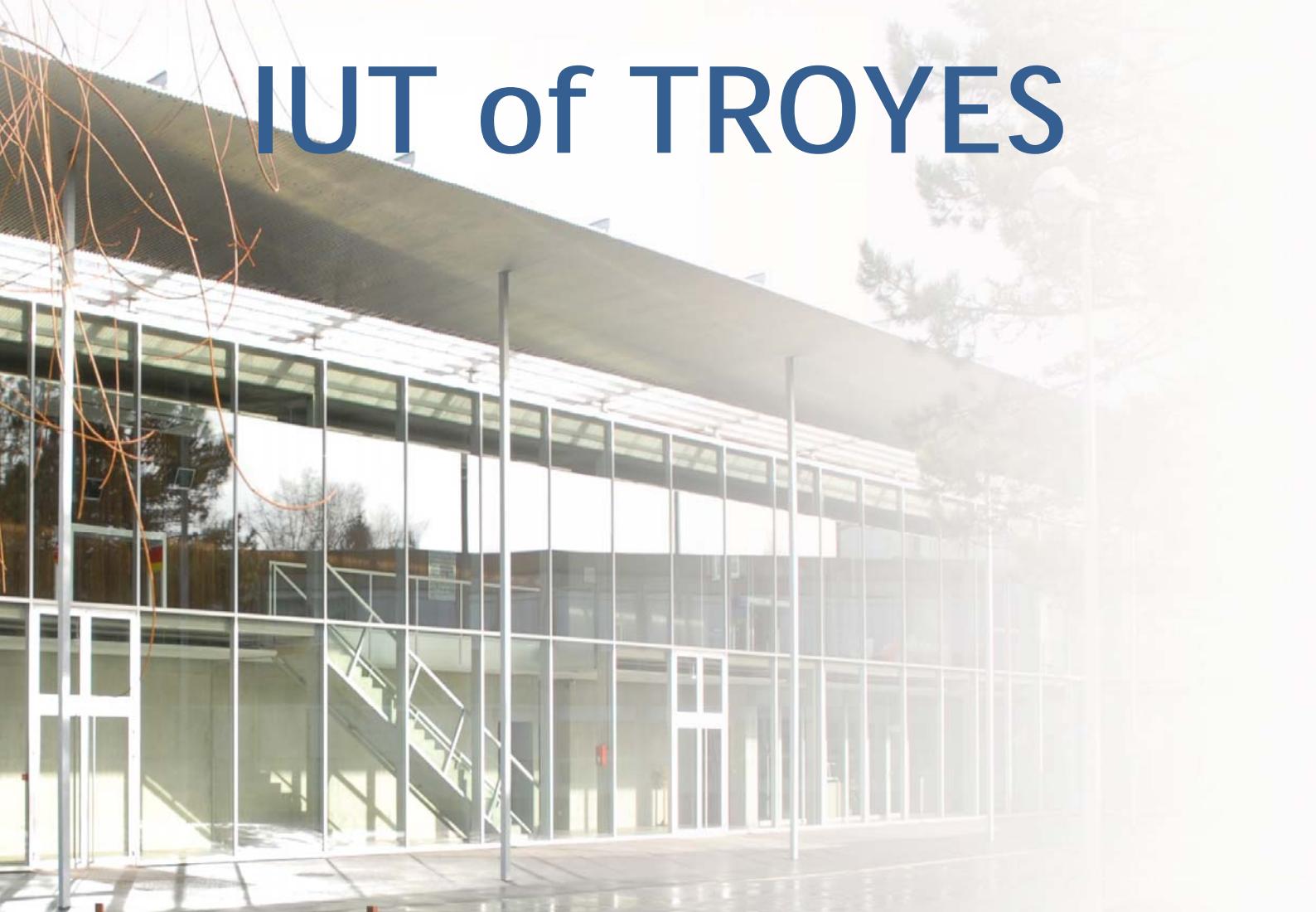




# IUT of TROYES



Welcome Guide  
for  
International Students

---

## CONTENTS

SECTION	PAGE
Welcome to the IUT	2
The Institut Universitaire de Technologie of Troyes	3
The 5 departments of the IUT	4
The TC department	5
The GEA department	6
The GEII department	7
The GMP department	8
The SRC department	9
International Office	10
Teaching & Education	11
Academic Timetable	12
Sport in the IUT	13
Arrival Arrangements	14
Important documents to bring with you	15
Accommodation	16 - 17
Carte de Séjour	18
Other Information	19
Opening a Bank Account	19
Health Information	19
Student Health Cover	9
Money, Money, Money	20
Phone Cards	20
Exchange Rates	21
Postal Rates	21
Public Transport	21
SNCF Trains	21
Before Leaving the IUT	22
Troyes & the Region	22
Telephone numbers	23

## WELCOME TO THE IUT OF TROYES

Well done! - Everyone at the IUT welcomes and congratulates you for choosing to study in the IUT of Troyes. We are always very happy to have foreign students in our university and we thank you for choosing the IUT.

For many years the IUT has received many international students and their presence here is very important and inspiring. The experience with foreign students has enabled us to develop strong links with a number of educational establishments all over the world and has also informed us of the challenges students may face while studying in France. Therefore, we have created this 'welcome guide' to help us help you! This booklet should help you answer a wide variety of questions such as; information about the IUT, daily life in the town of Troyes, and student life in general. Although it will not answer all of your questions (and we are sure that there are many!) we hope you will find it useful.

