# **STUDENT HANDBOOK** Academic year 2023-2024 Face the future with #exploreyourfuture













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# THE ESSENTIALS

**KEY STEPS** 







# Book ACCOMMODATION



Validate your **VISA** on administration-etrangers-en-france.interieur.gouv.fr within 3 months of your arrival in France

Upload your visa

AND proof of visa

validation onto

Excelia's WEBGAIA









Register on **AMELI**website to benefit from free
medical cover in France:
https://etudiant-etranger.
ameli.fr/#/

Open a
BANK
ACCOUNT









If you are renting accommodation for 5 months or more, you can apply for housing benefit on the **CAF** website: **caf.fr** 

Organise home insurance and additional health insurance (known as complémentaire) through **SMERRA** 





# THE ESSENTIALS

**VISA - RESIDENCE PERMIT - CVEC FEE** 

#### **STUDYING IN FRANCE**

Once your long-stay student visa has been issued and you are on French soil, you have three months to validate your visa online, on the following website: Foreign nationals in France

# Foreign nationals in France | Home (interieur.gouv.fr)

The process is quick and easy, and it will ensure your stay complies with French law.

You will need the following to hand:

- a valid email address
- the information contained on your visa
- your address in France
- a valid credit card to pay the €50 tax stamp

If you decide to continue your studies at Excelia beyond the year specified on your visa, you will need to apply for a residence permit (see page 5).

#### **CVEC FEE**

CVEC (Contribution de vie étudiante et de campus) is a financial contribution to student and campus life,

and all students enrolled in higher education are required to pay this fee each year.

For the 2023-2024 academic year, the fee is €100. To pay the fee, go to the following website:

cvec.etudiant.gouv.fr
(in the top right-hand corner, you will find an English version of the page). You will need to provide proof of payment of the CVEC fee in order to finalise your registration.





# TO EXTEND YOUR RIGHT TO STAY IN FRANCE AS A STUDENT

If you decide to continue your studies at Excelia beyond the year specified on your visa, you will need to apply for a **residence permit** three months before your long-stay student visa expires. Residence permit renewals are done online via the same website as before: Foreign nationals in France | Home (interieur.gouv.fr).

For any questions or help, please contact

International Relations

Department: globalexchange@excelia-group.com

# WORKING IN FRANCE AS A FOREIGN STUDENT

Students with a VLS-TS visa are authorised to work in France for up to 60% of the legal working week, without having to apply for a work permit. This equates to 964 hours per year. In addition, with this visa, you can travel within the European Union for a maximum of 90 days during your stay.

If you want to carry out a work placement in a European Union member country for more than 90 days, you will need to apply for a visa from the relevant consular authority.

# THE ESSENTIALS

**ACCOMMODATION** 

#### **EXCELIA'S ACCOMMODATION PLATFORM**

On the school's accommodation platform, you will find many ads for accommodation in Orleans and 40 other cities throughout France.

Simply go to: **excelia-group.studapart.com** or to **MyIntranet** > Practicalities > Housing

**Room in a private house:** starting from €300 per month Choosing to live with a host family gives you the opportunity to discover the French way of life and improve your language skills.

**Apartments:** starting from €500 per month

The cost of furnished accommodation in Orleans varies according to the area, proximity to public transport, the quality of the accommodation, and whether or not service charges are included in the rent.

- > You will need to show your proof of acceptance letter from Excelia
- > If you do not have a French guarantor, you can take out the 'Studapart guarantee' against unpaid rent this is available on the accommodation platform; a fee is charged for this service

#### **SECURITY DEPOSIT**

As a rule, this amounts to one or two months' rent, paid as a guarantee in case of damage. If there is no damage, after the outgoing inventory of fixtures and fittings, the deposit will be returned in full within a maximum period of two months.

#### BEFORE MOVING INTO YOUR ACCOMMODATION

- **1.** You must sign a rental agreement.
- **2.** You need to take out home insurance (the minimum is known as *risques locatifs*); you can organise this through any bank or insurance company.
- **3.** On the day you receive the keys, make sure you carry out an incoming inventory of fixtures and fittings with the owner: both parties need to sign this document

#### BEFORE LEAVING YOUR ACCOMMODATION

- **1.** At least 1 month before your departure: you need to send a signed-for registered letter to both the property owner (notice of departure) and your insurance company.
- **2.** Two weeks before your departure: you need to contact the owner to arrange a time and a date for the outgoing inventory and for returning the keys. Make sure you leave your accommodation in good condition and arrange to have the electricity, gas and water meters read and the supply cut off.
- **3.** On the day of your departure: you need to sign the outgoing inventory and return the keys.
- **4.** Within two months of your departure: the owner must return your security deposit in full if no damage was noted on the outgoing inventory, or in part if damage was noted. The owner must justify any expenses incurred for repairing the damage.

