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UNIVERSITY OF REIMS
CHAMPAGNE-ARDENNE

INTERNATIONAL STUDENT GUIDE

GRAND
REIMS
COMMUNAUTÉ URBAINE

UNIVERSITÉ
DE REIMS
CHAMPAGNE-ARDENNE



A WORD FROM THE PRESIDENT

.....

DEAR STUDENTS,

The University of Reims Champagne-Ardenne (URCA) is proud to welcome you for the 2019-2020 academic year.

Studying at URCA means first and foremost opting for quality education at a university that wants to look after its international students.

The reception and integration of foreign students is one of our priorities and part of our desire to open our university up to the world.

Our first commitment is to ensure you have a pleasant working and living environment, conditions which are essential for the success of your academic studies.

This new step is reflected by the discovery of a new environment, and learning a new language as well as about a new culture.

All the staff and teachers at the University of Reims Champagne-Ardenne are committed to using all possible resources to ensure that you have the best conditions for your stay.

This international student guide is intended to help you throughout the year. In this guide you will find all of the information you need about accommodation, administrative formalities, university services and student associations, as well as a calendar that will summarise the key events at the university and in the region.

I hope you have a great academic year and complete success with your studies.

Welcome to the University of Reims Champagne-Ardenne!

GUILLAUME GELLÉ



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 **Information for Erasmus+ Students & Students in exchange programmes outside Europe**

 **Information for international Degree-seeking Students**

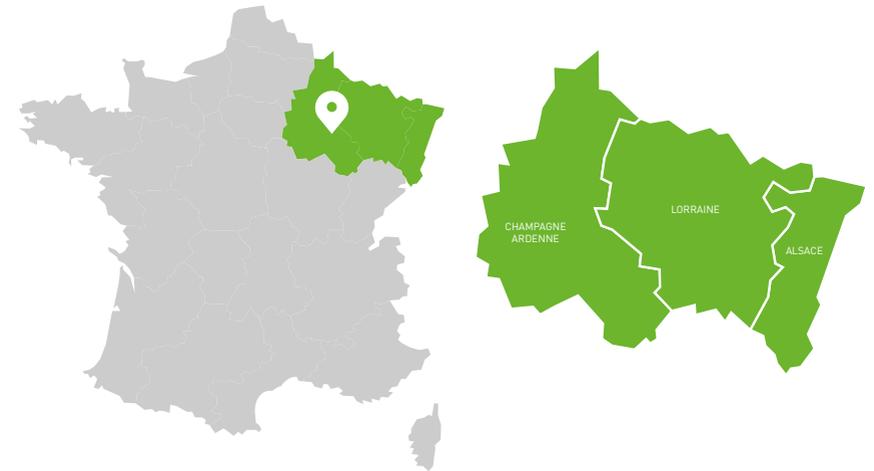


I. THE GRAND-EST REGION

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THE GRAND-EST REGION

The Grand-Est region is the result of the merger of the former Alsace, Lorraine and Champagne-Ardenne regions.



▶ KEY FIGURES

- 5 559 051** Inhabitants
- 8,3** % Share of the French population
- 57 430 KM²** Area
- 97** Inhabitants/km²
- 10** Départements
- 5 152** Communes
- 3** Cities (Strasbourg, Nancy et Metz)
- 1** Urban community (Reims)
- 31** Employment catchment areas
- 5** Universities (Strasbourg, Lorraine, Reims, Haute-Alsace, Troyes)
- 206 827** Students in 2017 (or 8.1% of students in metropolitan France)

Source : INSEE / RGP 2015 (Source : MEN-MESRI-DEPP, RERS 2017) www.prefectures-regions.gouv.fr



It has a privileged position right at the heart of Europe :

- Reims by TGV (high speed train):
 - > 45 minutes from Paris Gare de l'Est
 - > 30 minutes from Charles de Gaulle airport
- It is located at the crossroads of:
 - > Germany (2h 30 by car)
 - > Belgium (1h 30 by car)
 - > Luxembourg (2h 30 by car)

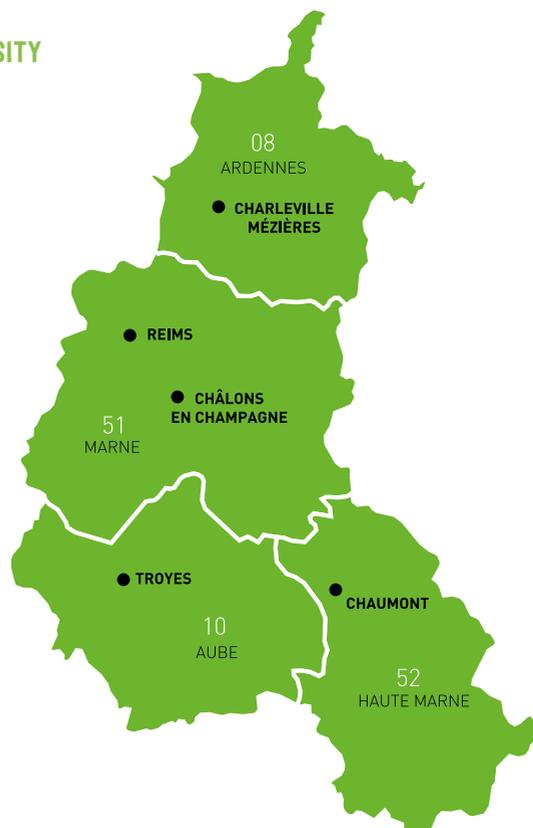
The area where the University of Reims Champagne-Ardenne is located is world famous for its vineyards and its production of Champagne. Beyond the hilly landscapes of the Aube and Haute-Marne, immense Champagne plains of the Marne, the Ardennes mountains and the vineyards of the Montagne de Reims regional nature park, the region is home to beautiful historic towns and art.



The Champagne hillsides, houses and cellars are a Unesco world heritage site.

> A MULTI-SITE UNIVERSITY

The University of Reims Champagne-Ardenne is one of 5 universities in the Grand-Est region. URCA is a multi-disciplinary university based on five sites, i.e. Reims (the main site), Troyes (second in terms of recruitment), Charleville-Mézières, Châlons en Champagne and Chaumont.



• REIMS

With approximately 185,000 inhabitants, Reims, called the «city of coronations» or «city of kings», is the largest city in the former Champagne-Ardenne region and the twelfth biggest city in France in terms of population. It has exceptional historical and artistic heritage (Notre-Dame cathedral, the Saint-Rémi basilica and the Palais du Tau) but it is also a university and dynamic student city. Several internationally renowned festivals and events, including the Magnifique Society, the Reims Scène d'Europe theatre festival and the Flâneries Musicales in the summer, take place in Reims each year. Reims had nearly 3.5 million visitors in 2017.



• TROYES

Another important university site, which stands out with its medieval atmosphere thanks to its houses built in the 16th century with timber frames and pastel-coloured facades. Troyes was named City of Art and History by the National Committee of Cities and Lands of Art and History.



• CHARLEVILLE-MEZIERES

The birthplace of the famous poet Arthur Rimbaud is 10 kilometres from the Belgian border and has 3 campuses of the University of Reims Champagne-Ardenne. Every two years it is home to the international festival of puppet theatre and every year the eco-festival: Le cabaret vert.



• CHALONS-EN-CHAMPAGNE

Châlons-en-Champagne is the prefecture in the Marne département. URCA has 2 separate training centres in Châlons-en-Champagne: ESPE, Bd Victor Hugo (historic building) and IUT, rue de la Chaussée du Port.

• CHAUMONT

Chaumont is the prefecture in Haute-Marne and is located at the crossroads of major routes between the North of Europe and the Mediterranean and between the Ile de France and Switzerland.





II. THE UNIVERSITY OF REIMS CHAMPAGNE-ARDENNE / URCA

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THE UNIVERSITY OF REIMS CHAMPAGNE-ARDENNE (URCA)

PRESENTATION OF URCA

URCA is a multidisciplinary university focused on excellence, and educates more than 25,000 students with courses which correspond to the needs of society and in all fields of expertise, with teaching backed up by internationally-renowned innovative research.

Choosing the University of Reims Champagne-Ardenne as a place to study therefore means not only opting for quality teaching backed up by innovative research but also wanting to be part of a university whose size contributes to the success of students, offering a working environment which is conducive to development and encouraging international mobility.

Its location over several sites make it a University where you feel at home. It is welcoming and dynamic and offers an environment which is ideal for studying, student life and research.



As a training and research university, it is developing a scientific project based around 4 main centres with excellent scientific expertise:

- An **internationally-focused multidisciplinary agricultural science, environment, biotechnology and bioeconomy centre (AEBB)** which looks at the agriculture of the future in a territory with a good agricultural and wine industry-based economy;
- a **Health** centre, championing scientific niches of excellence and rich and varied medical and paramedical training;
- a **Digital and engineering sciences centre (SNI)** focused on high-performance computing, industry 4.0, equipment and technological change;
- and a **Human and social sciences centre (SHS)** with in particular the flourishing new focus on performing arts consolidated by the creation of a House of Human Sciences.



By developing attractive training that meets the current and future socio-economic needs in areas as diverse as health, law, the humanities and the sciences, the University of Reims Champagne-Ardenne makes the orientation of its students and the professional integration of its graduates a key focus, while seeking to give students the best level of training.

▶ HIGH LEVEL, INTERNATIONALLY-RECOGNISED RESEARCH

URCA is known and recognised for its innovative research, and has 30 certified research teams, 4 doctoral schools and several technological platforms.

In partnership with the grandes écoles, the national research organisations, it develops high level research and technological innovations or services through major scientific projects, cutting-edge technological resources and partnerships with the socio-economic players (companies, foundations, associations, local authorities). In addition, it supports the emergence of new thematic areas to make the discoveries and inventions of tomorrow possible.

The University of Reims Champagne-Ardenne encourages its laboratories to develop international partnerships and facilitates the reception of guest researchers and the mobility of its researchers thanks to cooperation agreements with more than 67 countries around the world.



▶ KEY FIGURES

25000 Students

3000 Foreign students (**114** nationalities)

800 New international students each year

100 New students on exchange programmes

100 International researchers welcomed by the EURAXSS service centre

373 Collaboration agreements with **289** partner institutions

in **67** countries worldwide

Source : Cellule d'Appui au Pilotage

TRAINING AT URCA

The University of Reims Champagne-Ardenne offers many LMD (DUT (technology degrees), degrees, PACES (first common core year for health studies), Professional Degrees, Master's degrees, Doctoral degrees) system courses across 4 fields and 5 sites. URCA offers complete training leading to 4 Health Diplomas as well as training courses leading to qualifications (not LMD). Various preparatory courses and certifications are also offered at URCA.