The beginning of your period of study here in Troyes will probably be the most confusing and daunting. However, try not to be put off! We, the students, teachers and staff promise to do our very best to help you with any problems you may encounter and we wish you the very best throughout your period of study in the IUT. Bon Courage!

## THE INSTITUT UNIVERSITAIRE DE TECHNOLOGIE OF TROYES

Since it was established in 1968, the IUT of Troyes has become a successful and dynamic place of education. Nowadays, the IUT of Troyes has an enviable reputation for innovation and excellence.

Currently we have around 140 staff of which 80 teachers to 1500 students altogether. The courses are designed specifically to help our students achieve the qualifications, skills and personal attributes they require in order to compete in the rapidly expanding employment market and to assist them in making a worthwhile choice within their chosen career for the future.

Close cooperation with industry and business means that our courses are up-to-date and match the demands of employers. Today, the university maintains close links with the industrial and commercial world which means our programmes are adapted to the marketplace.

Address	IUT de Troyes 9 rue de Québec BP 396 10026 TROYES Cedex
Telephone	00 33 (0)3 25 42 46 46
Fax	00 33 (0)3 25 42 71 16
Web site	<a href="http://www.iut-troyes.univ-reims.fr">www.iut-troyes.univ-reims.fr</a>

## THE FIVE DEPARTMENTS OF THE IUT OF TROYES



**Techniques de Commercialisation**  
(Business and Marketing)  
Telephone: 03 25 42 46 25  
Fax: 03 25 82 93 08



**Gestion des Entreprises et des Administrations**  
(Accountancy & Administration Management)  
Telephone: 03 25 42 46 09  
Fax: 03 25 82 97 23



**Génie Electrique et Informatique Industrielle**  
(Electrical Engineering & Industrial Computer Science)  
Telephone: 03 25 42 46 12  
Fax: 03 25 42 46 43



**Génie Mécanique et Productique**  
(Mechanical Engineering and Industrial Automation)  
Telephone: 03 25 42 46 19  
Fax: 03 25 49 01 85



**Services et Réseaux de Communication**  
(Services and Communication Networks)  
Telephone 03 25 42 71 36  
Fax 03 25 42 71 38

(More detailed information on each department can be viewed in the following pages of this booklet)

## TC - TECHNIQUES DE COMMERCIALISATION

The Business and Marketing department was one of the first departments to be created in the IUT of Troyes in the late 1960's. Since then it has acquired a plethora of knowledge and experiences from teaching thousands of students for over forty years.

The world of business and commerce is demanding but also exciting. Students wishing to study in this thriving department should have the required skills to prepare them for a rigorous challenge ahead. The workload in the TC department means that students must be energetic, creative and hard-working. Therefore, our students are required to possess many skills which we believe are necessary in the business environment.

Students in the Techniques de Commercialisation are required to be able to express themselves in French and in two other foreign languages in order to master the techniques of business, sales communication and negotiation.

Students will have the opportunity to learn all about the business environment and business law and how to apply skills to the marketplace. Thus the students will be prepared to the ways of working within the distribution of products and services and to prepare them for jobs in business strategy.

### Education & Training

- o Duration of study is spread out over two academic years
- o A 10-week work placement or 'stage'

The work placement in the Business and Marketing department begins at the end of the academic year and lasts for 3 weeks for first year students and 8 weeks for those in second year. The main objective of the 'stage' is to allow the students to display their acquired skills and knowledge in the workplace while at the same time carrying out a project which is tutored by a member of staff from the department. Furthermore, students will be sure to acquire a 'savoir-faire' or know-how which they will find necessary and valuable for their future activity.

### Training for a professional life?

Yes! The TC operates and facilitates an open and wide system of learning which allows our talented students to develop and improve their personal skills towards a wide range of professions in the business world. On finishing a programme of study in the TC, the student will have the option of job-hunting in the following sectors of employment:

- o Distribution
- o Sales & Marketing
- o Commercial & Industrial Marketing of Services
- o Banks & Insurance

## GEA - GESTION DES ENTREPRISES ET DES ADMINISTRATIONS

### Aims & Objectives

The department of Accountancy and Administration Management teaches and shapes students into capable and skilled adults, in the hope of training them into learning and mastering the techniques, skills and sciences of management in the organisation or business.

The duration of study in the GEA is spread out over a period of two years and ends with the completion of a work placement in an organisation for ten weeks. First year is made up of a year of common core syllabus. In the second year however, students can choose to specialise in the following options:

- o Financial Accounting
- o Small & Medium Organisations
- o Human Resources

The teaching methods adopted by academic staff in the GEA department are based on the following principles:

### Language

These subjects strengthen the student's ability to express and communicate in French and in a foreign language. They will also be taught to master mathematical skills and to broaden their knowledge of psychology.

### The Economic & Legal Environment

The subjects taught under this framework are destined to furnish the student with a wider knowledge of economic, social and legal factors.

### Information & Management Systems

This centre is based on the acquisition of basic management skills in the economic, social and legal and financial environment.

### Missions

This allows the students to improve their aptitudes for group work, to show initiative, to enter into relations with professionals, and to put their theoretical knowledge into practice. The work placement in second year is integrated into this module.