#### **OTHER INFORMATION**

#### **HOME INSURANCE**

This insurance is compulsory. It covers any damage (water, fire, etc.) to your property and to any other property. It can be taken out via an insurance company, a bank or through a student mutual fund (known as a mutuelle).



#### **ADIL**

If you encounter any problems with the owner of your accommodation, the ADIL can provide you with legal assistance.

1 bis rue Saint-Euverte, 45 000 Orléans adil.faire@adil45-28.org
www.adil45-28.org

#### **HOUSING ALLOWANCE (KNOWN AS APL)**

This financial assistance is administered by the French benefits/ welfare office called the *Caf (Caisse d'allocations familiales)* for individuals and families on low incomes. As a foreign student, you may be eligible for housing benefit, provided that...

- you are an EU citizen or hold a VLS-TS visa or a French residence permit
- you are staying in France for at least 10 months a full academic year (as it takes a very long time to process applications and receive benefits)

# **Documents required for housing allowance applications**

- Details of **your bank account in France**, known as your RIB (*Relevé d'Identité Bancaire*)
- A copy of your birth certificate in English or in French
- Proof of enrolment (known as a certificat de scolarité)

#### Plus...

- For EU citizens: a copy of your European Health Insurance Card
- For non-EU citizens: a copy of your visa and proof of validation of your visa or a copy of your residence permit, and a copy of proof of French Social Security cover with your Social Security number on it

To apply for housing allowance, go to: www.caf.fr

If you need help with your application or have any questions, please contact the team at the International Office.





#### **THE CROUS**

The Crous is a government agency that manages student accommodation, grants, and catering (university restaurants, known as RU - Restaurants Universitaires).

#### For more info:

https://www.messervices.etudiant.gouv.fr

**Crous accommodation:** The Crous gives priority to students who have received a grant from the French government. HOWEVER, in the second semester, starting in January/ February, the Crous may accept applications from non-grant holders as well as requests from international students.

For more info: www.crous-orleans-tours.fr/se-loger/faire-une-demande-de-logement-dans-une-residence-crous/

#### **EQUIPPING YOUR HOME ON A BUDGET**

#### **SECONDHAND SHOPS:**

- La Ressource AAA, 106 rue de Bourgogne, 45000 Orléans la ressource aaa.fr
- Emmaüs La Source, 8 bis avenue Buffon, 45100 Orléans
- Emmaüs Ormes, 1 ter chemin de l'allée, 45140 Ormes
- Secours Populaire, 1 rue des Pensées, 45000 Orléans

#### **ELECTRICITY AND GAS**

For most rentals, water is already included in the rent. However, for electricity and gas, you will need to sign a contract with the relevant providers.

## **ENGIE** (electricity and gas supplier):

+33 (0) 9 69 39 99 93 particuliers.engie.fr

# For an electricity/gas contract, you will need to provide:

- the number that appears on your electricity counter and the name of the previous occupant (ask your landlord for this information)
- your RIB if you intend paying by direct debit

#### **INTERNET AND TELEPHONE**

There are many operators and providers offering different Internet and phone packages (limited and unlimited packages with international options).

## Telephone operator stores in Orleans:

#### **FREE**

27 rue de la République 45000 Orléans

Tel: 3244

#### **ORANGE**

40 rue de la République 45000 Orléans

Tel: 3900

Prise de RDV en ligne

#### **SFR**

16 rue de la République 45000 Orléans

Tel: 1023



To take out a contract, you will need to provide:

- your french RIB
- a photocopy of your passport and visa
- proof of address (photocopy of your tenancy agreement or a utility bill)

It is easier and less expensive to only take out a mobile phone subscription that includes a strong 4G connection. You can then share your phone's Wi-Fi with your computer to connect to the Internet.