> 8 FACULTIES

• CROIX ROUGE CAMPUS IN REIMS

Faculty of Literature and Human Sciences
Faculty of Law and Politics
Faculty of Economic, Social and Management Sciences

• HEALTH CAMPUS IN REIMS

Faculty of Medicine
Faculty of Pharmacy
Faculty of Dentistry

• MOULIN DE LA HOUSSE CAMPUS (SCIENCES CAMPUS) IN REIMS

Faculty of Exact and Natural Sciences
Faculty of Science and Techniques of Physical and Sport Activities (STAPS)

• COMTES DE CHAMPAGNE CAMPUS (CCC) IN TROYES

Faculty of Law and Politics,
Faculty of Economic, Social and Management Sciences, Literature and Human Sciences

> THE INSTITUTES

- University Institute of Technology in Reims-Châlons-Charleville (IUT)
- University Institute of Technology in Troyes (IUT)
- Georges Chappaz Institute of Champagne vine and wine

> THE SCHOOLS

- Packaging and Conditioning Engineering School (ESIREIMS)
- Industrial and Digital Sciences Engineering School - EISINE
- Doctoral Schools
- Teacher Training College (ESPE) of the Reims Education Authority at the University of Reims Champagne-Ardenne

> THE INSTITUTES ATTACHED TO THE DEPARTMENTS

- Institute of Preparation for General Administration (I.P.A.G.)
- Institute of Legal Studies (I.E.J.)
- Institute of Finance, Auditing and Accounting (IFAC)
- Institute for the Development of Territories, the Environment and Town Planning of the University of Reims (IATEUR)
- Reims Institute of Management (IRG)
- Reims Institute of In-Depth Law (I.R.D.A.)

> THE 4 DOCTORAL SCHOOLS

With coordination between the research policy and the training policy of the institution, the 4 doctoral schools at the University of Reims Champagne-Ardenne are at the heart of scientific application centres.

1 / THE ABIES DOCTORAL SCHOOL is thus placed at the heart of the internationally-focused multidisciplinary agricultural science, environment, biotechnology and bio-economy centre (AEBB) focused on the bio-economy, agriculture 4.0 and the wine industry 4.0.

2 / THE SFS (FUNDAMENTAL SCIENCES AND HEALTH) DOCTORAL SCHOOL is at the heart of the Health scientific centre, championing scientific niches of excellence and rich and varied medical and paramedical training.

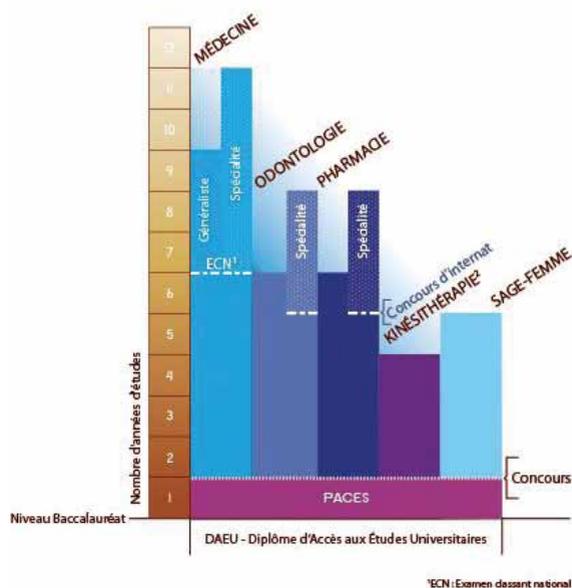
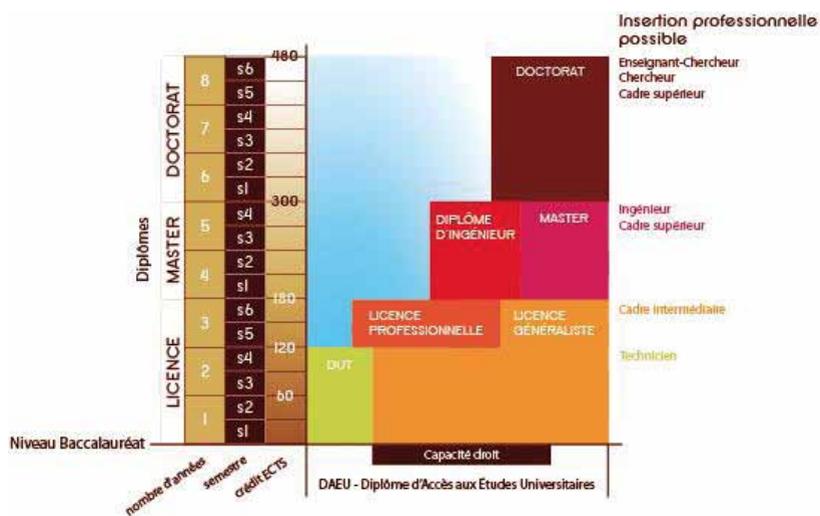
3 / THE SNI DOCTORAL SCHOOL is at the heart of the Digital and engineering Sciences centre focused on high-performance computing, industry 4.0, equipment and technological change.

4 / THE SHS DOCTORAL SCHOOL is at the heart of the Human and Social Sciences (SHS) brought together by a House of human sciences.



The SFS, SNI and SHS doctoral schools are supported by the University of Reims Champagne-Ardenne. The ABIES doctoral school is co-accredited by the University of Paris Saclay.

ORGANISATION OF STUDIES



*ECN : Examen d'accès national

> LMD AND ECTS

As part of standardising studies in the European Higher Education Area, the structure of courses is generally organised around the following academic degrees:

- **LICENCE** (a 3-year degree or 6 semesters)
- **MASTER'S DEGREES** (a 5-year degree or 10 semesters)
- **DOCTORAL DEGREES** (an 8-year degree or 16 semesters)

ECTS (European Credit Transfer System) applies to the majority of curricula. Each degree has a total amount of ECTS: 180 ECTS for a degree, 240 ECTS for a Master's 1 degree and 300 ECTS for a Master's 2 degree (This amount is made up 30 ECTS per semester, or 60 ECTS per year.)

↔ STUDENTS ON EXCHANGE PROGRAMMES

URCA has adopted a Charter for international exchange programmes to ensure the academic recognition of studies done as part of partnerships with foreign universities. Here is its reference table for the transcription of grades.

ECTS GRADES OR CREDITS OF EQUIVALENT VALUE	DEFINITION	URCA GRADES EQUIVALENCE
A	EXCELLENT	FROM 18/20 TO 20/20
B	VERY GOOD	FROM 16/20 TO 18/20
C	GOOD	FROM 14/20 TO 16/20
D	QUITE GOOD	FROM 12/20 TO 14/20
E	FAIR	FROM 10/20 TO 12/20
FX	FAILED AND NEEDS TO BE RESAT	< 10/20
F	NOT PASSED AFTER RESITTING	< 10/20
BLANK	FAIL	

► FORM OF LESSONS

Teaching for Licence (degrees) and Master's degrees are organised in the form of lectures (CM) and tutorials and practical work (TD and TP). The lectures are focused on the theory. During the tutorials and practical work, students are divided into sub-groups to look at what has been studied in lectures in more detail and discuss it with the teacher. You must register in a sub-group when you arrive in order to be able to attend tutorials. All students enrolled for lectures (CM) must also go to tutorials (TD).

All LMD training courses are grouped into areas. URCA has four areas:

- **ARTS, LITERATURE, LANGUAGES;**
- **HUMAN AND SOCIAL SCIENCES;**
- **LAW, ECONOMICS, MANAGEMENT;**
- **SCIENCE, TECHNOLOGY, HEALTH;**

Each field is sub-divided into specialised areas. There are degrees where you can choose the course (in depth with specialisation). At Master's level, you must always choose a course

Diplomas are made up of compulsory, optional or free teaching units (UE), which are themselves usually divided into constituent elements (EC) which correspond to a weekly lesson for one semester. Each EC and / or UE is assigned a number of credits (ECTS).

> Access to a Master's 1 degree is done on the basis of a selection after obtaining a licence (degree).

> Access to a Master 2 degree after obtaining the Master's 1 degree



👁️ For Master's level application procedures, contact academic affairs

- You can get the **schedule of lessons** from academic affairs
- **The language used in teaching is French. Minimum B2 level is required**

► EXAMS

• EXAMINATION PROCEDURES:

> **Continuous assessment:** organised throughout the year. A grade may be awarded for work done, particularly in tutorials (tests, written work, oral presentations, etc.)

> **Partial exams:** organised throughout the academic year.

> **Final or end-of-year exams:** whether written or oral, they are organised at the end of the semester for certain semester lessons or at the end of the academic year. A catch-up session is organised in June-July.

Only students enrolled for teaching are allowed to sit exams.



As part of the exchange programmes, it is organised before a student leaves.

> If there is an appeal, contact the Teaching and Academic Affairs Department (SES)

🌐 www.univ-reims.fr/recoursscolaire





THE UNIVERSITY CALENDAR

The university calendar for the University of Reims Champagne-Ardenne is available on:

📄 <https://www.univ-reims.fr/formation/scolarité/informations-pratiques/calendrier-universitaire/le-calendrier-universitaire,22354,37124.html>



Each department may have a different calendar depending on the constraints related to the courses offered. It will be displayed in your department or on your department's website. To obtain it, you can also contact the academic affairs department in your department.

➤ 2019/2020 ACADEMIC YEAR

Start: from Monday 2 September 2019

End: Saturday 29 August 2020

Back to university: from Monday 2 September 2019

All Saints teaching break:
from Saturday 26 October 2019 to Monday 4 November 2019

Christmas holiday:
from Saturday 21 December 2019 to Monday 6 January 2020

Winter holiday:
from Saturday 22 February 2020 to Monday 2 March 2020

Spring holiday: from Saturday 11 April 2020 to Monday 27 April 2020

Start of the summer holiday: Saturday 4 July 2020



III. PREPARE YOUR STUDIES AT URCA



PREPARE YOUR STUDIES AT URCA

SERVICES FOR INTERNATIONAL STUDENTS AT THE UNIVERSITY OF REIMS CHAMPAGNE-ARDENNE



THE TEACHING AND ACADEMIC AFFAIRS DEPARTMENT (SES)
OF THE DEPARTMENT OF STUDIES AND UNIVERSITY LIFE (DEVU)

The Department of Studies and University Life (DEVU) brings together the services for students which cover the missions dedicated to the operational implementation and management of training and university life from informing the future undergraduate at their high school to keeping in touch with the graduate when they start working.

The SES informs students about URCA's training courses. In collaboration with Campus France, it welcomes international students who are preparing a diploma at URCA without participating in an exchange programme.