The education in the GEA department allows students to personally develop and adapt to the demands of the business world. It allows the qualified students to pursue their studies in any higher educational establishment.

The training and education received in the GEA department prepares our students for a career within the following professions:

- o Accounting
- o Finance
- o Business
- o Human Resources

## GEII - GÉNIE ELECTRIQUE ET INFORMATIQUE INDUSTRIELLE

### Aims & Objectives

Academic staff in the GEII department aims to teach students to understand and master the technical skills which they will use and put into practice as technicians. After two years, students will have a superior knowledge of electronic systems, automatism, and data processing, computing and electro technical systems.

### Training & Education

Classic initial training and education is spread out over four academic semesters i.e. two years.

In first and second year the teaching is divided into the following four 'teaching units':

#### Unit 1: Scientific & Human Education

This unit gives the engineering student a fundamental knowledge of mathematics, physics, English and communication.

#### Unit 2: Electrical Engineering

It is composed of theoretical and practical teaching designed to help the student become skilled in the following areas: General electricity, Electronics, Electro-mechanics etc.

#### Unit 3: Industrial Computing

This unit is particularly useful for the students to become knowledgeable in a wide range of subjects such as: Languages, Computing, Numerical systems, Regulation, Local Industrial networks and robotics.

In second year the teaching becomes more intense and specialised. Students tend to specialise in the following areas: Electronics and robotics, automatics and systems.

#### Unit 4: Tutored projects and Work placements

The teaching in the GEII, like in the other departments of the IUT, enables students to do an industrial work placement for a minimum of 10 weeks, where they will have the opportunity to display their theoretical and practical abilities which they were taught during the two years.

The GEII technical university diploma is given to students who have obtained sufficient results through a continuous assessment system (not solely on an exam basis!). The same criterion prevails to allow students to pass from first to second year. It should be noted that repeating a year is subject to the decision taken by a jury, only in exceptional circumstances will a student be able to re-sit an examination. Students who wish to study in the Electrical Engineering & Computer Science department should already have acquired some sound knowledge of the programmes listed and they should also be highly motivated.

### Employment Prospects

After completing a programme of study in the GEII, students will be able to get a job in the following fields:

- o The Electronic & Electrical Industries
- o Equipment & Instrumentation
- o The Production & Transport of Energy
- o The Telecommunications & Networks Industries

Students will also have the option of taking part in the development of new technologies and evolutions in a wide range of booming industries. For example: Health, Food & Agriculture, Transports, Aeronautics, Space.

## GMP - GÉNIE MECANIQUE ET PRODUCTIQUE

### Aims & Objectives

The main role of the academic staff in the department of Mechanical Engineering & Industrial Automation department is to help students to develop the required skills and techniques which they will be able to use once working in Design, Production, Organisation and Management of organisations.

### Education & Training

Candidates wishing to embark on a programme of study in the GMP department must possess the relevant attributes in preparation for an 'apprenticeship' in the scientific field. A solid scientific knowledge is essential as students will have the opportunity through theoretical and practical work to improve and develop their skills. Furthermore, an emphasis is placed upon languages, expression, communication and group work which will prepare students for the employment market.

The teaching is organised in semesters. Each module is divided into ECTS in order to facilitate the reading of results for foreign students.

In first year, the teaching is organised into three units of equal importance:

<b>Unit 1.Technological</b>
Mechanical construction & industrial automation
<b>Unit 2.Applied Sciences</b>
Automation and robotics, Industrial computer science, mechanics, electricity and materials science, structural sizes.
<b>Unit 3.Language</b>
Mathematics, Information technology and office automation, languages, expression and communication.

In second year the teaching is organised under four units of equal importance:

<b>Unit1.Machine Design Science</b>
Mechanical construction, mechanics and dimensions of structures
<b>Unit2.Production Science</b>
Mechanical production, production management, quality, materials science, automatism, industrial computer science, metrology
<b>Unit3.General Scientific &amp; Human Culture</b>
Thermodynamics, electronics, mathematics, languages, expression, communication, economic and social initiation.
<b>Unit4.Tutored Projects &amp; Work placement</b>
The work placement in second year lasts a minimum of ten weeks

It is possible for students to improve their overall marks and results by participating in a university sport or a second language. Students should ask academic staff for more details.

In order to enable our students to get the most out of the workshops and practical tutorials the department is equipped with the most up-to-date equipment. Practical work is especially important in the GMP department as students will benefit from a more 'hands on' approach to learning in electronics and computing, resistance & materials science and mechanics. Some micro computers are also programmed to use in these subjects.

### Employments prospects lie in the following industries:

Mechanical & Electrical construction, Automated Production, Robotics, The Automobile Industry, Aeronautics, Plastics, Information Technology, Engineering

## SRC - SERVICES ET RESEAUX DE COMMUNICATION

### Aims

This DUT degree was created in order to train technicians able to put into practice their know-how and knowledge of new technologies in communication departments. This 2-year course aims at teaching students techniques of the Internet), the content (product) and its setting up (communication).

### **Who can apply ?**

Anyone who has obtained the baccalaureate (any option) or high-school degree.

