation of the French culture.
Contact: esem.sarthe@gmail.com

Throughout your mobility at Le Mans University – Université du Mans:

- **Volunteer work**

International students may engage in volunteer work in Le Mans, from humanitarian to environmental activities (https://www.facebook.com/FranceBenevolatSarthe)

- **Cultural outings**

The International Relations office organises excursions during the academic year to places of great cultural and historical interest.

- **Buddy system : "Alter Ego" and "Linguistic tandem" (free)**

The buddy system at the Université du Mans-Le Mans is two-fold: it is designed not only to encourage immersion and foster friendships but also to provide students with the opportunity to improve their language skills not only in French but also in other languages.

- **"Alter Ego"** (Facebook page Alter-Ego) is a free student club open to everyone, which offers numerous excursions, gatherings, art contests, outings to the cinema or the theatre, shared meals, holiday celebrations etc. Alter Ego meets regularly at the CIeL building. Excursions to the Loire Valley and its châteaux, the Mont Saint Michel, Paris, Nantes etc are organized.

- The **"tandem linguistique"** is a program designed to pair students who want to begin learning a language or to improve their language skills in any language spoken by members. Students can take part in the forum on UMTICE online platform, then contact those who speak the language they are interested in, in order to create a "tandem".

[DAILY LIFE IN LE MANS]

Link on the website Université du Mans - Student life

Different programs are also available at Le Mans University for summer sessions:

- **International Summer Campus**

http://fle-campus-ete.univ-lemans.fr/en/index.html
57 hours of French classes and 48 hours of cultural and linguistic workshops spread out over 4 weeks in July.
Each student benefits from the Language Resource Centre (ML) which allows them to learn or to improve their French skills. The ML is a multimedia computer facility where students work interactively with computers, helped and supervised by a tutor.
Cultural and touristic activities are also organized during these 4 weeks.
Contact Email: ri-summercampus@univ-lemans.fr

TRANSPORT FACILITIES

Travel costs from your country to Le Mans are at your own expense.

The SETRAM is the local company which manages the urban transportation system in Le Mans and the surroundings (Le Mans Métropole). SETRAM Student card Moovéa - http://www.setram.fr/589-Find-the-best-fare.html
Link on the University's website

RESTAURANTS ON THE CAMPUS

Restaurants for students on the campus offer full meals and snacks.
Meals cost 3.25€ (*2020-2021 price to be confirmed*)
For more information: Restaurants universitaires

SHOPPING FACILITIES NEAR THE CAMPUS

The campus is surrounded by lots of shops: post office, laundry facilities, pharmacy, restaurants, banks, etc.
A « Carrefour Market » supermarket, located next to the tram terminus « Université », will allow you to purchase some food or household cleaning products when you arrive. See map of the campus.

SPORT AND ARTS FACILITIES AT THE UNIVERSITY

Students may choose from a wide variety of artistic or athletic activities.

- **Sport**

Students can choose from more than 40 sports activities in Le Mans University. These activities are mentored by professionals. You will be able to register for these activities after the registration in your department's administration office.
Students can receive credit for these activities or simply sign up for their own pleasure and for practice. The courses are free. You may choose among horse-riding (additional cost), fencing, swimming, ballet or modern dance, football, ping-pong, tennis, badminton, climbing, ultimate frisbee, basketball, aerobics, zumba, handball, rugby, yoga, volley ball, boxing, juggling, taek won do, karate, athletics, golfing (additional cost), salsa and latin dances.
Get more information by downloading the List of sports activities
Cultural activities and leisure at Le Mans University - Université du Mans

- **Arts**

The lessons are free of charge. You may choose from piano, saxophone, guitar, drums, violin lessons, drawing and painting lessons, sculpture, drama (beginner or intermediate). World songs, gospel choir, choir.
Orchestra; Celtic music; Blues and Jazz; improvisation and composition; big band.
Get the list of the activities: Liste des activités culturelles
Cultural activities and leisure at Le Mans University - Université du Mans

GOING OUT IN LE MANS

- **About Sarthe / Le Mans**

Do not hesitate to watch the touristic film about the Sarthe department: http://www.sarthe.gouv.fr/la-sarthe-le-film-a4139.html

To find out about the city's museums, parks and cinemas as well as the major places, visit the website of Le Mans' tourist office:
Site officiel Le Mans tourisme
Discover the city of Le Mans on the university's website

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Nuit des Chimères
Une création Skertzò pour la Ville du Mans © Ville du Mans Gilles Moussé.

[Institutional information sheet]

CONTACT YOUR PEDAGOGICAL COORDINATOR

Each department has an international pedagogical coordinator who provides more detailed information on the calendar, course catalogue, credits awarded, learning agreement, certification, transcript of records, etc.

You will find the pedagogical coordinators' contact details below.