☎ +33 (0) 3 26 91 34 68

✉ devu-ses@univ-reims.fr / etudiants.etrangers@univ-reims.fr

Université de Reims Champagne-Ardenne
14 D, allée des landais. 51000 Reims - France



DEPARTMENT OF EXTERNAL RELATIONS AND INTERNATIONAL DEVELOPMENT (DREDI)

The Department of External Relations and International Development (DREDI) implements the internationalisation policy of the University of Reims Champagne-Ardenne, which is based around 4 major focuses:

- To promote the European and international mobility of students, teacher-researchers and administrative staff.
- To develop scientific cooperation with foreign universities.
- To conduct an active policy of institutional partnerships.
- To provide dynamic communication for international audiences and encourage incoming and outgoing students.

Its missions are focused on 4 areas:

- «mobility/cooperation»
- «international projects unit»
- «institutional partnerships»
- «communication»

DREDI provides advice and assistance to international students on exchange programmes to succeed with their studies in Champagne-Ardenne. In tandem with other services and external partners, it offers various activities and events to facilitate their integration (Integration Week, International «celebrating cultures» student day, Cinema club with cult movies every month, etc.).

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Université de Reims Champagne-Ardenne
Villa Douce 9, boulevard de la Paix CS 60005
51724 Reims Cedex

All information and news about DREDI on

www.univ-reims.fr/international

<https://www.facebook.com/urca.relationsinternationales/>

<https://twitter.com/UrcaDri>

ENROLMENT OF STUDENTS NOT ON EXCHANGE PROGRAMMES

ADMISSION OF INTERNATIONAL STUDENTS NOT ON EXCHANGE PROGRAMMES

What if you are not a French national? What if you are not a national of a member state of the European Union? What if you are not a holder or future holder of a French or European qualification, and you wish to continue your studies or come to study at the University of Reims Champagne-Ardenne?



The procedures to follow to request admission vary according to where you live and the course you are considering. It is necessary to go through a preliminary admission procedure.

IF YOU LIVE IN ONE OF THE FOLLOWING COUNTRIES:

*Algeria, Argentina, Benin, Burundi, Brazil, Burkina Faso, Cameroon, Chile, China, Colombia, Comoros, Congo-Brazzaville, South Korea, Ivory Coast, Djibouti, Egypt, United States, Gabon, Guinea, Haiti, India, Indonesia, Iran, Japan, Kuwait, Lebanon, Madagascar, Mali, Morocco, Mauritius, Mauritania, Mexico, Peru, Democratic Republic of Congo, Russia, Senegal, Singapore, Taiwan, Togo, Tunisia, Turkey, Vietnam.

Whatever the year of study you want to join, you must use the online admission application procedure called «Etudes en France».

www.pastel.diplomatie.gouv.fr/etudesenfrance/dyn/public/authentification

You need to go on to the «Etudes en France» website, and then follow the instructions displayed.

Applications on «Etudes en France» for our institution may be submitted:

- for 1st year courses: until 1 February 2020
- for training not in the 1st year: until 20 March 2020

The University of Reims Champagne-Ardenne only opens up a certain number of courses to applications from international students through Etudes en France.

 **IF YOU DO NOT LIVE IN ONE OF THE COUNTRIES LISTED BEFOREHAND***
(or if you already live in France):

The admission application procedures to join the training course you want to enrol on will differ depending on the year of study you want to join:

- All procedures:
 www.univ-reims.fr/etudiants-internationaux

If your admission application on one of the training courses offered at the University of Reims Champagne-Ardenne has been accepted. You now have to take various steps to be able to come and study at our university.

*Having a **level B2 Knowledge of French Test (TCF or equivalent)** is recommended for all sectors. It is possible, under certain conditions, to be exempted from this test.*

ENROLMENT OF INTERNATIONAL STUDENTS NOT ON EXCHANGE PROGRAMMES

STEP 1

Payment of the Student life and campus contribution (CVEC) to CROUS is a **mandatory step** before you enrol at the University of Reims Champagne-Ardenne. Confirmation of payment of the CVEC will be requested when you go to the One Stop Shop.

From the start of May, you can do this:

- By paying online by bank card using the following link:
 <https://cvec.etudiant.gouv.fr>
- Paying in cash at the counter of a French post office: having declared online that you want to pay in cash, you will have to go to a post office with your nominal payment notice to be able to pay the CVEC. You will then receive an e-mail within 2 days inviting you to download confirmation of your payment of CVEC.

STEP 2

For several years, the University of Reims Champagne-Ardenne has had a **One Stop Shop** to assist you with these steps.

At this one stop shop, international students arriving for the first time in Champagne-Ardenne will be able to get help to complete their administrative procedures, especially those relating:

- to the Student Life and Campus Contribution (CVEC),
- to social security and top-up health,
- to urban transport in the Reims conurbation,

- to CROUS accommodation (halls of residence or not), to university catering and CROUS cafeterias,
- to associations, some of which will be available to you and more particularly those set up for international students.

When?

The One Stop Shop will be open from 21 August to 21 September 2019 from Monday to Friday from 9:00 a.m to 11:30 a.m. and from 1:00 p.m. to 4:30 p.m.

Students who arrive after 21 September will have to submit a late enrolment application.

Where?

The reception of international students at URCA arriving for the first time in France takes place at the One stop shop - Espace Reims Campus, 31 Rue du Général Sarrail à Reims.

At the One-stop-shop, you will be given an appointment for your administrative enrolment with the department that accepted your application for the new academic year.

Please bring:

- an original copy of your acceptance letter,
- original copies of your qualifications and their translation,
- original copies of your grades and their translation,
- your passport,
- confirmation of your payment of CVEC.

After checking these documents, you will be given an enrolment form.

STEP 3

You will need to go to the appointment arranged with the department's academic affairs service to complete your administrative enrolment.

Please bring:

- the completed application form,
- the supporting documents requested,
- a method of payment to pay your tuition fees.

ACADEMIC ENROLMENT OF INTERNATIONAL STUDENTS NOT ON EXCHANGE PROGRAMMES

Academic enrolment is a **MANDATORY** procedure. It follows the administrative enrolment. You need to register for the courses that you want to do during the academic year or semester. It allows you, if required, to choose your options and to register for TD (tutorials) or TP (practical work). It is essential to sit the continuous assessment tests and final examinations.

- The faculty departments and academic affairs services will help you choose your lessons and schedule.

 *Only students enrolled academically are authorised to sit exams*

- For more information, contact SES
✉ devu-ses@univ-reims.fr

It is recommended that you always have photocopies of official documents and several ID photos with you. In addition, it is recommended that you get the necessary documents translated in the country of origin: it is not always easy to find a sworn translator for the mother tongue.



ENROLMENT OF STUDENTS ON EXCHANGE PROGRAMMES

APPLICATION

If you wish to do part of your studies at the University of Reims Champagne-Ardenne as part of an exchange programme, you must first contact the international relations department of your home university to ensure that there is a partnership between the two institutions.

You must meet several criteria:

- 1 / Be registered at a partner university of URCA (check with the Erasmus + coordinator of your home university).
- 2 / Be selected by your university for this exchange and then be nominated by your coordinators at our Erasmus + office.
- 3 / Have a B1 level in French. All courses and exams are in French, including foreign language courses.

To know the courses and lessons you can choose, please check with the Erasmus + coordinator of your home university.

Once selected by your home institution, you will receive the following from the Department of External Relations and International Development (DREDI):

- an application form and
- a studies contract

 *It is important to send these two completed and signed documents before you arrive at URCA.*

- By 15 of April at the latest for students on exchange programmes outside Europe
- Before 1 May for ERASMUS + students in the first semester
- Before 1 November for ERASMUS + students in the second semester



DOCUMENTS TO BRING

- The student card of your home university or confirmation of enrolment from your home university (to proceed with your administrative and academic enrolment and obtain your student card).
- The European Health Insurance Card or the equivalent form
- Clear photocopy of your ID (ID card or passport) and passport with visa for students from outside Europe
- 2 passport photos
- A birth certificate translated into French (for the CAF).
- A medical certificate (for registration for SUAPS sports activities, sports department)

 *Once you are in France, you must insure your accommodation and obtain a certificate of civil liability to be sent to DREDI after your arrival.*

DREDI will put you in contact with the exchange programme coordinator of your department. It will help you to develop your study contract, organise your lessons and your timetable. If you encounter difficulties during your stay, please contact DREDI or the international relations contacts on the different Campuses. The academic affairs service in your department will give you the schedule of rooms for classes and will help you to find your way about on the campus. You will also find the schedule in the virtual office.

 *After the mobility stay: Back to your home university*

All students on exchange programmes must get the following documents:

- Certificate of residence (from DREDI)
- Transcript of grades (from the department's academic affairs service)

USEFUL CONTACTS

Mrs Priscilla EBAKA

Head of incoming mobility
(Erasmus+ & exchange programmes outside Europe)

☎ +33 (0) 3.26.91.83.59

✉ priscilla.ebaka@univ-reims.fr

On the «Croix Rouge» and «Moulin de la Housse» campuses, the «international relations representatives» are available to assist you throughout your stay:

RELAIS RELATIONS INTERNATIONALES CAMPUS CROIX ROUGE

Bâtiment 17, 1^{er} étage

Loubna AIT BELGNAOUI

☎ +33 (0)3.26.91.36.86

✉ loubna.ait-belgnaoui@univ-reims.fr

RELAIS RELATIONS INTERNATIONALES MOULIN DE LA HOUSSE

Bâtiment 1, RdC

Pascale CLIQUOT

☎ +33 (0)3.26.91.85.81

✉ pascale.cliquot@univ-reims.fr



▶ EXCHANGE PROGRAMME COORDINATORS

• CAMPUS CROIX ROUGE (REIMS)

FACULTY OF LITERATURE AND HUMAN SCIENCES

History, Geography, Modern and Classical Literature, French as a foreign language, Languages, Philosophy, Heritage, Psychology, Town planning, Music

↳ **Mrs Miren LACASSAGNE**
✉ miren.lacassagne@univ-reims.fr

FACULTY OF LAW AND POLITICS

Law, international relations, politics

↳ **Mr Antoine CHOPPLET**
✉ antoine.chopplet@univ-reims.fr

FACULTY OF ECONOMIC, SOCIAL AND MANAGEMENT SCIENCES

Economics, Management, Marketing, Social sciences, Economic and social Admin., Public Admin.