### **Programme**

The programme consists of 3 areas:

#### **Contemporary Culture and Languages**

In order to

- develop the artistic sense and the creativity of the students
- understand companies and their economic and legal environment
- develop the understanding of foreign texts and the writing and oral skills

#### **Scientific and Technical Knowledge**

- Mathematics to understand transmission and the processing of signals
- To study transmission and electronics in signals
- To initiate students to techniques, protocols and services of Networks
- Knowledge of a computing language

#### **Communication skills**

In order to

- understand the different theories of IT and Communication
- be able to use techniques of writing, oral and audiovisual communication
- learn different vocational software
- initiate into conception and working out of Multimedia products
- know the conditions of creation, administration and use of Networks

#### **Work placement**

- A 10-week period in France or abroad.

### **Where does it lead ?**

Traditional areas of employment

Students can apply for a job in small firms or big companies.

They could work:

- in Communication (Assistant Multimedia Project Manager, Multimedia Products'
- Designer, Communication Manager)
- in Creation (Web Designer, Computer Graphics Maker, Multimedia Director)
- in Training (teaching, publishing of CD-Rom, e-training)
- in information technology and Network (Network Manager, Integrator, Developer, Technological Watchman, Webmaster).

## THE INTERNATIONAL OFFICE

### Contacts

Mrs. Claire Barritault  
Mrs. Sarah Mocquery

Head of International Office  
Head of Registrar's Office

### E-mail

[claire.barritault@univ-reims.fr](mailto:claire.barritault@univ-reims.fr) / [sarah.mocquery@univ-reims.fr](mailto:sarah.mocquery@univ-reims.fr)

### Telephone

0033 (0)3 25 42 46 23

### Address

Institut Universitaire de Technologie  
9 Rue de Quebec  
10026 Troyes cedex  
France

The International Office is a centre of help and advice for foreign students throughout their period of study or work placement. The main aim of the International Office is to welcome foreign students and help them co-ordinate their study plan in the IUT. Students have the option of studying here in the IUT from a semester up to one full academic year. The International Office also plays a vital role in helping French students find a suitable work or study placement abroad in one of our partner universities. Today the International Office has external links with foreign universities, some of which are involved in the European Erasmus/Socrates programme. We hope that these relations will continue to grow. The partner universities are:

University of PAISLEY (Scotland)  
University of Ulster, LONDONDERRY(Northern Ireland)  
Universidad de Extramadura, CACERES (Spain)  
Technische Fachhochschule BERLIN (Germany)  
Fachhochschule IENA (Germany)  
Karl-Franzens Universität GRAZ (Austria)  
University of Helsinki (Finland)  
Hogeschool ALKMAAR (Netherlands)  
STAVANGER University(Norway)  
Polytechnic University GDANSK (Poland)  
University of ORADEA (Romania)  
University of COVENTRY (England)  
CEGEP André Laurendeau, MONTREAL (Canada)  
CEGEP Vieux Montréal MONTREAL (Canada)  
CEGEP Vanier MONTREAL (Canada)  
PITTSBURG STATE University, KANSAS (USA)  
Universidad del BIO BIO, CONCEPCION (Chile)

## TEACHING & EDUCATION

The Academic staffs at the IUT uses a wide range of modern teaching methods to help you realise your full potential as a student. Most courses are based on a lecture programme supported by continuous assessment, coursework and end of semester examinations.

In tutorials, students can put their theoretical knowledge into practice through class discussions, presentations and working as part of a team. Classes are split into smaller groups for practical tutorials so that everyone can benefit from a more personal approach to teaching. Although a register is usually not taken in lectures, attendance is compulsory in tutorials.

On the whole, lectures and tutorials are given in French, with the exception of foreign language classes. In order to integrate into the IUT in the best possible way, it is advised that foreign students have a good level of written and spoken French. Therefore it would be a good idea to prepare your language skills well in advance.

## EXAMS

In tutorials students work is continuously assessed throughout the academic year. A grade is attributed to the work completed in tutorials i.e. class tests, written work, talks and presentations. Class exams are also organised during the academic year. In certain subjects the end of the year exam can be written or oral depending on the course structure.

Exact exam times and dates are available from the *Service de la Scolarité* or from your own department in the IUT. Exam timetables are usually displayed on your departmental notice boards about a fortnight prior to the exam period (remember to check them regularly as exam information is subject to change!).

Foreign students should contact the International Office in the IUT at the end of their period of study so that they can transfer their credits to their university of origin for validation purposes.

## ECTS

The European Credit Transfer System was set up by the European Union so those students staying abroad could validate their period of study.

This system was set up with the introduction of the ERASMUS and SOCRATES programmes and facilitates the transfer of credit points between the participating universities. Moreover it is a system based on trust between the participating universities.

Under the ECTS system a student following a full time course within the EU must obtain a total of 60 credit points in order to validate his/her academic year. Students who wish to spend six months in a partner institution must therefore obtain thirty ECTS credits in order to validate one semester. These ECTS are allocated to each course in order to value the workload required throughout the period of study. This also provides a method of estimating, comparing and transferring academic results from one institution to another.

The credits will only be validated if the student has adhered to the learning agreement and has respectfully completed the quantity of work required by the welcoming institution.

Further information can be obtained from your own university or at the International Office of the IUT.

## THE ACADEMIC TIMETABLE

The academic year in the IUT of Troyes is divided into two semesters.

Semester one: From the beginning of September until the end of January  
Semester two: From the beginning of February until the end of June.