# **FINANCES**

#### LIVING COSTS (PER MONTH)

#### **RENT AND UTILITY COSTS**

Rent: €200 - €620 Water, electricity, gas: approx. €150

#### **TRANSPORT**

Bus pass: €19.20 (€192 per year)

Bike hire: TAO subscription holder €0 + €5 (time credit) Non-subscription holder €5.50 + €5 (time credit)

Long-term bike hire: TAO subscription holder €43 to €90 Non-subscription holder: €64 to €131

#### **OPENING A BANK ACCOUNT**

If you are staying in France for more than 3 months, you can open a bank account.

#### **BANQUE POPULAIRE**

11 Pl. du général de Gaulle, 45000 Orléans +33 (0) 9 88 98 91 56

#### **BNP PARIBAS**

28 Pl. du Martroi, 45000 Orléans +33 (0) 2 38 79 13 62

#### **CRÉDIT AGRICOLE**

40 Pl. du Châtelet, 45000 Orléans +33 (0) 2 38 60 29 48

#### CAISSE D'ÉPARGNE

5 rue d'Escures, 45000 Orléans +33 (0) 9 74 75 62 15

It is very simple to open an account! Just book an appointment with the bank of your choice and provide the following documents:

- a piece of ID
- proof of address (photocopy of your tenancy agreement or a utility bill)
- proof of enrolment at the school (certificat de scolarité)

If you lose your bank card or if it is stolen, contact your bank as soon as possible to cancel the card. If the bank is closed, call the number for loss or theft which you will find in your bank contract or online. Recontact the bank the following day to confirm your card has been cancelled. Make sure you complete and sign any documents the bank sends you, before returning them.

For more information about funding your studies: https://www.excelia-group.com/student-services/international-students/fees-funding

# THE ESSENTIALS

HEALTH

#### **INSURANCE**

# **European Health Insurance Card (EHIC)**

Students from the EU, the EEA, and Switzerland need to apply for a EHIC BEFORE leaving their home country, and bring it with them, making sure that it is valid for the entire duration of their stay in France.

#### **Health Insurance**

All French and all international students are covered by the general social security system in France. It is free of charge. To register, go to: etudiant-etranger.ameli.fr

This health insurance plan does not apply to:

- EU, EEA, and Swiss students, who should already have a European Health Insurance Card
- Students from Quebec, who should have an SE 401-Q-106 form
- Students who are staying for less than 3 months and who must therefore organise personal health insurance either in their home country or in France

#### **HOW THE FRENCH HEALTH SYSTEM WORKS**

#### **Medical consultations**

When going to the doctor's, in order to be reimbursed, you must present either your *Carte Vitale* health card (or the letter proving you are registered with the CPAM) or your European Health Insurance Card. Social Security will reimburse you 70% of a doctor's consultation fee. You are responsible for the remaining 30%. You can choose to take out additional health insurance (often referred to as a *complémentaire* or *mutuelle*) that will cover the remaining amount. We strongly recommend that you take out a basic additional health insurance contract (known as a *contrat de base*), which will provide you with 100% cover in the case of hospitalisation For more info: www.smerra.fr

To book medical appointments online go to Doctolib: http://www.doctolib.fr/

Emergency appointments: SOS Médecins, 44 rue Chanzy, 45000 Orléans. Tel. +33 (0) 2 38 54 44 44



#### **HOSPITAL STAYS**

If you have to be admitted to a hospital in France, it can be very expensive. On average, a day in hospital costs €1,000. Depending on the type of care needed, the French Social Security will reimburse **70%** of this amount €700. If you do not have **additional health insurance**, you will have to pay the remaining €300 per day. However, if you take out a basic additional health insurance contract (contrat de base), which costs approx. €5 per month, you will be reimbursed 100% in the event of a hospital stay.

#### **BUYING MEDICATION**

Medication is sold in pharmacies. Certain products require a doctor's prescription in order for the medication to be dispensed and for you to be reimbursed. Pharmacies are open from Monday to Saturday, usually from 9 am to 7 pm. Outside of these hours (nights and weekends), certain pharmacies remain open. Details of these out-of-hours pharmacies are posted on the door of all pharmacies in the city.

#### **UNIVERSITY MEDICAL SERVICES**

If you need emotional support, we recommend that you first contact Benjamin SPEELMAN, **our Student Life Coordinator.** He will be pleased to assist you and, if necessary, refer you to the appropriate health care professional. He can also make an appointment for you at aPSYtude.