↳ **Mr Philippe ESTIER**
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• CAMPUS MOULIN DE LA HOUSE / FARMAN (REIMS)

FACULTY OF EXACT AND NATURAL SCIENCES

Biology, Biochemistry, Earth and Environment, Mathematics, Exact Sciences, Engineering sciences, Physics-Chemistry, IT, Oenology

↳ **Mrs Danielle NUZILLARD**
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STAPS (SPORT) FACULTY

Sports management, Ergonomics of sports and motor performance, Educ. and motor skills

↳ **Mr Sébastien DUC**
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UNIVERSITY INSTITUTE OF TECHNOLOGY IN REIMS-CHARLEVILLE-CHALONS EN CHAMPAGNE

↳ **Mr Olivier NOCENT**
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ESI-REIMS

Packaging and conditioning engineering, industrial techniques engineering, Thermal engineering

↳ **Mr Emmanuel GUILLON**
✉ emmanuel.guillon@univ-reims.fr

• HEALTH CENTRE (REIMS)

FACULTY OF MEDICINE

↳ **Mr Philippe GILLERY**
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FACULTY OF PHARMACY

↳ **Mrs Sampada UMARJIKAR**
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FACULTY OF DENTISTRY

↳ **Mrs Marie-Pascale HIPPOLYTE**
✉ marie-pascale.hippolyte@univ-reims.fr

• OTHER CAMPUSES

ESPE (TEACHING TRAINING COLLEGE IN CHAMPAGNE-ARDENNE)

↳ **Mr Frederic CASTEL**
✉ frederic.castel@univ-reims.fr

UNIVERSITY INSTITUTE OF TECHNOLOGY IN TROYES

↳ **Mrs Claire BARRITAUT**
✉ claire.barritault@univ-reims.fr

INSTITUTE OF HIGHER TECHNICAL TRAINING IN CHARLEVILLE-MÉZIÈRES

↳ **Mrs Annie LECLERC**
✉ annie.leclerc@univ-reims.fr





VISA / RESIDENCE PERMIT

You are not a national of the 30 countries in the European Economic Area (EEA), Andorra, Monaco, Switzerland, San Marino or the Vatican.

To enter and stay in France for more than 3 months, a foreign student must have a long-stay visa (D type). This visa is granted by the French consular authorities. The request should be made to the French Consulate or Embassy in your country of residence at least 3 months before departure.

To obtain your visa, you will need to provide the following documents:

- Proof of admission or preliminary enrolment at URCA
- Proof of resources (the minimum amount of resources needed is set by each French Embassy)
- Valid passport and proof of accommodation.

 *Students outside the European Economic Area (EEA) who have obtained a study visa must apply for a residence permit from the sub-prefecture of the département where their university site is located.*

This procedure is no longer necessary for students who have a new long-stay visa - residence permit (VLS - TS). Holders of this type of visa must complete a certain number of formalities with the OFII (French Office of Immigration and Integration).

The validity period of this temporary residence permit is limited to the validity of the passport and may not exceed the duration of studies. It is valid for a maximum of one year but can of course be renewed. As soon as they arrive, students concerned complete a residence permit application which is sent to the Marne sub-prefecture Office for Foreigners.

On the Campus France website you will find all the detailed information on the enrolment application and visas or residence permits:

 www.campusfrance.org/fr/visas-et-cartes-de-sejour

For all information on renewing your residence permit when you are in France:

 <https://www.univ-reims.fr/formation/scolarite/toutes-les-demarches-de-scolarite/renouvellement-de-titre-de-sejour/renouvellement-de-titre-de-sejour,22380,37163.html>

TUITION FEES AND THE COST OF LIVING

▶ DROITS D'INSCRIPTION

Tuition fees are set by law each year. In addition to tuition fees which make it possible to enrol at our institution, students doing initial training will pay a student life and campus contribution (CVEC) to CROUS.

From the start of the 2019 academic year, non-European students who are enrolling for the first time in a higher education programme at university in France will have to pay annual tuition fees: €2,770 for a licence (degree) and €3,770 for a master's degree.

URCA has set up a partial exemption system which enables you to get the same tuition fees as European students.

Payment of tuition fees must be made on the day of your enrolment by bank or postal cheque, bank card (depending on the tuition), money order or in cash.

▶ STUDENT LIFE AND CAMPUS CONTRIBUTION

The student life and campus contribution (CVEC) is a contribution intended to promote the reception and the social, health, cultural and sports assistance of students and to support health prevention and education initiatives. Students will have to pay this contribution to CROUS.

For more information on CVEC :

📡 <https://cvec.etudiant.gouv.fr/>

This annual contribution will be €91 for all students.

ONLY 4 TYPES OF STUDENTS ARE EXEMPT

- Grant holders based on social criteria (and grants paid by the regions for students on paramedical, health and social courses) or beneficiaries of an annual allowance granted as specific annual grants
- Students with refugee status
- Students who have subsidiary protection
- Asylum seekers

Whatever your status, you must go to the CROUS website to obtain a CVEC code which will enable you to enrol at the university.

DON'T HAVE TO PAY THE CVEC

- Trainees in Continuing Education (when the training is paid for by an employer or a collecting organisation)
-  Students on an international exchange programme in France (during a period of mobility in France during the academic year as part of an agreement between your home institution and a higher education institution in France).

This CVEC code will be issued when confirmation of payment of CVEC has been received for students OR on confirmation that exemption from CVEC has been granted for exempted students.

How to obtain the CVEC code:

- From 2 May 2019.
 - By clicking on the following link: obtain my CVEC code:
- 📡 <https://cvec.etudiant.gouv.fr/>

▶ COST OF LIVING IN FRANCE

To prepare your stay at URCA as well as possible, you need to think about the costs of moving in and the fixed costs for each month.

▶ MOVE-IN COST

- Deposit (fr. Caution or Dépôt de garantie): equivalent of one month's rent
- Health insurance for non-European students per year: free
- Home insurance in a university hall of residence per year: €20-60 (The cost depends on the type of your accommodation)
- Mobile phone and Sim Card: approx. €20
- Basic items (washing up liquid, cleaning products): €100

▶ MONTHLY COST (without APL and ALS)

- Accommodation in a university hall of residence: €230-400
- Studio or apartment in town: €300-500
- University meals (lunch only): €65 per month (= 20 meals x €3.25)
- Food: €100 - 150 per month (without university catering)
- Bus subscription: €29.40

For students with grants, it is strongly advised that you have enough money for the first month back given that the grant will not be paid immediately.



IV. ARRIVAL AT YOUR UNIVERSITY

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ARRIVAL AT YOUR UNIVERSITY

HOW TO ARRIVE IN YOUR NEW CITY?

▶ ARRIVING BY TRAIN

- Three SNCF train stations in Reims:
 - > Town centre: regional trains and TGVs for Paris Gare de l'Est
 - > Franchet d'Esperey (near the Croix Rouge Campus and the Santé Campus): serves the Reims and Champagne-Ardenne TGV stations. By Regional Express Train (TER)
 - > Champagne-Ardenne TGV: 5 minutes from the centre of Reims by shuttle. It is directly connected to Paris Gare de l'Est (45 mins), Roissy Charles de Gaulle airport, Marne-La-Vallée / Chessy (Disneyland Paris), Strasbourg, Bordeaux St. Jean, Luxembourg, Lille Europe, Le Havre, Nantes and Rennes.
- Troyes SNCF train station is connected to Paris Gare de l'Est by TGV (1h 30).
- The Charleville-Mézières SNCF train station is connected to Paris Gare de l'Est by TGV (1h 30).
- On the SNCF website you will find all connections, conditions and prices
 www.oui.sncf

▶ ARRIVING BY CAR

Reims: A well-developed road and motorway network makes it easy to get to Reims by car from Germany, Belgium or Luxembourg. By the A4 motorway, the city is 1h 15 from Paris.
Troyes is located 1h 15 from Paris and 1h 30 from Reims. It is connected to Reims and Dijon by the A 26 / A 5 motorway.
Charleville-Mézières is located near the French-Belgian border and is connected to Reims by the N 51 and the A34. It is 1 hour from Reims.

▶ ARRIVING BY PLANE

- There are 4 airports which you can use to get to Champagne-Ardenne
 - > Paris-Orly (south of Paris),
 - > Roissy-Charles de Gaulle (north of Paris),
 - > Beauvais-Tillé (100 km north of Paris),
 - > Paris-Vatry (70 km south of Reims).

- RER B connects Orly and Roissy airports to Gare du Nord in Paris. There are regular trains from Gare de l'Est to the cities in the Region (see arriving by train).

- A direct TGV connects Charles de Gaulle airport (Roissy-CDG) to the Champagne-Ardenne train station (Reims). You can also go to the Gare de l'Est and take a train to Reims, Troyes or Charleville-Mézières.

For more information:

 www.aeroportsdeparis.fr

- From Beauvais-Tillé airport, you can go to Gare du Nord in Paris or take the bus to Porte Maillot in Paris.

 www.aeroportbeauvais.com

ARRIVING BY BUS

- Several transport companies such as ouibus and flibus connect to all the major European cities. If your city of departure is not connected to the destination city, you can always go to a nearby city (Paris, Metz, Dijon, etc.). You will find all the connections, prices, departure and stop-off points on the websites of these companies (non-exhaustive list) :

 www.ouibus.fr / www.flixbus.fr / www.eurolines.fr



ACCOMMODATION

ACCOMMODATION AT CROUS

The rooms in university halls of residence, also called cités U, are managed by CROUS (Regional Student Accommodation Centres). **This is the most economical type of student accommodation.** These residences are primarily intended for students with low incomes. There are several residences located in the different districts of Reims, Troyes, Châlons-en-Champagne and Charleville-Mézières.

You will find the map of halls of residence with a presentation of each of them on:

 www.crous-reims.fr/logements/cartes-des-residences/



INTERNATIONAL STUDENTS NOT ON EXCHANGE PROGRAMMES

STEP 1

You must be enrolled at the University of Reims Champagne-Ardenne.

STEP 2

Follow the instructions on the website:

 www.crous-reims.fr/logements

To view and request accommodation through CROUS. Complete all the steps and look carefully at the answers you receive by e-mail.

 *To get accommodation, you must have a resident guarantor from the European Union who will fill in the joint and several guarantee. If you don't have a guarantor, get a free rental guarantee with Visale on www.visale.fr*

- In the event of an accommodation offer, you will have to pay a reservation fee corresponding to a security deposit on a secure website.

- You can also opt for accommodation offers where you stay with private individuals which can be accessed on the website:

 www.lokaviz.fr

INTERNATIONAL STUDENTS ON EXCHANGE PROGRAMMES (ERASMUS +, ETC.)

STEP 1

You must be enrolled at the University of Reims Champagne-Ardenne.

STEP 2

Follow the instructions on the website:

 www.crous-reims.fr/logements

To view and request accommodation through CROUS. Complete all the steps and look carefully at the answers you receive by e-mail.

 *For students at the University of Reims Champagne-Ardenne, the Department of External Relations and International Development at URCA notifies CROUS about students applying for accommodation. CROUS then sends an accommodation application to complete (do not send it a second time if you have already done it yourself).*

- Sending the application does not mean that you have accommodation. You need to wait for a reservation certificate. This document specifies the name and contact details of the residence in which you are staying.
- **When you have received this document, contact the residence to set the terms of reception (payment and formalities on arrival).**
- If your application is complete and accommodation is available, you will receive **confirmation of the reservation** that will be useful if you have to prove you have a residence to obtain a visa.