The 'stage' or work placement begins at the end of the teaching year and lasts for a period of three weeks for students in first year (TC) and eight (TC) or ten weeks in second year. There is a 10-week work placement at the end of the second year for all the other departments.

The holidays throughout the academic year in the IUT of Troyes are divided as follows:

November	one week
Christmas	two weeks
Winter	one week ( <i>around the end of February</i> )
Spring	two weeks ( <i>normally in April</i> )

## THE LIBRARY

Opening hours:

Monday to Friday: 8am to 6.30pm

Telephone: 03 25 42 46 06

Tel & Fax: 03 25 42 71 02

The library in the IUT of Troyes has a large variety of academic books, reference works, newspapers, encyclopaedias and magazines in the following areas:

- o Communication
- o Psychology
- o Sociology
- o Law
- o Business
- o Economics
- o Maths
- o Physics
- o Electronics
- o Mechanical engineering
- o Management
- o Accounts
- o Marketing
- o Information technology
- o Quality

The library staffs are friendly and will help you whenever you have questions and research to do to complete any coursework throughout your study programme. Foreign students can borrow library items for a period of three weeks. Personal library cards are distributed at registration at the beginning of the academic year.

The library collection is composed of:

- o 14 400 Books
- o 2 000 Placement reports
- o 200 Periodicals
- o 46000 library catalogue references (BIBAL)
- o 40 CD-Rom

Other Facilities

- o 2 reading rooms
- o 10 computers with an access to the internet

The following CD-ROMs can also be used by students:

- o KOMPASS FRANCE
- o GENERALIS
- o ROBERT ELECTRONIC
- o UNIVERALIS, ENCARTA, WORL'S ATLAS
- o LE MONDE, LES ECHOS, LIASONS SOCIALES

## SPORTS AT THE IUT

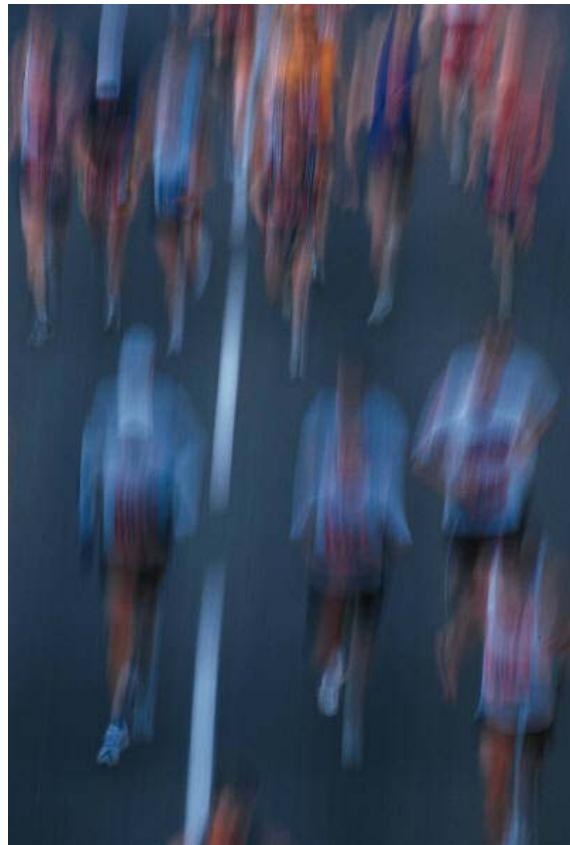
Students can subscribe to the bureau des sports (Sports Association) at the IUT at the beginning of the academic year (September). In order to register you will need to have the following documents with you:

- o Medical certificate (translated into French)
- o Photocopy of original document
- o Joining Fee (ask at department for details)

Students are required to submit a medical report to prove that they are fit and healthy to participate in sporting activities. Furthermore, students in the IUT are not class committed on Thursday afternoons and are thus able to participate in university competitions. Students can also gain ECTS credits by participating in a university sports and should ask at the Bureau des Sports for further details. It should be noted however, that attendance is compulsory throughout the academic year.

### The sports at the IUT:

- o Handball
- o Basketball
- o Volley-Ball
- o Rugby
- o Football
- o Combat Sports
- o Judo
- o Self-defence
- o Karate
- o Gymnastics
- o Aerobics
- o Tennis
- o Table-tennis
- o Badminton
- o Climbing



## ARRIVAL ARRANGEMENTS

Foreign students should not hesitate to contact the International Office when they know their approximate arrival date and time so that it can be arranged for someone to greet them when they arrive in Troyes.

This section is designed to give you an idea of the different transport methods available so that you reach your final destination. Please note that it is only a brief outline and students should prepare their journey well in advance in order to travel hassle-free ! Should students have any questions or problems regarding travel arrangements they should contact Mrs. Claire Barritault (Head of International Office) as soon as possible. See International Office section for contact details.

### By Car

Troyes is situated about 2 hours from Paris by the A5 motorway. Troyes is linked to the towns of Reims and Dijon by the A26 motorway.

### By Train

When students arrive in France (Paris) they should go to Gare de l'Est train station in the northeast of Paris in order to take the train to Troyes.