#### Help is at hand

#### **Student Life Coordinator**

Benjamin SPEELMAN For help with any problems speelmanb@excelia-group.com +33 (0) 9 78 99 11 20

#### **aPSYtude**

Platform offering counselling services (face-to-face or online)

rdv.apsytude@gmail.com +33 (0) 6 27 86 91 83

# **ARRIVING IN FRANCE**

**GETTING TO ORLEANS** 

#### **ARRIVING BY PLANE - PARIS**

The majority of you will arrive in France at one of the capital's main airports:

\*Roissy-Charles-de-Gaulle\* or Orly.

From these airports, you can take a train to Orleans.

For more information about the airports and their services:

\*www.aeroportsdeparis.fr\*

#### **TRAVELLING TO ORLEANS - CAR SHARE**

BlaBlaCar is a car share service which enables you to travel more economically.

To find a suitable journey, sign up on the internet site www.blablacar.fr

or download the application onto your smartphone.



#### TRAVELLING TO ORLEANS - COACH

On certain days of the week, the coach company FlixBus operates direct services to Orleans from both Roissy and Orly airports. For more info: www.flixbus.fr





#### TRAVELLING BY TRAIN FROM PARIS TO ORLEANS

The high-speed trains operate several times a day between Paris and Orleans. The journey takes about 1 hour.

You need to book in advance: www.sncf-connect.com

## Trains to Orleans leave from Austerlitz station in Paris:

To get to *Austerlitz* station from either airport, take RER B to *St. Michel Notre Dame* and change to RER C.

For more info: www.ratp.fr

#### TRAVELLING BY CAR TO TOURS

If you are coming to Tours by car, pay close attention to the speed limits in France (km/h):



Motorways



Dual carriageways



Main roads



Built-up areas

# **LOCAL TRANSPORT**

**GETTING AROUND ORLEANS** 

For public transport services in Orleans, you can download the **TAO application** which will give you all the bus routes, timetables, bus stops, rental bike docking stations, etc.

#### **BUSES**

TAO lines 2 and 3 serve the campus area every 10 minutes from 5:00 am to 10:30 pm Monday to Saturday, and every 30 minutes from 6:30 am to 10:30 pm on Sunday.

Almost all bus lines serve the city centre every 10-20 minutes from 5:00 am to 10:30 pm.

Whether it's for a night out with friends or a trip to the cinema, lines 1 to 7 operate seven days a week, including evenings, with a last departure from the city centre at 10:30 pm on weekdays and 00:30 am on Friday and Saturday nights.

Orleans also has a tram network which operates 7 days a week, with trams every 15-20 minutes in the evening until 00:30 am. Travel pass for students and Under 26s: €24.00 per month or €199.00 per year

For more information on fares, lines, and timetables: www.reseau-tao.fr

#### **BIKES**

You can rent a bike, from docking station to docking station, 24/7. Bike hire:

- TAO subscription holder €0 + €5 (time credit)
- Non-subscription holder €20 + €5 (time credit)





*Rémi* is a multimodal transport network operated by the region, which includes:

- *Rémi Express* trains (services to Blois, Orleans, Bourges, Montluçon, and Paris, etc.)
- Rémi trains (local train service)
- *Rémi* buses which operate outside of urban areas, within the region

# Indicative price (depending on distance): €3

For more info: www.remi-centrevaldeloire.fr Click on *HORAIRES ET ITINERAIRES* > *ITINERAIRES* (timetable and routes > routes)

#### NOT TO BE MISSED... VISIT THE ZOO WITH REMI

For just €3, you can take a *Rémi* shuttle service from Blois-Chambord train station to **Beauval zoo** (there are regular trains from Orleans to Blois). Rated as one of the most beautiful zoos in the world, the ZooParc de Beauval boasts the greatest diversity of animals in France, with some 10,000 animals and 600 species in 40 hectares of parkland.

# **LOCAL TRANSPORT**

**GETTING TO EXCELIA** 



Main bus station: **Orléans gare routière** 

Town centre bus stop: **Cathédrale** 

# **ORLEANS**

**CLIMATE** 

Orleans has a temperate climate due to the effects of the Loire river: it is cold but not freezing in winter, and pleasantly warm in summer. The weather is however also influenced by the continental climate. so it can sometimes be very cold in winter and very hot in summer!