DOCUMENTS TO PROVIDE UPON YOUR ARRIVAL IN YOUR UNIVERSITY ROOM:

- A copy of the student card from your home university
- passport or identity card for Europeans
- 2 passport photos
- A deposit with RIB (bank details)
- The home insurance certificate (before receiving the key to your room, you must take out home insurance).

Source : Crous de Reims

OTHER ACCOMMODATION OPTION

PRIVATE STUDENT RESIDENCES

Many private student residences are open to foreign students. Rent for a room or an apartment is often higher than in CROUS university halls of residence because of the collective services included in the rental agreement: laundry, Internet, gym, etc. These residences offer good quality furnished rooms or studios that can be useful as a temporary or longer-term solution, depending on your budget.

You can find a large choice of accommodation in Reims at:

 www.reims-tourisme.com/hebergements

 **NEW:** *The MGEL has set up an agreement with the URCA and has 3 residences in Reims (Laudine, Quai 207 and Les Bulles) which can accommodate nearly 600 students each year. More information on: www.mgellogement.fr/residences-etudiantes/index-REIMS.php*

PRIVATE ROOMS AND APARTMENTS

- If you do not get student accommodation through CROUS, or a place in a university home or hall of residence, you can try the private sector, a private individual or a real estate agency to find a room or an apartment. It will be more suitable for you to rent a home from a private landlord by contacting the owners directly on the Internet, in free newspapers or through a real estate agency. There are several websites which group together adverts for apartments or studios to rent belonging to private owners as well as flat-sharing offers (renting to several people in an apartment). It is a very common way in France to find a long-term home.
- Most private owners generally prefer to meet future tenants, which is why it is better to schedule visits once you get to France. You can contact them by e-mail or phone to arrange an appointment and visit the apartment or studio chosen.
- **Co-renting** can be a good option and is often chosen by international students. You will share the accommodation with other local or international students. The benefits are: developing your coping skills, renting a bigger place, sharing costs and meeting new people.

STUDENT ACCOMMODATION AT SOMEONE'S HOME

- **Student accommodation with a host family is a practical and economical accommodation solution** and an ideal solution to practice your French. In most cases, this is often a private room in a house or an apartment.
- **Some host families offer student accommodation in exchange for services.** The rent is modest or free. To qualify, you must do a number of tasks (housework, childcare, etc.).
- **Intergenerational student accommodation organised by associations makes it possible to rent a room at the home of an elderly person for low rent.** In return, you must keep your host company for a few hours a week.

ARRIVING IN REIMS WITHOUT ACCOMMODATION

- For the first few days after you arrive, if needed the international residence centre in Reims can prove to be a cheap alternative.

🌐 www.cis-reims.com



▶ ACCOMMODATION ASSISTANCE

Spending on accommodation is often the largest part of a budget.

To ensure access for all to accommodation, France has set up an accommodation assistance system. These grants are managed by the Caisse d'Allocation Familiale (benefits office).

🌐 www.caf.fr

Depending on the type of accommodation you rent, your income and the make-up of your home, you can apply to the CAF to get one of the **three housing benefits offered** under this scheme.

1 / PERSONALISED HOUSING ASSISTANCE (APL)

Personalised Housing Assistance (Aide Personnalisée au Logement or APL) is for people who rent «subsidised» accommodation; i.e. the owner of your home has signed an agreement with the State setting changes to rent, standards of comfort, etc. It can be a furnished or unfurnished apartment or studio. To find out if your home is subsidised, contact your landlord.

2 / FAMILY HOUSING ALLOWANCE (ALF)

The Family Housing Allowance (Allocation de Logement à caractère Familial or ALF) is for people who do not come under the scope of the APL and who:

- have children (born or about to be born) or one or more other dependants
- or have been married for less than 5 years (the marriage must have taken place before the 40th birthday of each spouse)

3 / SOCIAL HOUSING ALLOWANCE (ALS)

The Social Housing Allowance (L'Allocation de Logement Social or ALS) is for people who do not come under the APL and ALF. It is most commonly attributed to students. It can be paid for a room in a home or a university hall of residence, a studio, an apartment or a house.

Housing benefits are paid under income conditions and based on the make-up of your home. In any case, your main residence must be located in France.

You can simulate the amount of your Accommodation Assistance on the CAF's website.

🌐 <https://www.caf.fr/wps/portal/caffr/aidesetservices/lesservicesenligne/estimervosdroits/lelogement>

Requests for accommodation allowance must be made to the CAF using the online form

🌐 www.service-public.fr/particuliers/vosdroits/R1292

▶ ACCOMMODATION - PRACTICAL INFORMATION

GUARANTOR

Also known as the «Deposit from a third party» (fr. Caution d'un tiers), the guarantor (fr. garant) is a natural or legal person who stands surety and agrees to pay the rent instead of the tenant if the latter does not pay. Usually, the owners ask that the guarantor be a resident of the European Union and has monthly income at least three times that of the amount of the rent. This request can be negotiated with the owner if you have a net monthly salary which is more than three times the rent excluding charges. If you do not have a guarantor and you are under 30 years of age, you can get the VISALE guarantee.

VISALE

The Visale rental deposit is a deposit granted by Action Logement to a tenant which covers the rent and rental charges of the main residence, in the event of failure to pay.

 www.visale.fr

THIRD-PARTY LIABILITY

In France, any person who causes damage, either by recklessness or by misdemeanour, is obliged to compensate the victim. You may also be liable for damage caused by people, animals and objects for which you are responsible. In order for the compensation of victims not to be directly your responsibility, you must have previously taken out «third-party liability coverage» (fr. 'garantie responsabilité civile') with an insurer or mutual insurance company. It is important to note that some insurance policies (particularly home insurance) already include third-party liability coverage. If you are not already covered, you must take out a third-party liability insurance policy with a private insurance company.

HOME INSURANCE

Depending on the type of home you have chosen, a multi-risk household insurance policy (fr. 'assurance multirisques habitation') will be required. It is mandatory and enables you to insure against the various risks that may affect your home (fire, water damage, etc.). It can be taken out with a mutual insurance company, a bank or a private insurer and must be given to the owner when you move into the property.

NOTICE

Don't forget to stick to the notice periods (fr. 'délais de préavis') for leaving your apartment!

If you are housed in a CROUS university hall of residence: you give notice a month prior to your departure date.

INVENTORY

You must also do an inventory (fr. 'État des lieux') on leaving, to check, in the presence of the owner, if there is any damage to the apartment.

If there is damage, the owner will use the deposit to reimburse repair costs; if no damage is reported, the deposit will be refunded. This document is signed by the owner and the tenant and describes the condition of the apartment, room by room, at the time of moving in (inventory on entering the property).

 You must note down any problems observed (condition of the floors, ceiling, letter box, heating, taps, various facilities, etc.).

If a defect is found after the inventory, report it to the lessor by registered letter with acknowledgement of receipt within a few days after moving into the property (within 21 days).

The inventory on leaving the property makes it possible to verify, in the presence of the owner and the tenant, if there is any damage to the apartment. If there is damage, the owner uses the deposit paid to reimburse the amount of repairs; if no damage is reported, then the deposit is returned to the tenant.

THE SECURITY DEPOSIT

Often equivalent to one month's rent without charges, the security deposit (fr. "dépôt de garantie" or "caution") is paid by the tenant to the owner to ensure the proper performance of the lease; namely the regular payment of rents and the proper maintenance of the property rented.

Within two months of the end of your lease, the owner will return this amount after checking that the accommodation has not been damaged. Any damage will be observed together by the tenant and the owner when the inventory on leaving the property is done and compared to the inventory on entering the property. It is therefore very important to do these inventories with the utmost rigour.

RESIDENCE TAX

If you are living in private accommodation or in a CROUS council home, you must pay residence tax (fr. 'Taxe d'habitation'). It must be paid in the year following the rental of the accommodation occupied on 1 January. You are subject to this tax even after you leave France. It is calculated on the basis of the amount of the rent, the facilities and shops around, the number of occupants, etc. The amount of residence tax is usually about one month's rent.

More info:

 www.service-public.fr/particuliers/vosdroits

HEALTH AND SOCIAL SECURITY COVER

▶ WHAT IS SÉCURITÉ SOCIALE?

In France, Sécurité Sociale is the social security institution which reimburses part of health expenditure. The body that runs our department is Caisse Primaire d'Assurance Maladie (CPAM).

For more information:

📶 www.ameli.fr/marne/assure/droits-demarches/etudes-emploi-retraite/etudiant/vous-venez-etudier-en-france

FOR EUROPEAN STUDENTS

If you are a national of a member state of the European Union or the European Economic Area, you can get the **European Health Insurance Card or EHIC** (fr. Carte Européenne d'Assurance Maladie - CEAM). This card will enable you to get public health care in France (a doctor, a pharmacy, a hospital or a free clinic). If you pay for this health care, you will be reimbursed immediately or after you return to your home country.

You must apply for this through your health insurance organisation before you leave. The European Health Insurance Card is free and valid for one calendar year (or more depending on your country of origin).

As the Social Security does not cover all expenses incurred (it ensures at most 70% of cover for your medical expenses), it is advisable to join a student mutual insurance scheme (top-up insurance). And don't forget to choose a doctor (referring doctor of your choice) and declare it to your Social Security!



FOR NON-EU STUDENTS

As soon as you have enrolled at URCA, you must register with Social Security. This registration is free and mandatory, and it will enable you to get your health expenses reimbursed.

👁️ To sign up for student social security go to <https://etudiant-etranger.ameli.fr/#/> and register.

Once you have done this, keep the temporary social security number automatically assigned to you by the website and download your provisional Social Security registration confirmation.

You will be able to submit the missing supporting documents in the personal area.

Once the registration has been validated by your Caisse Primaire d'Assurance Maladie or CPAM (Primary Health Insurance Fund), you will be able to download the final confirmation of your registration with Social Security (confirmation of your rights).

If you have not been able to register online, call 36 46 (service €0.06/min + price of a call). If necessary, a call advisor will answer you in English

▶ THE MUTUAL INSURANCE FUND

A mutual (fr. mutuelle) or top-health health insurance fund (fr. complémentaire de santé) will totally or partially cover the difference between the doctor's fee and the Social Security reimbursement. Special offers exist for students for around €120 a year. You can take out top-up health insurance with student mutual insurance organisations or in some banks which often offer mutual insurance policies.

Student mutual insurance organisations:



📶 MGEL: www.mgel.fr



📶 LMDE : www.lmde.fr

▶ CARTE VITALE

Non-European students registered with the Caisse Primaire d'Assurance Maladie (CPAM) apply for a «Carte Vitale». You must present it to health professionals each time you visit. It will enable you to get simple and fast refunds.