*How to get to Gare de l'Est (the main train station going to most destinations in the east of France)*

**- From another train station in Paris:**

Take the metro (Underground / Subway) or a bus and get off at the Gare de l'Est (a metro ticket costs around 1.70 Euros)

**- From Charles de Gaulle Airport (Roissy):**

Students should take the RATP bus 350 and get off at Gare de l'Est. Journey time is approximately one hour. There are information Help desks situated throughout the Airport. Students who encounter any difficulty in locating the bus terminals should not hesitate to ask a member of airport staff for details as most have a basic knowledge of English.

**Roissy Rail:**

Go to RER station in the airport and take the RER line B in the direction of Gare de Nord. Then walk to Gare de l'Est (directions are signposted). Gare de l'Est is 5 minutes walk from the Gare de Nord). The total length of the journey is roughly 45 minutes.

**- From Orly Airport:**

Take the automatic metro Orlyrail to 'Antony'; then take the RER line B to Gare de Nord. Then walk to Gare de l'Est.

**- From Beauvais Airport (Oise):**

Take the bus from Beauvais airport to Paris (tickets can be purchased in the terminal building). Journey takes approximately 1 hour 40 minutes to Paris. The bus company is linked with Ryanair and drops you off near to the James Joyce Pub in Paris (right river bank). From there you can either take a cab or the underground from Porte Maillot to Gare de l'Est (change at 'Chatelet' for Gare de l'Est). Alternatively you can take a bus (No.43) to Gare de l'Est.

**- From Gare de l'Est:**

Trains run to Troyes from Gare de l'Est regularly each day. However, train timetables are subject to change throughout the winter and summer periods so it is a good idea to regularly check train times. Timetables are freely distributed throughout train stations in France.

The journey from Paris (Gare de l'Est) to Troyes takes about one and a half hours. **Do not forget to stamp your tickets in the yellow composting machines displayed throughout the stations in order to validate the ticket after it is purchased.** If you fail to do this you may be liable for a fine.

## IMPORTANT DOCUMENTS AND MATERIALS TO BRING WITH YOU

- Passport photographs
- Birth certificate, the original + two photocopies + a translation of this document in French.
- Forms E128 and E111 (for students from countries within the European union)
- Form SE401Q106 (for students from Canada)
- Proof of private health insurance (for students from other countries)
- A photocopy of your insurance policy (for students from America, Australia, China or Japan)
- Your passport or identity card (it is a good idea to take at least two photocopies to leave at home in the event of loss or theft)
- Your driving license
- A French dictionary & phrase book
- Any required medication
- Some bed linen (if renting private accommodation)
- An electric adaptor
- This "Welcome Guide"
- Some cooking utensils
- Maps
- A letter written by your parents in French proving that you will have sufficient funds to cover your period of study in France. For Example :

*L'étudiant(e)(Name) .*

*recevra pendant la durée de son séjour en France la somme de environ 650 Euros par mois prélevée sur le compte de ses parents.*

*(Date /signature)*

## ACCOMMODATION

Accommodation in a university residence can be arranged for foreign students through the International Office prior to their arrival in France. There are several options available for visiting students:

### CROUS

There are 2 CROUS residencies in the town of Troyes: Villehardouin, which is next door to the IUT and Vouldy, which can be found on the outskirts of the town centre.

Rent costs around 300 Euros per month and is to be paid in advance. Students will be eligible for an APL rent rebate of around 200 Euros a month.

Reservation of a room in CROUS is done by sending a deposit of a month's rent (payable by cheque or money order) made out to CROUS.

The accommodation layout is as follows:

- o Individual furnished rooms with a sink
- o Sheets & bed linens provided and are changed fortnightly
- o Letters & messages deposited in rooms
- o Toilets & showers situated on each floor
- o Telephones available (which takes phone cards)

Facilities include:

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>o TV room</li><li>o Table tennis</li><li>o Petanque</li><li>o Volleyball court</li><li>o Study room</li><li>o Car park &amp; Bike sheds</li></ul> | <ul style="list-style-type: none"><li>o Night Guardians</li><li>o Communal Kitchens on each floor (with cooking and refrigeration facilities)</li></ul> |
|---|---|

CROUS also has a cafeteria that provides a typical European breakfast from Monday to Saturday.

### Rental Conditions:

Accommodation is rented on a monthly basis only (except the first & last months & depends on your arrival and departure dates). The first month rent and deposit should be paid on arrival. Any cancellations should be made in writing one month in advance. There is no charge if students leave the accommodation throughout the academic year to go home or to work. However, if students decide to leave CROUS to occupy a flat in Troyes, there is an extra charge per month until the end of the academic year (June).

### Transport:

Villehardouin, line no.6 to town centre (direction - Chantereigne). From town centre to Villehardouin, line no.6 (direction - Chartreux).

### ADPS

The residence is close to the IUT and only about 3km from the town centre. The ADPS main building or 'motel' is divided into corridors composed of 16 to 17 rooms. You can book a room at ADPS after they receive a deposit of one month's rent (by cheque or money order) made out to Groupe ADPS.

#### Accommodation & Layout:

- o Small furnished rooms with shower and sink
- o Small refrigerator in each room
- o Communal toilets on each corridor
- o Telephone on ground floor (which takes phone cards)
- o Letters & messages deposited in rooms
- o Car park, secure location for bikes
- o Security guards & night guardians

Rent costs 300 Euros a month and should be paid in advance. Students can apply for an APL rent rebate worth approximately 100 Euros. There is no charge if students wish to leave ADPS at any time throughout the year provided that you inform the *Direction* in advance.

