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 (Joint Master degree, bilateral, joint Doctorate...)
- Non-exchange international students, individuals

⇒ Be sure to know and refer to your category. This guide is intended for exchange students, although some information is useful for individual students too.

Contact:
Le Mans Université
Bureau d’Accueil International – Service des Relations Internationales
Bâtiment CleL (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 and 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 in the late afternoon, 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 to 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).

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 2019 – 2020**

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:**

<table>
<thead>
<tr>
<th>Date Event</th>
<th>Description</th>
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<tbody>
<tr>
<td>Campus rentrée FLE (1st semester only): (free of charge)</td>
<td>Late August/early September. You will receive an email with more information.</td>
</tr>
<tr>
<td>Autumn semester dates - Start date: 02/09/2019, end date: 17/01/2020 (depending on courses and levels)</td>
<td>&quot;Campus Soir des Langues&quot; French course start date (free of charge): Date to be confirmed (you will receive an email)</td>
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➢ **SEMESTER 2/ WINTER/SPRING SEMESTER:**

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<tr>
<th>Date Event</th>
<th>Description</th>
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<tr>
<td>Suggested date of arrival for International Students:</td>
<td>from 06/01/2020</td>
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<tr>
<td>2nd semester dates – Start date: 06/01/2020, end date: 22/05/2020</td>
<td>&quot;Campus Soir des Langues&quot; French course start date: (free of charge): Date to be confirmed (you will receive an email)</td>
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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 accommodation, 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 all students (except those applying for the 2nd semester):
International students who intend to study at Le Mans Université must create a “Dossier Social Etudiant” (DSE).
You need to create a “Dossier Social Etudiant” (DSE) account on the website in order to access the CROUS de Nantes accommodation form (for long stay students, 4 months and more): Click here to access: https://www.messervices.etudiant.gouv.fr

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.

You will receive some forms and documents by email following your DSE request. There is no need to send back the forms to France by post, neither do you need to pay for the 6€ fees, even if you receive an automatic email from the CROUS advising you to do so. The International Relations office simply asks you to register on the CROUS website.

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.

For students applying for the 2nd semester:
Do not do a DSE request. The International Relations office will process your accommodation application and send it to the CROUS administration.

For all students on exchange and cooperation programmes:
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.

For individual (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:
DEALING WITH ADMINISTRATIVE PROCEDURES: VISA

If you come from a country outside the European Economic Area (EEA=28 countries from the European Union (UE) + Iceland, Liechtenstein and Norway) and Switzerland, you may 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:

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 60 euros 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.

The OFII sticker is no longer affixed in the passport. The international student will be able to insert in his passport a certificate which is accessible in his personal space created during the online validation.

The International Relations (IR) 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 validation:** the tax amount for long stay student visa (VLS-TS) is currently 60€ (250€ for PhD students).

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)
- Civil liability insurance with repatriation guarantee
- Student visa (for non-Europeans)
- 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
- Proof that you have sufficient finances for life in France (for non-Europeans)
- Your birth certificate
- Your vaccination (immunization) record
- Around 10 passport-sized identity photographs
- Health insurance paperwork

For European students:

- Your European Health Insurance Card (EHIC)
- Proof of your address in France (rental agreement, for example)

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 yourself 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)

<table>
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<tr>
<th>Category</th>
<th>Details</th>
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| **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**                       | - 60€ *(Bachelor degree and Master Degree)*  
- 250€ *(PhD)* |
| **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.

*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  
  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
- Take back to the « loge d’accueil » (reception desk) of the Vaurouzé halls of residence the fixtures inventory that you will find in your room. It must be filled out and signed.

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

  **Cité universitaire Vaurouzé:** open from 22/08/2019 to 30/06/2020

  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 €

  **18m² room (must be booked directly with the CROUS – not possible to book via the International Relations service):**  
  Monthly rent: 290,00 €  
  Deposit: 280,00 €

  **Rate per night for student:**  
  9m² room: 17.70€  
  18m² room: 20.90€

**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 must arrive before the 1st of September. 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.
Housing insurance is obligatory.
In order to receive the keys of your room, you must show a copy of your certificate of housing.

Other charge to pay, not included in the price of the rent: electricity.
List of suppliers:
First bill for the opening of the account then monthly billing depending on consumption.

Obligatory housing insurance:
All students must subscribe to housing insurance (including ISEP students) before they arrive.
You can buy this insurance on the following link:
https://www.smeba.fr/assurances/
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 your certificate of housing at the CROUS administration the day of your arrival in the hall of residence.

Résidence universitaire Bartholdi: From 02/09/2019 to 31/08/2020

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

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

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

- 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 27,26€. 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 (EEA students only).
- Student ID card/or proof of enrollment from your university of origin, translated into French
- Birth certificate, translated into French

Depending on your situation:
- Certificate of health insurance (for short-stay students, less than 3 months)
- Hosting agreement for scientists researchers called “convention d’accueil”

➤ 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 training 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€. 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: ri-bai@univ-lemans.fr

Please find below a list of websites that will help you find accommodation.
- 2017 housing guide from Le Mans town council (download it here : www.lemans.fr/jeunesse )
- Useful addresses: www.forumjeunes-lemans.fr click on : s’informer et bourse au logement
http://www.lokviz.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 have to 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 to get an access to your personal space on the platform with all your affiliation certificates.