If you have not yet received the carte vitale, you must take a temporary certificate to the doctor. To be reimbursed after a medical examination or after you make a purchase at a pharmacy. You will first need to pay for the consultation and then send the treatment form to your Caisse Primaire d'Assurance Maladie (CPAM) and your mutual insurance fund.

➤ MEDICAL CONSULTATIONS

In France, medicine is free. You can contact the GP or specialist of your choice. You will find a list of doctors, dentists, etc. with their contact details at URCA's infirmary, in pharmacies, in the telephone directory or on the website:

📶 www.pagesjaunes.fr

👁️ *When making an appointment, consider asking whether or not the doctor has signed up to a Social Security scheme. In fact, if the doctor you choose has not signed up and has no fixed fee, you risk paying more; extra fees are not covered by Social Security.*

You will find the rates used by doctors below:

- Social-security approved doctors (fr. médecins conventionnés) ask for €25 for a consultation, and Social Security reimburses 70% (€15). Your mutual fund reimburses the rest. However, €1 must be paid by the patient.
- A consultation with social-security approved doctors with extra fees cost more than €25, and while Social Security always reimburses 70% (€15), the rest is reimbursed on the basis of the conditions of your mutual insurance and €1 remains the responsibility of the patient
- Visits to doctors who are not approved by social security (fr. médecins non conventionnés). are not reimbursed.

Rates are higher at weekends, on public holidays, at night and for home visits.

FOR EUROPEAN STUDENTS WITH THE EUROPEAN HEALTH INSURANCE CARD

If you have to go to the doctor, you must bring your European Health Insurance Card. You pay for the consultation when you are there, but you will be reimbursed in your country of origin thanks to this document. You must return the completed prescription to your social security. The same goes for all medicines purchased.

👁️ *Do not forget to keep the receipts!*

If you want to be reimbursed in France before your return, you will have to go to the social security centre with the medical expenses claim form, pharmacy receipts and your European health insurance card. You will then be reimbursed based on the social security reimbursement in force in your country.

➤ STUDENT SOCIAL SERVICE

URCA's social service is an integral part of SUMPPS, and is responsible for listening to, advising and supporting students to promote individual and social success. The University's social service is present in SUMPPS at two sites:

MOULIN DE LA HOUSSE CAMPUS

For students on Science faculty, STAPS, IUT, ESI and CIEF courses

Mrs HAUTAVOINE Social Worker

☎ 03 26 91 82 42

✉ sumpps.mdh.as@univ-reims.fr

CROIX-ROUGE CAMPUS

For Literature and Human Sciences faculty, PACES, Eco Science degree and IRTS students

Mrs SZEWCZYK Social Worker

☎ 03 26 91 38 81

✉ sumpps.ccr.as@univ-reims.fr

👁️ *URCA students enrolled on other courses must contact CROUS.*

➤ PHARMACY

There is always a pharmacy open on Sundays. To find the address of the nearest pharmacy to you, call 3915.

➤ ER

You will have to pay the visit to the ER. Important! Hospital costs are higher.

BANK ACCOUNT

It is advisable to open a bank account as soon as you arrive if you wish to receive housing benefits and social security reimbursements. You can ask the bank in your country of origin if it has partners in France. This will make it easier for you to open an account in France and transactions will be facilitated as transfers between related foreign banks are often cheaper.

 *It is advised to compare the different services offered by banks. Some offer preferential offers (free or half-price bank card, loyalty points, transport subscription reimbursements, etc.) to students or young people under 25 years of age.*

After opening your account, you will have a chequebook and bank card. Chequebooks are usually free, unlike bank cards which cost €30 to €40 per year (bank cards are usually free for students).

Transfers between different French banks cost money except online transfers: fees are between €0.60 and €4. An alternative could be payment by cheque, a very common method in France to pay for purchases, rent or bills.

If you spend more than you have on your account, you will have to pay overdraft fees, called «agios», which are usually very high.

Withdrawing money from ATMs of other banks is not free after a certain number of withdrawals.



TRANSPORT

➤ À REIMS

In Reims, urban transport is managed by the CITURA network

CITURA

6, rue Chanzy in Reims (stop Opéra)
Times: Monday to Friday, from 7:30 a.m. to 7:30 p.m.
and Saturday from 10 a.m. to 7 p.m.

 0 800 003 038

 contact@citura.fr

 www.citura.fr/

Buses and trams operate in general 7 days a week (see timetables on www.citura.fr)

All tickets can be purchased and recharged at the CITURA Boutique, or tram station machines and at authorised dealers. A single ticket and book of 2 tickets can also be bought on buses. All subscriptions can be purchased and recharged at the CITURA Boutique. CAMPUS and HEBDO subscriptions can also be purchased and recharged at tram station machines and at authorised dealers.

A (bus-tram) ticket is valid for one hour from when it is first validated. Connections are unlimited, and return trips are permitted on the same line. Validation is mandatory each time you get on a bus and trams, including connections.

➤ PUBLIC TRANSPORT IN TROYES AND CHARLEVILLE-MÉZIÈRES

In Troyes, the TCAT (Troyes Conurbation Public Transport) serves the city and communes around Troyes;

In Charleville-Mézières it is the TAC (Charleville-Mézières Conurbation Public Transport).

You will find all rates and itineraries on the websites:

 www.tcat.fr

 www.bus-tac.com

▶ CAR-SHARING

Car-sharing is the joint and planned use (unlike hitchhiking) of a vehicle by a non-professional driver and one or more passengers to share a journey. This practice enables passengers, for example, to save on fuel costs or to share the trip with other people or save time if they don't have a means of transport.

On the following websites you can search for routes or suggest a route that you will do with your vehicle (non-exhaustive list):

📡 www.blablacar.fr / www.roulezmalin.com / www.idvroom.com
www.laroueverte.com / www.mobicoop.fr / etc.

▶ TRAVELLING BY TRAIN

👁️ *When you take the train, don't forget to stamp (validate) your ticket at one of the yellow terminals before going onto the station platform.*

The travellers' timetable, available in train stations and SNCF shops, distinguishes between the «blue» and «white» periods. Prices vary according to these periods. Young people under 26 years of age are entitled to a 25% discount on regional express trains (TER) in «blue» periods.



▶ SNCF YOUTH CARD

Under 28s can enjoy discounts with the 12-27 card (even for trips abroad). It costs around €50, and you can buy it on the Internet, at a station ticket office or at the SNCF shop. With this card you are entitled to a 30% reduction in periods throughout the year and 25% abroad.

📡 www.oui.sncf/services-train/carte-abonnement-train/12-25

▶ TRAVELLING BY BUS

The STDM (The Marne Departmental Transport Company) organises transport in the region. Departures are regular between major cities in Champagne-Ardenne. You can view timetables and prices on the website:

📡 www.stdmarne.fr

Reims is well connected to many European countries. You can buy the ticket online on the websites:

📡 www.eurolines.fr / www.ouibus.fr / www.flixbus.fr



UNIVERSITY LIFE SERVICES

DIGITAL TOOLS

▶ VIRTUAL OFFICE

The Virtual Office is the personalised digital work environment for URCA students and staff.

It gives access to various information:

- Academic (students) or administrative (staff) files
- Calendar / timetables
- News (personalised)
- Grades
- Exam timetable
- Online lectures
- Library portal
- Messaging service
- Directory

To directly access the virtual office:

📶 www.ebureau.univ-reims.fr

There is also a mobile version for students:

📶 www.mobile.univ-reims.fr



V. UNIVERSITY LIFE SERVICES



> WIFI

The University of Reims Champagne-Ardenne wifi covers all Champagne-based campuses. 2 networks are available: Eduspot and Eduroam.



This Wifi network is open to staff and students of higher education institutions as well as URCA staff guests.

To access the portal, simply connect to an eduSpot-type terminal, launch your browser and let yourself be guided.



The Eduroam service aims to provide secure wireless Internet access to staff and students at higher education and research institutions when they travel abroad.

> MULTI-SERVICES CARD

URCA is one of the few universities in France to offer its students a personalised, digital card giving access to various services such as:

- public transport,
- CROUS university canteens,
- various services related to life at the University,
- borrowing university library books or other materials,
- registration for sports activities (SUAPS) with more than 60 activities on offer,
- from the start of the school year, to printing and photocopying at the university library.

This card is the real digital passport for students and staff.

The IZLY contactless electronic payment system used by CNOUS also enables the multi-services card to manage access to URCA's services and to pay for transport services managed by Transdev Reims.

For URCA activities, the multi-services card is valid throughout your studies. The card is personal and free, and it is issued by the academic affairs department. You must sit the exams at the University of Reims Champagne-Ardenne.



In addition to confirming your enrolment at URCA, the multi-service card allows you to get various discounts because you have student status: discounts at swimming pools and arts venues, free admission to some museums, etc.

For CROUS services, the multi-service card is an online account that enables you to pay for meals for 3 years. Recharging it can be done on the Internet, thanks to the IZLY smartphone application available for iPhone, Android and WindowsPhone or in exchange for cash at ISLY recharging points in Restos'U. This free service will have a real impact. Indeed, its simplicity, speed and security should facilitate the lives of users of the 5 Resto'U and 7 cafeterias scattered across Reims. It should be noted that each year, 500,000 meals are served in these establishments.

For access to the CITURA network, the multi-service card may - as soon as it is issued - be charged with transport tickets at a ticket machine (DAT), a tram station, a dealer or at the Citura Boutique at 6 rue Chanzy. In this Boutique, you can also charge an annual subscription or a 30-day subscription.

> STUDENT CARD

You will have a password to access the University's Wifi network and an URCA email address. As sending important information is done by e-mail, it is strongly advised that you regularly check your URCA inbox. Your student card will enable you to benefit from many university services (university canteen, sports and cultural activities, university library, etc.) and also get discounts (shows, cinema, transport, etc.).

UNIVERSITY CANTEENS (RU)

The CROUS offers you the opportunity to eat in cafeterias and canteens (Restaurants Universitaires or RU) on campus or near places of study and student life. For €3.25, you can have a full meal with a very wide choice of menus that include a starter, hot dish, bread, cheese or a natural yoghurt, and a dessert of your choice. You also have the choice between the full meal menu, the pizza or fresh pasta menu and the «sandwich + drink + dessert» menu. More or less all canteens offer, at any time of the day, pastries, confectionery, ice creams, breakfasts, fast food, sandwiches, cakes, beers, paninis, and vending facilities.