**SPRING -** 20<sup>th</sup> March 5 - 17°C



**SUMMER - 21st June** 10 - 25°C



**AUTUMN - 22<sup>nd</sup> September** 10 - 20°C



WINTER - 21st December 2 - 10°C



#### **MAY**

de

Joan of Arc Festival

**Bourges** 

**JUNE** 

**V**élotour Printemps Midsummer

Music **Festival** 

## **AUGUST**

Saint Fiacre Festival

#### **SEPTEMBER**

The Loire Festival Hop Pop doH Festival

#### **NOVEMBER**

**T**ravers **Festival** Travers

Archilab

**DECEMBER** 

Christmas Market

For more information about things to see and do: www.tourisme-orleansmetropole.com

# **ORLEANS**

#### **LEISURE & ENTERTAINMENT**



#### **PLACES TO VISIT**

#### Musée des Beaux-Arts

Full price: €6 Reduced rate: €3

Students and Under 26s: Free

# MOBE, Biodiversity & Environment Museum

Full price: €6

Students and Under 26s: Free

#### Hôtel Cabu: History & Archaeology Museum

Full price: €6 Reduced rate: €3

Students and Under 26s: Free

#### Parc floral de la Source

Full price: €6.50 Students: €5.50

# YEP'S ADVANTAGE CARD

The YEP'S advantage card is available to all those aged between 15 and 25 living in the Centre-Val de Loire region offering assistance, information as well as discounts for a variety of cultural sites, shows, concerts, and other attractions.

Sign up for free: www.yeps.fr

# **CINEMAS**

## Cinéma Pathé Orléans

2 rue des Halles

# Cinéma Pathé Saran

1010 route nationale 20

#### Cinéma les Carmes

7 rue des Carmes



# STUDENT LIFE

PRACTICAL INFO AND ACTIVITIES



#### **EATING**

In the vicinity of the school, there are only a few bakeries, fast-food restaurants and a Carrefour City Minimarket grocery store, so feel free to bring your own lunch with you.

Microwaves are available in the cafeteria near the Student Services Office (BDE) and there are vending machines for sandwiches and drinks.

## XL LIBRARY (MEDIA LIBRARY)

Excelia's media library gives you access to all types of documents (books, articles, press releases, etc.). It is also a great place to go for revision or for **group work.** 

You can borrow up to 4 books for a maximum of 15 days, renewable if the books have not already been pre-reserved.

For more information about XL Library services and conditions of use, go to MyIntranet/Library website.

# STUDENT LIFE

**STUDENT CARD** 

The **student card** provides a certain number of advantages such as entrance fee reductions and access to university libraries internationally.

It gives you access to all of the School's photocopiers (with photocopy credit included). You also need it to confirm your presence in lessons, so keep it with you at all times!



#### **OBTAINING YOUR STUDENT CARD**

Once your enrolment has been finalised, the admin team for your programme will provide you with a student card at the start of the academic year.

- If you lose the card, you will be charged €10 for the issuing of a new one
- If your card is stolen, you will be asked to provide supporting documents from the police confirming that the theft has been reported; a new card will then be provided free of charge

DON'T FORGET! Your student card allows you to benefit from a whole range of reductions... transport, cinema, daily newspapers, museums, and even concert tickets!

# **USEFUL INFORMATION**

#### **POSTAL SERVICE**

La Poste is a postal service for sending letters and parcels. A letter posted in France will arrive in another French town within 48 hours.

For letters and parcels which are urgent, there are other companies available (Chrononpost, DHL, etc). For important letters, it is best to use a recorded delivery with signature by the recipient. This is known as a Lettre recommandée avec accusé de réception.

For postage costs, go to **www.laposte.fr** or visit your nearest *La Poste* office.