Students should note that there are no self-catering facilities available. However there is a self-service restaurant that is open during term time and serves meals during the week. It is open in the afternoon and evening and a meal ticket costs 3 Euros. The cafeteria is closed on Saturday lunch time & Monday mornings and closes for three weeks in August. During this time, students who arrive at ADPS are able to use a kitchen on campus which has an electric cooker (no oven).

#### Private Accommodation (Apartments & Flats):

Foreign students have the option of renting a flat through a real estate agency or from small ads placed by other students. Some lettings agencies offer student discounts.

#### Rental Conditions:

Monthly rent in an apartment in Troyes will cost you about 300 Euros (depending on the size of the flat & not including APL discount). Students who rent an apartment via an agency will be eligible for APL, except for the first month and only after they have applied for their residents permit *Carte de Séjour*.

Agencies will require proof of parental income and a letter signed by the students parents guaranteeing payment of any outstanding rent (some agencies provide their own model letters). When renting private accommodation in France students will be required to sign one of the following types of rent agreement:

A one year agreement where you must stay in the accommodation for the entire length of the agreement

A three year agreement where you have the option of leaving the accommodation before the end of this period provided you give three months written notice of your departure. This tends to be the most common type of rent agreement.

Students who have a valid *Carte de Séjour* (Residents Permit) for at least six months can apply for ALS (Allocation du Logement Social) or APL (state housing benefits). In order to receive any rebate, it is compulsory for students to open a personal bank account in France. The offices in CROUS and ADPS can help students find a suitable bank and to fill in this application. Everyone in France must have a comprehensive 'home insurance'. Students can subscribe to MGEL for approximately 23 Euros.

However, foreign students will find that the best way to find out more information on any aspect of living abroad is to ask other students and staff at the university who will be more than happy to answer any queries or questions.

**Students who move into private accommodation while studying at the IUT should remember to give their new details to:**

- o The International Office
- o The prefecture (Service Migrants) - To change your details on your residents permit
- o CAF (Caisse d'Allocations Familiales)
- o Your French Bank

## CARTE DE SEJOUR/RESIDENTS PERMIT

A residents permit or Carte de Séjour is compulsory for anyone staying longer than three months in France. It is necessary for students who wish to receive APL (Attestation pour l'Allocation Logement) rent rebate.

### *How Do I apply for my Carte de Séjour?*

Students should go to the Préfecture de l'Aube (administrative headquarters) which can be found in the centre of town at the Place de la Libération. Upon arrival, students should address the 'Service Migrants' in order to apply for the permit.

For your application you will need:

- **Passport or identity card** with a valid 'type D' visa (for students from outside the European Union).
- **Birth certificate or other official certification** proving nationality and issued by the appropriate authorities in the country of origin (showing parents names & dates of birth). This document must be accompanied by a translation in French.
- **Proof of income or Financial Resources** sufficient to cover the period of study in France (at least 650 Euros a month). This document must be written by a bank for students coming from outside the European Union. For European students this letter can be written (in French) by their parents.

In Addition:

- E128 form for students within the European Union
- SE 401Q106 form for students from Canada
- **Proof of health insurance** form your own country for all other students
- **Three passport style photographs** of yourself!
- **Proof of accommodation**

### 'Type D Visa'

A student visa 'Type D' will be required for all students who are not citizens of a member country of the European Union. Students who fall under these criteria should contact the nearest French consulate or embassy in their home country for further details. They may also wish to consult the following website: [www.diplomate.fr](http://www.diplomate.fr)

### Préfecture de l'Aube

Place de la Libération  
Troyes

Opening hours:                    Monday to Thursday 9.30am - 11.30am  
    Friday 9.30am - 11.30am and 1.30pm - 4.30pm

Telephone:                        03 25 42 36 08

## OTHER INFORMATION

### OPENING A BANK ACCOUNT

Opening an account in France is simple and straightforward. Most banks offer free 'student packages'. It is very important for foreign students to open a bank account in order to receive any rent rebates such as ALS and APL, medical reimbursements and CPAM (Social Security Office).

The following documents will be required when opening a bank account in France:

- A passport (or identity card)
- Proof of study in France (student card)
- Proof of residence in Troyes (Attestation du Logement)
- Carte de Séjour (for non-EU students, this document is usually required alongside a passport).

(Students can obtain a list of names and addresses of banks by asking at the International Relations Office).

## HEALTH INFORMATION

A doctor's visit in France costs 20 euros. A visit to the dentist or a specialist costs around 23 Euros. Foreign students should note that they must pay for medical visits and appointments directly.

A nurse is available at the IUT at varying times. The medical office is situated opposite the printing office on the ground floor. The nurse's timetable is displayed on the door.

## STUDENT HEALTH COVER

- Students will be reimbursed at the student French State system rate (expect around 70% of reimbursement is granted of doctor's fees and prescriptions).
- Students are advised to take out private health care in their own country to make sure that all medical fees are covered.
- Students from countries within the EU who have a validated E128 health insurance form from their country of origin are entitled to the same health cover as French students.
- Students from Canada can benefit from the same cover as French students as long as they have a validated SE1Q106 Form.