To improve everyday life and to the delight of your taste buds, university canteens will offer monthly themed menus from the start of the academic year. You will find the menus of the Jean-Charles Prost canteen (Croix-Rouge Campus), the Moulin de la Housse canteen and the Santé Campus on the CROUS website:

📡 www.crous-reims.fr/restauration

You can pay with the «carte izly» contactless student card:

📡 www.crous-reims.fr/restauration/izly-paiement-sans-contact/comment-activer-mon-compte-izly/

👁️ *During holidays, opening times may be changed.*

See where the different canteen sites are located

📡 www.crous-reims.fr/restauration/site-de-restauration/

LA MAISON DES LANGUES

La Maison des Langues (language centre) is a structure that brings together the CEREL (Resource Centre and Language Areas) and the CIEF (International Centre for French Studies) and aims to develop and promote language learning at URCA.

- The main mission of CIEF is the **linguistic and cultural preparation of non-French-speaking students for their integration on teaching programmes** offered by the various departments (faculties, institutes, schools) of the University. It also welcomes and trains internationally mobile students as well as all staff who want training in French. It is located on the Moulin de la Housse campus (Sciences faculty) - Building 5ter (to access the CIEF site)

📡 <https://www.univ-reims.fr/cief/le-cief/centre-international-d-etudes-francaises,11601,20778.html>

👁️ *Students on exchange programmes sit a knowledge assessment test during an integration week at the end August and can take free French lessons at CIEF from Monday to Thursday, from 5:00 p.m. to 7:00 p.m.*

✉️ maisondeslangues@univ-reims.fr

- **The CEREL**, meanwhile, welcomes students and staff who want to improve their level in a foreign language. CEREL currently has two language centres in Reims (Croix-Rouge campus and the Moulin de la Housse campus) and a small branch in Chaumont. Another centre will soon open on the Moulin Leblanc campus in Charleville-Mézières. Other centres are being planned for the Health centre and off-site locations.



UNIVERSITY LIBRARY (BU)

The University library (Bibliothèque Universitaire or BU) aims to implement the University's documentation policy in line with teaching and research requirements. The BU is responsible for leading a development project focused on three areas:

- improved reception and research conditions with the reorganisation of services and collections as part of two construction projects,
- improvement of user services, with the implementation of a documentation methodology training policy and the development of collections for L cycle students,
- setting up a documentation policy adapted to the modernisation of research, in particular with the implementation of the documentation information system.

MISSIONS

- to acquire, process and communicate scientific documentation.
- train users on the documentation research methodology.
- participate in the production, dissemination and promotion of scientific and technical information, as well as cultural, scientific and technical activities.

More information on:

 www.univ-reims.fr/bu



STUDENT LIFE

The Student Life Office aims to promote and enhance student engagement and ensure the development of student life on all URCA sites.

It is also the preferred contact point for URCA student associations. It supports them and assists them with all their administrative procedures.

The Student Life Office (BVE) offers its services to all students at the university. It participates in the **reception** and **integration** of each of them and is **available** to answer each of their questions.

One of the major missions of the BVE has been to **help and support student associations** with all their procedures from when they are set up. It ensures **regular monitoring** of each student association and all activities related to it: allocation of premises, requests for subsidies or even putting together projects. In other words, it is the **main point of contact** between the university and student associations.

STUDENT PROJECTS

In charge of the **Solidarity and Development of Student Initiatives Fund (FSDIE)**, the BVE is committed to helping all student associations to set up their different projects. It assists them in their efforts and **personally considers** any application for a subsidy submitted to the university.

CULTURE

THE UNIVERSITY CULTURAL ACTION SERVICE (SUAC)

is another URCA service responsible for cultural activities and offering an annual artistic and cultural programme of theatre, music, philosophy and poetry. This service regularly organises events at Villa Douce, Presidency of the University.

✉ suac@univ-reims.fr

CROUS CULTURAL CENTRE

At the heart of the Croix-Rouge campus, the CROUS cultural centre aims to satisfy your artistic curiosity, and get you away from your studies by offering you shows and concerts throughout the year. A large part of the SUAC artistic practice workshops are held at the CROUS cultural centre.

✉ centre-culturel@crous-reims.fr

SPORT

The University Department of Physical and Sports Activities (SUAPS) offers a multitude of traditional and new sports activities, indoor or outdoor, supervised or free practice, for everyone from beginners to the more experienced (5,000 hours, 40 activities).

If you want to experience these activities in a competitive environment (whatever the level, local, regional, national or international), all you have to do is bring all the documents requested on the URCA sports association membership form to SUAPS and a contribution of approx. €30.

SUBSCRIPTION TO SUAPS

 Remember to put your 2019/2020 sticker on your student card, which confirms your subscription (it needs to be collected from academic affairs)

All URCA students will have already paid their SUAPS «Sport Campus Pack» fee when they enrolled at the university

- **Sport Campus Pack** > Free for URCA students
- **Sport Campus + Pack** > €29 for URCA students

• PACK SPORT CAMPUS

Dance, Fitness, Physical Preparation, Martial Arts, Sports Co, Badminton, Table Tennis, Touch Tennis, Wellbeing, Fencing, Climbing
> **FREE**

• OPTIONAL PACK, THE SPORT CAMPUS + PACK

Bodybuilding, Gymnastics, Swimming, Diving, Tennis, Squash, Golf, Horse riding > **€29**

 suaps.reims.1970

 associationsportiveURCA

 suaps@uni-reims.fr



ENTREPRENEURSHIP

The CREATIV'LABZ, the University of Reims Champagne-Ardenne's incubator, makes it possible to have all the professional assets to switch to action: methodology, advice, coaching, project grants, premises, experts, mentors, networks, development of lectures, etc. A concentration of services to accelerate projects or validate ideas. Since its creation in September 2015, the CREATIV'LABZ has welcomed more than 200 students from all courses and streams at URCA and accompanied by the creation of a dozen Start Ups and young companies.

2 sites on the campuses in Reims make the following possible: providing contacts, providing workspaces, co-working spaces, closed offices, coaching & methodology, research from experts, financing, etc

More information on:

 www.univ-reims.fr/creativ-labz

DISABILITY

The Disability Mission supports and assists all students with a disability at URCA. It welcomes and accompanies students throughout their university course.

 handicap@univ-reims.fr



SOCIAL SERVICE

THE UNIVERSITY PREVENTIVE MEDICINE AND HEALTH PROMOTION SERVICE (SUMPPS)

This service freely provides students with a medical, paramedical and social team for any problem likely to disrupt their studies. The services are available on the different campuses to provide nursing care, information and miscellaneous advice. They assist you and direct you to the service or qualified person and help you to complete applications for financial assistance. They are bound by the duty of professional secrecy and are open to all.

Social workers are available to help you and support you with your procedures: information about the different types of assistance, rights and with problems in day to day life (accommodation, health, meals). The social worker is there to listen about any personal or family difficulties and welcomes you confidentially, preferably by appointment.

To meet the social assistants, see the list below:

FACULTY OF EXACT AND NATURAL SCIENCES / STAPS / ESIEC / IUT OF REIMS

Building 8 on the Moulin de la Housse campus

Marie-Françoise HAUTAVOINE

✉ marie-francoise.hautavoine@univ-reims.fr

☎ 03 26 91 82 42

UFR SCIENCES ECO (MASTRES) / UFR DROIT REIMS

14b allée des Landais

Marie ROFIDAL

✉ service-social.troyes@crous-reims.fr

☎ 03 26 50 52 96

LITERATURE AND HUMAN SCIENCES / MEDICINE / PHARMACY / DENTISTRY

Cindy SZEWCZYK

✉ service-social@crous-reims.fr

☎ 03 26 91 38 81

CENTRE UNIVERSITAIRE DE TROYES / IUT TROYES

Nathalie HARAN

✉ service-social.troyes@crous-reims.fr

☎ 03 25 40 06 24

✉ sumpps@univ-reims.fr



VI. CAMPUS LIFE



CAMPUS LIFE

CALENDAR OF EVENTS

▶ THROUGHOUT THE YEAR

BUDDY SYSTEM 2019/2020

Student sponsor programme: The Buddy System (sponsor programme) puts a foreign student in contact with an URCA student to facilitate the integration of a new student during their first weeks at URCA.

📧 Registration and information on: dri@univ-reims.fr

LINGUISTIC TANDEM

The «linguistic» tandem is a method of learning a foreign language based on two people talking to each other. This system will enable you to improve knowledge of a foreign language, and in particular the level of oral expression, to prepare you for a stay abroad, to get to know someone from another culture and another country, and to develop inter-cultural understanding and sensitivity.

📧 Registration on: www.univ-reims.fr/tandemlinguistique

EURAXESS WELCOME EVENTS

Throughout the 2019/20 year the EURAXESS services centre will organise reception and integration events for foreign teacher-researchers and doctoral students. On the agenda: «Icebreaker games», discover the city of Reims, participate in the Cultures en fête (Celebrating Cultures) inter-cultural day, etc. Mandatory registration on:

📧 www.univ-reims.fr/euraxessevents



> 1ER SEMESTER

AUGUST

• GUICHET UNIQUE DE RENTREE UNIVERSITAIRE

From 21 August to 21 September 2019 inclusive from Monday to Friday from 9:00 a.m. to 11:30 a.m. and from 1:00 p.m. to 4:30 p.m.

The new academic year one stop shop "GUICHET UNIQUE DE RENTREE UNIVERSITAIRE - Espace Reims Campus" is the first place for international students who are studying for a qualification at URCA to make first contact with each other and for all the services organised around student life.

• RECEPTION WEEK - 2019 INTEGRATION WEEK

From Monday 26 August to Friday 30 August 2019



For students on exchange programmes. There are free French lessons every morning and guided tours are organised in the afternoon to discover the university campuses, the city and the region.

SEPTEMBRE

• CINE-CLUB FOR STUDENTS - LES FILMS FRANÇAIS CULTES

Wednesday 18 September and Wednesday 23 October 2019

Free | Médiathèque Jean Falala

The University of Reims Champagne-Ardenne offers an opportunity to discover France through its cinema. The films are systematically subtitled in French to help international students understand them.

• STUDENT WELCOME DAY #TVDC #TAVIEDECAMPUS

Thursday 26 September 2019

Welcome to international students: Come and look at the different university services (sports, culture, health, guidance, etc.) as well as student associations and URCA partners. A fun and informative day to begin the year in the know. Events will take place throughout the day (concerts, springboard for young talents, and time to welcome international students.