#### **SWORN TRANSLATORS**

Chinese - French
Han ZHUAN
zh200@yahoo.fr
Yanhua Sun
contact@sun-translate fr

## Russian - French

Roman SOSENKO +33 (0) 686 969 128 Traduction Assermentée France +33 (0) 9 70 46 50 06

Polish - French Olga WORONKIEV

Olga WORONKIEWICZ +33 (0) 6 30 94 08 68

English - French or French - English Christine GOURON +33 (0) 2 47 27 64 00 Valérie Bourhis +33 (0) 6 40 10 48 43

All language combinations
Barbier traductions
www.barbier-traductions.com

#### **EMERGENCY NUMBERS**

112
European
Emergency
number

17 Police Law enforcement

18
Fire service
Fire/Accidents

15
Paramedics
Medical
emergencies

# **KEY CONTACTS**

#### FOR GENERAL QUESTIONS...

#### **Student Life Coordinator**

Benjamin SPEELMAN speelmanb@excelia-group.com +33 (0) 9 78 99 11 20

# International Relations Department

globalexchange@excelia-group.com

#### FOR QUESTIONS ABOUT YOUR STUDIES...

#### **CONTACTS FOR EXCHANGE STUDENTS**

#### **Bachelor in Business**

International Relations
Department
globalexchange@excelia-group.com

## **Master of Science (MSc)**

Camille BERGE bergec@excelia-group.com +33 (0) 5 16 19 62 55



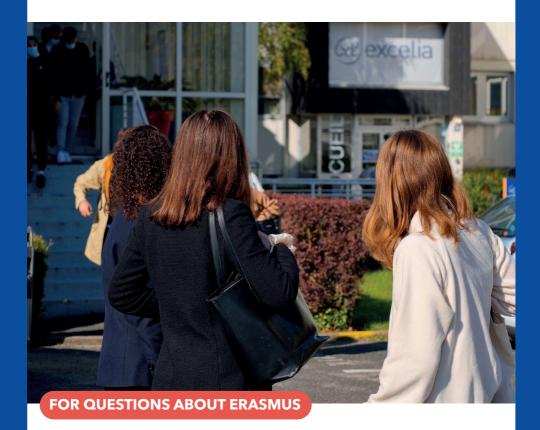
#### **CONTACTS FOR NON-EXCHANGE STUDENTS**

#### **Bachelor in Business**

Edgardo KOESTINGER koestingere@excelia-group.com +33 (0) 5 46 66 95 69

# **Master of Science (MSc)**

Stéphanie BREMAUD bremauds@excelia-group.com +33 (0) 5 16 19 63 41



#### **Erasmus: Studying abroad**

Delphine JOUMARD joumardd@excelia-group.com +33 (0) 5 16 19 63 55

## **Erasmus: Traineeships abroad**

Véronique TROMBLEY trombleyv@excelia-group.com +33 (0) 5 46 51 77 23

# MAP OF ORLE



#### **FOOD ANS CAMPUS** AMAP farmers' association - fresh, organic produce direct from farms (membership reauired) Average price of a box for 2 people: €15 Les Paniers Bio du Val de Loire: a box of organic produce available to pick up from local collection points (possibility of subscribing for a reguscience museum e des Sciences lar service) www.lespaniersbioduvaldeloire.fr Jaturelles **Swimming pool Grocery distribution outlets** M and food waste Apps: There are many community grocery distribution outlets in Orleans, including O'SEM and Esope, **Bus Station** helping students by providing essential food Gare Routière Bus products at low prices. You will find more infor-Pasteur garden Parc Pasteur mation about them on the Internet. For food waste Apps, go to: etudiant.gouv.fr/fr/les-applis-Fnac antigaspi-pour-manger-moins-cher-268 Museum of Fine Arts Séjours ice Musée des Beaux-Arts P Jeanne d'Arc risme ôtel Groslot-City Hall Hôtel Groslot-Mairie M **Eglise Saint-Euverte** d'Orléans **Orléans Cathedral** Cathédrale Sainte-Croix **YMCA** Historical and Auberge archaeological museum University cafeteria de Jeunesse Musée Historique Restaurant Universitaire et Archéologique Cinéma Pathé Gaumont Séminaire Cinéma Pathé Gaumont Interdiocésain Helène Cadou garden Jardin Helène Cadou La Collégiale Saint-Pierre le Puellier Charpenterie garden Résidence Condorcet Jardin de la Charpenterie

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#### **NEW AQUITAINE REGION**

La Rochelle Campus (Main Office): 102 rue de Coureilles Les Minimes 17000 La Rochelle

#### **CENTRE-VAL DE LOIRE REGION**

**Tours Campus:** 8 rue Léo Delibes 37200 Tours

**Orleans Campus:**17 boulevard de Châteaudun
45000 Orléans

#### **PARIS REGION**

Paris Campus: 57 avenue du Président Wilson 94230 Cachan

#### excelia-group.com













Excelia is committed to a responsible approach





