If you are a European student, you have to come with 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: SMEBA (the only one available for the moment)

The SMEBA agency propose complementary health insurances going from 5€ to 34€ per month depending on the number of things taken into account. You can check on the website www.smeba.fr to subscribe to a complementary health insurance.

➢ 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. The scholarship students and the international students registered in their home university (Erasmus + and exchange programe) do not have to pay if they have their scholarship or mobility certification.

You can pay only with your credit 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 Practitioner (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 in the “Maison de l’Université” (basement level). 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 countries: **112**

Civil liability cover

All students must subscribe to a liability coverage from SMEBA or LMDE (on the campus, from 12€ to 24€), or from another agency. 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 will 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 foreign students to an auxiliary work of 964 hours during the year, the equivalent of 60% of the legal work year. It can only be auxiliary income.

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.

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 required by the programme

As part of the preparation for some degrees, the student must do an internship. French and foreign 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 (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 CléL building, which is visible from the « Campus-Ribay » tram stop (see map of the campus).

At the beginning of the academic year (22/08/2019-13/09/2019), the International Welcome Centre is open to new international students from Monday to Friday from 9:00 am to 5:00pm. Outside of this period, the International Relations service is open for students from Tuesday to Thursday from 9am to 12 noon and from 2pm to 5pm, and on Fridays from 9am to 12 noon.

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 addresses**

**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/
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 CENTRE**

The incoming student mobility coordinators of the International Relations service, along with students working as tutors, welcome all international students at the International office when they arrive at Le Mans University.

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 a public transportation ticket (valid for the first few days of your stay), the 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.

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

If you will live in France for more than 3 months and/or if you receive a grant or a salary, we advise you to open a bank account in France in order to receive your grant or any financial support directly. 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, for example, one of the University’s social workers. They can listen to you and may give you access to the University’s social grocery (épicerie sociale) 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).

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, print it and sign it before sending it, along with the required documents to the following address:

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](mailto: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. Social grocery
  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/](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](mailto: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](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 twofold: 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 Study Abroad building but also at the arts centre and in the town centre. 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, from French to English and Spanish but also languages such as Russian, Chinese or Arabic.

[DAILY LIFE IN LE MANS]

Link on the website Université du Mans - Student life

IMPROVE YOUR FRENCH

Le Mans University - Université du Mans offers different programs in the field of languages and especially programs dedicated to learning French.

Link on the University's website

- Campus rentrée FLE /Integration week
The “Campus rentrée FLE” is a free and optional program of intensive French courses, taking place only in late August/early September. We strongly advise incoming students to attend this integration week.

You will receive further information by email.

- Campus Soir des Langues

Campus Soir des Langues classes take place every week for 2 hours, from 6 to 8pm at the Humanities Faculty. Students can attend French or English classes for free. For each semester, students with a learning agreement can get 2 ECTS for the language classes they take. They are then able to take between 2 to 4 hours of French classes, depending on their level, and also English, Spanish, Chinese or German classes.

They cannot register for Campus Soir before enrolling in their host department administration at Le Mans University.

For more information, see calendar provided by the IR office.
Maison des Langues – ML (Languages Resource Centre)

Free additional language courses are also available at the ML (Languages Resource Centre), located on the first floor of the CLeL building. Students can attend several conversation classes, for example: French, English, Spanish, Italian, German, Chinese, Korean and Russian. It may be a complementary way to learn languages and it may also result in the earning of 2 ECTS credits (for one semester and for each language) if stipulated in the Learning agreement officially signed.

During the whole academic year, it is a free-access centre where students can develop self-learning of languages.

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

- **International Summer Campus**
  
  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](mailto:ri-summercampus@univ-lemans.fr)

**TRANSPORT FACILITIES**

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

The IR office provides you with a free transportation card (bus and tramway) valid for your first days in Le Mans (provided that you have confirmed in advance your precise arrival date and according to availability).

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](http://www.setram.fr/589-Find-the-best-fare.html)

**RESTAURANTS ON THE CAMPUS**

Restaurants for students on the campus offer full meals and snacks.

Meals cost 3.25€ (2019-2020 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, volleyball, 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

Crédits photos : Université du Mans © ad'hoc; 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.**

**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  kheidija.le_bail@univ-lemans.fr

IUT Le Mans
Le Mans Université

International coordinator for IUT (Le Mans campus)
(Chemistry - GEA - Mechanical Engineering – Physical Measurements)
➢ Ms Céline DOUKHAN  celine.doukhan@univ-lemans.fr ou iut-ri@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**

| 1st SEMESTER:  
September to December |
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<tbody>
<tr>
<td>Campus en fête Laval</td>
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<tr>
<td>Campus en fête Le Mans</td>
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<tr>
<td>All saints day</td>
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<td>Armistice of 1918</td>
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**VACANCES DE NOËL (2 semaines)  
End of December / Beginning of January**

| Christmas | 25 December 2019 |
| New Year’s Eve | 1st January 2020 |
| Exams period 1st semester | December/January |

**WINTER HOLIDAYS (1 week)  
February**

| 2nd SEMESTER:  
January to June |
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<td>Easter Monday</td>
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**VACANCES DE PRINTEMPS (2 semaines)  
avril**

| Labor Day | 1st May |
| Armistice of 1945 | 8 May |
| Ascension Thursday | 21 May 2020 |
| Whit Monday | 1st June 2020 |
| Exams period 2nd semester | May/June |

**VACANCES D’ÉTÉ (2 mois)  
juillet/août**

| French National Day | 14 July 2020 |
| Assumption | 15 August 2020 |