In order to be reimbursed from any medical visits, students will need to go to CPAM (Social Security Office) in Troyes. Alternatively, you can write to them at:

**Caisse Primaire d'Assurance Maladie, "Centre Migrants"**  
113 Rue Etienne Pedron  
10000 Troyes  
Tel: 03.25.76.41.41

## YOU WILL NEED TO PROVIDE:

- French bank account details or RIB (Relevé d'Identité Bancaire)
- E128 Form or SE401Q106 form (photocopies are accepted)
- Doctors prescription
- The letter/documents showing details of medical visit etc.

All medical reimbursements usually take between 4 to 6 weeks before the money is transferred into your French bank account. Furthermore, a letter is usually sent to you from CPAM notifying you of any eligible reimbursement.

Students from other countries should note that it is compulsory to take out extra health insurance while staying in France. Students who have health insurance coverage with either MNEF or MGEL should send their forms directly to their insurance company. The insurance cover with either MNEF or MGEL costs approximately 168 Euros which lasts around 12-14 months.

## MONEY, MONEY, MONEY

### How to budget your finances

It is a good idea that students forecast their finances for their time in France. The easiest way to budget your finances is to divide your money into two main categories:

#### Regular Living Expenses

In this category, students should budget for regular daily & monthly living expenses such as monthly rent, food, telephone cards, travelling expenses.

#### Additional Expenses

(All other expenses incurred).

Students should make sure that they have either Travellers Cheques which are useful for opening a bank account or an international credit card. Moreover, students should be reminded that they will have to pay one full month's rent and deposit before their arrival in Troyes.

## PHONE CARDS

Telephone boxes in France do not accept coins, only telephone cards which can be purchased from telephone shops and most Tobacconist's. The most useful types of telephone cards for foreign students are:

*Carte de Téléphone Internationale* - these are much cheaper than other types of phone cards. These cards have a free phone number that can be called by following the instructions on the reverse of the card. Calls can be made at a cheaper rate than conventional phone cards.

Carte de Téléphone (France Telecom) - This is a standard card which can be bought from Tobacconist's and telephone shops. The card works by putting it into the slot in the telephone box and then dialling the number. These cards are more economical for phoning French fixed phones.

## EXCHANGE RATES

You will find information on world exchange rates on [www.rubicon.com](http://www.rubicon.com)

## POSTAL RATES

French stamps can be purchased from Post Offices, Tabacs and the CROUS & ADPS university residencies. Destination Postal Rates are:

0.60 Euro - France, European Union countries, Switzerland & Liechtenstein  
0.89 Euro - Northern Africa, Other European Countries, North America, Oceania

In France, most transportation companies offer student discounts on the price of travel tickets.

You can buy student bus tickets from the bus station in the town centre of Troyes (beside Les Halles & next to the FNAC mall).

When buying student passes, you will need:

- An identity card
- A student card
- 2 passport style photographs
- 1.52 Euro (prices are subject to change!) Find more information:  
<http://www.tcat.fr/index.php?c=titres-de-transport&s=lyceens-et-etudiants>

You will be given a 'Privilège Étudiant' card that entitles you to buy the following bus passes at a reduced student rate:

*AMPHI* - This card allows students to travel on two journeys per day for 30 days.

*CROCO* - This gives students the right to 4 journeys per day for 30 days.

*TURBO* - It gives you the right to 21-23 bus trips.

Tickets can also be purchased on the bus.

## SNCF TRAINS

SNCF Customer Services: 08 36 35 35 35

E-mail: <http://www.sncf.fr>

A second class return ticket from Troyes to Paris costs approximately 50 Euros. The journey lasts about 1 hour 30 minutes. Further details about student discounts and student rail passes can be obtained from the information office at Troyes train station. A book or 'carnet' of Paris metro tickets can be purchased from Troyes train station.

## BEFORE LEAVING THE IUT

Before leaving the IUT, don't forget to:

- Inform your landlord of your departure date at least three months in advance (for students living in private accommodation. One month for all other students)
- Inform CAF (Caisse d'Allocations Familiales) one month in advance
- Cancel your phone subscription
- Return all books to the library
- Close your bank account at least one month prior to leaving the country
- Inform the International Office of your leaving date and leaves contact details
- Say '*Au Revoir*' to all your new friends!

## TROYES & THE REGION

Information about Troyes and the region, and other general information can be obtained from the Tourist Office (*l'Office de Tourisme*) which is situated opposite to L'Eglise St.Jean, Rue Mignard in the town centre.



## IUT OF TROYES - TELEPHONE NUMBERS

Techniques de Commercialisation	03 25 42 46 25
Gestion des Entreprises et des Administrations	03 25 42 46 09
Génie Mécanique et Productique	03 25 42 46 19
Genie Electrique et Informatique Industrielle	03 25 42 46 12
Services et Réseaux de Communication	03 25 42 71 36
Formation Continue	03 25 42 46 07
Secretary (Director's office)	03 25 42 46 10
Secretary (Chef des Services Administratifs)	03 25 42 46 05
Service Général	03 25 42 46 41
Scolarité	03 25 42 46 04
Personnel	03 25 42 46 01
Service Emploi	03 25 42 46 39
Relations Internationales	03 25 42 46 23
Audio-Visuel	03 25 42 44 73
Informatique	03 25 42 46 30
Services des Sports	03 25 42 46 46
SIOU	03 25 42 46 39
Bibliothèque	03 25 42 46 06
Service Comptabilité	03 25 42 46 02
Infirmerie	03 25 42 46 20