Before arriving, you must contact your pedagogical coordinator of Le Mans Université by email. **Make an appointment with them for the days that follow your arrival. Ask them the exact start and end dates of the semesters.**

Faculté des Lettres, Langues & Sciences Humaines
Le Mans Université

International coordinator for the faculty
- Ms Elisabeth LAMOTHE ✉ elisabeth.lamothe@univ-lemans.fr

German studies / Joint degree – Paderborn
- Ms Anne BAILLOT ✉ anne.baillot@univ-lemans.fr

English studies
- Ms Maud MICHAUD ✉ maud.michaud@univ-lemans.fr

Spanish studies
- Mr Fernand COPELLO ✉ fernand.copello@univ-lemans.fr

Didactics – Linguistic Policies
- Mr Jean-François BOURDET ✉ Jean-Francois.Bourdet @ univ-lemans.fr

Applied foreign languages, business and management

English
- Ms Lina DUPLAISIS ✉ lina.duplaisis@univ-lemans.fr

Spanish
- Ms Cécile MARCHAND ✉ cecile.marchand@univ-lemans.fr

German
- Ms Anne BAILLOT ✉ anne.baillot@univ-lemans.fr

Modern humanities/literature
- Ms Sylvie LABARRE ✉ sylvie.labarre@univ-lemans.fr

History
- Mr Ghislain BAURY ✉ ghislain.baury@univ-lemans.fr

Geography
- Ms Elodie SALIN ✉ elodie.salin@univ-lemans.fr

USA programmes : Farmington (Maine) - Akron (Ohio) – West Chester (Pennsylvania)
- Ms Elisabeth LAMOTHE ✉ elisabeth.lamothe@univ-lemans.fr

Administration contact
- Ms Aurore BROSSARD-DEZECOT ✉ aurore.brossard-dezecot@univ-lemans.fr

Faculté des Sciences & Techniques
Le Mans Université

International coordinator for the faculty
- Mr Nirina RANDRIANANTOANDRO ✉nirina.randrianantoandro@univ-lemans.fr

Biology
- Mr Yann HARDIVILLIER ✉ yann.hardivillier@univ-lemans.fr
- Ms Françoise DENIS ✉ francoise.denis@univ-lemans.fr

Chemistry
- Mr Jean-François PILARD ✉ jean-francois.pilard@univ-lemans.fr

Computer science
- Mr Fethi BOUGARES ✉ fethi.bougares@univ-lemans.fr

Mathematics
- Mr Anis MATOUSSI ✉ anis.matoussi@univ-lemans.fr

Physics
- Mr Abdelhadi KASSIBA ✉ abdelhadi.kassiba@univ-lemans.fr

Physical Education
- Mr Bruno BEAUNE ✉ bruno.beaune@univ-lemans.fr

Acoustics
- Mr Olivier DAZEL ✉ olivier.dazel@univ-lemans.fr

Faculté de Droit, Sciences économiques & de gestion
Le Mans Université

Law

- Ms Hélène RASPAIL ✉ helene.raspail@univ-lemans.fr

Coordinator of the exchange programme with Portland USA (Maine)

Economics and Management

- Mr Ahmed TRITAH ✉ ahmed.tritah@univ-lemans.fr

Administration contact

- Ms Sylvie MALHERBE ✉ ri-ecodroit@univ-lemans.fr

ENSIM
École d'ingénieurs
Le Mans Université

International coordinators for the Engineering School

- Mr Nourdin YAAKOUBI ✉ nourdin.yaakoubi@univ-lemans.fr
- Mr Pascal PICART ✉ pascal.picart@univ-lemans.fr
- Mr Madeth MAY ✉ madeth.may@univ-lemans.fr

Contact administration

- Ms Khedija LE BAIL ✉ khedidja.le_bail@univ-lemans.fr

IUT Le Mans
Le Mans Université

International coordinator for IUT (Le Mans campus)
(Chemistry - GEA - Mechanical Engineering – Physical Measurements)

- Mr Pierre LE LOUARN ✉ pierre.le_louarn@univ-lemans.fr

IUT Laval
Le Mans Université

International coordinator for IUT (Laval campus)

- Ms Solenne TANGUY ✉ Solenne.Tanguy@univ-lemans.fr

ACADEMIC CALENDAR 2019-2020 (still being updated)

1st SEMESTER: September to December	
Campus en fête Laval	To be confirmed
Campus en fête Le Mans	To be confirmed
OCTOBER HOLIDAYS (1 semaine)	
All Saints' Day (public holiday)	1st November 2020
Armistice Day 1918 (public holiday)	11th November 2020
CHRISTMAS HOLIDAYS (2 weeks) End of December / Beginning of January	
Christmas (public holiday)	25th December 2020
New Year's Day (public holiday)	1st January 2021
Exams period 1st semester	December/January
FEBRUARY HOLIDAYS (1 week) February	
2nd SEMESTER: January to June	
Easter Monday (public holiday)	5 April 2021
EASTER HOLIDAYS (2 semaines) avril	
Labour Day (public holiday)	1st May 2021
Armistice Day 1945 (public holiday)	8 May 2021
Ascension Thursday (public holiday)	13 May 2021
Whit Monday (public holiday)	23 June 2021
Exam period 2nd semester	May/June
VACANCES D'ÉTÉ (2 mois) juillet/août	
French National Day (public holiday)	14 July 2021
Assumption (public holiday)	15 August 2021