3 other TVDC welcome days will take place on the other URCA campuses from 1 to 4 October in Troyes, Charleville and Chalons.

www.univ-reims.fr

• LES CLÉS DE TROYES (THE KEYS TO TROYES)

This free evening event free organised by the city of Troyes enables students in Troyes to feel part of the city, by discovering its different cultural and fun places. This integration evening brings together more than 2,500 students and is a special occasion to discover the cultural diversity of Troyes.

www.clesdetroyes.com

OCTOBER

• WAR ON SCREEN - INTERNATIONAL FILM FESTIVAL

From 1 to 6 October 2019 | Châlons-en-Champagne

War on screen - International Film Festival is a one of a kind in the landscape of international film festivals, and takes an in-depth and broad look at the exceptional links between film production and war in its broad sense.

www.waronscreen.com

• STUDY ABROAD FAIR - INTERNATIONAL WEEK 2019

From Monday 7 October to Friday 11 October 2019

The Department of External Relations and International Development (DREDI) will go to the various URCA campuses to inform students about international mobility. On the agenda: direct interventions in lecture theatres, testimonies from international students, photo exhibition, inter-cultural games, etc. Full programme in September on:

www.univ-reims.fr/internationalweek2019

• TIME TO MOVE - INTERNATIONAL MOBILITY FORUM

Friday 11 October 2019

The CRIJ - Europe Direct in collaboration with the University of Reims Champagne-Ardenne offers an information day on the different existing schemes to go abroad (studies, internships, volunteering, au-pair stays, etc.) at Reims City Hall.

• RUN IN REIMS (CITY OF REIMS)

Sunday 20 October 2019

For its 5th edition, Run in Reims is offering 3 routes to discover the city in a different way: 10 km on road, the semi-marathon and marathon.

www.runinreims.com/fr



• 2019 « I LOVE REIMS CAMPUS » EVENTS!

The City of Reims and its partners wish to welcome students and offer 4 evenings of free events and activities. On the agenda: meetings, discussions, sporting and artistic challenges, etc. Everyone come and enjoy lots of student events!

INTERNATIONAL EVENING AT LA CARTONNERIE

Wednesday 2 October 2019 | 18h00 | Cartonnerie - Reims

INTERNATIONAL SPEED MEETING: An original concept: 8x8 minutes to meet students from all over the world. Meet at La Cartonnerie in Reims at 6:00 p.m. (part of the «I love Reims Campus» days). Event followed by free concerts. Mandatory registration on:

📶 www.univ-reims.fr/speedmeeting2019

SPORTS EVENING SPORT AT RENE TYS SPORTS COMPLEX

Tuesday 8 October

In the form of a great challenge between institutions: basketball tournaments, volleyball, futsal, table football, baseball initiation, fun activities like Just Dance, cheerleading competition and lots of other surprises!

PRIVATE CINEMA EVENING AT OPÉRAIMS CINEMA

Thursday 10 October

A private screening, preceded by a welcome cocktail!

Event put on by Crédit Agricole du Nord Est, partner of the I love Reims Campus project.

EVENING CULTURE AT LE CELLIER

Wednesday 16 October

In the form of a springboard for young talent, open to all artistic disciplines. Come and discover the talents from the different campuses in Reims. Seats for shows to be won! From Tuesday 1 to Saturday 19 October, free registration and re-registration for all students to all media libraries and libraries in the city of Reims.

All the information on the Facebook page: Reims Campus!

NOVEMBER

• EUROPEAN AMBASSADORS (CRIJ Europe Direct)

Around 50 young Europeans participating in exchange programmes in the region go to meet college students, secondary school pupils and apprentices in Champagne-Ardenne.

On the agenda: exchanges, testimonials, discussions on Europe, European citizenship and mobility programmes. Open to European Erasmus + students, international students, Eurodyssée and Erasmus+ interns, young people in European Voluntary Service, language assistants, young au pairs, etc.)

DECEMBER

• THE CHRISTMAS VILLAGE

Nearly 150 huts located in front of Reims Cathedral for a month of festivities!

📶 www.reims.fr/noel



▶ 2ND SEMESTER

• RECEPTION CEREMONY FOR INTERNATIONAL STUDENTS

February 2020

New international students and researchers in the 2nd semester are greeted at Villa Douce in a friendly and fun atmosphere. On the agenda: Presentation of URCA's services, speed meeting, cultural events (with URCA's talents), and meetings with the exchange programme contacts.

• LE GRAND DÉFI DU CAMPUS DE BACCHUS #10

March 2020

Wine Blind Tasting Challenge for students. An unavoidable event for wine lovers, novice or experts. Meeting at the Reims City Hall. Free entrance but compulsory registration at:

📶 www.univ-reims.fr/legranddefi

• CULTURES EN FÊTE (CELEBRATING CULTURES)

April 2020

This multicultural day highlights the richness of cultures present at URCA and gives you a taste for international experience. Come and discover new horizons and rub shoulders with different nationalities and cultures at URCA! On the agenda: Games, gastronomy and arts around the world. More than 40 nationalities represented each year! Halle des Sports Croix-Rouge.

📶 www.univ-reims.fr/international

STUDENT ASSOCIATIONS

There are more than 80 associations at URCA, with varied and diverse areas of skills: culture, excursions, sport, solidarity, etc.

 In each university department, associations can help you for programmes and lecture notes, etc. Check with your department to learn more

▶ LIST OF STUDENT ASSOCIATIONS

CULTURE

REIMS ELOQUENCE

57 bis rue Pierre Taittinger
51100 REIMS

✉ reimseloquence@gmail.com
f Reims-Eloquence

À.T.H.A.N.O.R.

Place du Préau
10000 TROYES

✉ athanortroyes@gmail.com
f athanor.troyes

BUREAU DES ARTS ESIREIMS

Pôle Henri Farman
3 Esplanade Rolland Garros
51100 REIMS

✉ bdaesireims@gmail.com

SOCIÉTÉ DES VINS DE L'UNIVERSITÉ DE REIMS

Campus Moulin de la Housse

✉ contact@svur.org
f SVUnivReims

SOLIDARITÉ AUX ENFANTS D'AVENIR

✉ fastandhappy@gmail.com

INTERCULTURES TROYES

Hôtel Dieu le Comte

Place du Préau
10000 TROYES

✉ contact@campus3.fr



SECTOR

L'ASSOCIATION DU MASTER EN INTERVENTION ET DÉVELOPPEMENT SOCIAL

57 bis rue Pierre Taittinger
51100 REIMS

✉ Asso.ladmis@gmail.com
f groups/2191491944506617

ASSOCIATION ÉCO'N'HOME

57 bis rue Pierre Taittinger
51100 REIMS

✉ contact.enh@gmail.com
f enhreims

ASSOCIATION RÉMOISE DES ÉTUDIANTS EN STAPS

Campus Moulin de la Housse
Bâtiment 25

✉ presidence.ares@gmail.com
f STAPSREIMS

ASSOCIATION CORPORATIVE DES ÉTUDIANTS EN CHIRURGIE DENTAIRE DE REIMS

2 rue du général Koenig
51100 REIMS

✉ acecdrpresidence@gmail.com
f ACECDR

PSYCH'URCA - ASSOCIATION DES ÉTUDIANTS DE LA MENTION DE MASTER «PSYCHOLOGIE CLINIQUE

57 bis rue Pierre Taittinger
51100 REIMS

✉ psychurca@gmail.com
f PsychURCA

ASSOCIATION SCIENTIFIQUE DES ÉTUDIANTS DE REIMS

5 Chemin des Rouliers
51100 REIMS

✉ aser.president@gmail.com
f Association.Scientifique.des.
Etudiants.de.Reims

CORPO DROIT REIMS

57 bis rue Pierre Taittinger 51100
REIMS

✉ bureau.cdr@gmail.com
f teamjuriste

ASSOCIATION DES ÉTUDIANTS SAGE FEMME DE REIMS

Rue du général Koenig
51100 REIMS

✉ contact.aesfr@gmail.com
f aesfreims

PSYCHORP

57 bis rue Pierre Taittinger
51100 REIMS

✉ contact@psychorp.org
f AssoPsychorp

BUREAU DES ÉTUDIANTS EN MATHÉMATIQUES APPLIQUÉES ET AUX CALCULS STATISTIQUES ET SCIENTIFIQUES

5 Chemin des Rouliers
51100 REIMS

✉ association.bemacss@gmail.com

REIMS AVENIR EEA

5 Chemin des Rouliers
51100 REIMS

✉ association.raeea@gmail.com
f ReimsAvenirEEA

ASSOCIATION DES ÉTUDIANTS EN PHARMACIE DE REIMS

51 Rue Cognacq-Jay
51100 REIMS

✉ aepr.pharmareims@gmail.com
f Pharmareims.aepr

GRUPE RÉMOIS DES AMIS DE CLIO

57 bis rue Pierre Taittinger
51100 REIMS
✉ gracbureauHistoire@gmail.com
f [clio.grac](https://www.facebook.com/clio.grac)

ATLAS

IUT de Reims
Chalons-Charleville
Département GEA
Rue des Crayères
BP 1035 51687 REIMS Cedex 2
✉ atlasglt@yahoo.fr
f [atlas.iutreims](https://www.facebook.com/atlas.iutreims)

FUN OR EVENTS

CLUB GALA ESIREIMS

Esplanade Rolland Garros
BP 1029
51686 REIMS cedex
✉ galaesireims@gmail.com
f [GalaEsiReims](https://www.facebook.com/GalaEsiReims)

BUREAU DES ELEVES DE L'ECOLE SUPERIEURE D'INGENIEURS EN EMBALLAGE ET CONDITIONNEMENT

Esplanade Roland Garros Pôle
Technologique Henri Farman
BP1029
51686 REIMS cedex
✉ esireimsbde@gmail.com
f [groups/390574837716539](https://www.facebook.com/groups/390574837716539)

PROM'ESS PROMOTION DES ETUDIANTS DE LA FILIÈRE ECONOMIE SOCIALE

57 bis rue Pierre Taittinger
51100 REIMS
✉ asso.promees@gmail.com
f [promessurca](https://www.facebook.com/promessurca)

CORPORATION DES ETUDIANTS EN MÉDECINE DE REIMS

51 rue cognacq jay
51100 REIMS
✉ contact.cemr@gmail.com
f [Corporation-des-
%C3%89tudiants-en-
M%C3%A9decine-de-Reims-
CEMR-233148577488/](https://www.facebook.com/Corporation-des-%C3%89tudiants-en-M%C3%A9decine-de-Reims-CEMR-233148577488/)

LES BOULES DE FEU

51 Rue Cognacq-Jay
51100 REIMS
✉ boulesdefeu@gmail.com
f [FanfareBoulesdeFeu/](https://www.facebook.com/FanfareBoulesdeFeu/)



SPORTS

ASSOCIATION SPORTIVE URCA TROYES

Place du Préau
10000 TROYES

BUREAU DES SPORTS ESIREIMS

Place du Préau
10000 TROYES
✉ athanortroyes@gmail.com
f [athanor.troyes](https://www.facebook.com/athanor.troyes)

INTERNATIONAL

ASSOCIATION CONGOLAISE DES ETUDIANT RÉMOIS

✉ [etudiantcongolaisdereims@
gmail.com](mailto:etudiantcongolaisdereims@gmail.com)
f [associationcongolaisedesetu-
diantsremoiss/](https://www.facebook.com/associationcongolaisedesetudiantsremoiss/)

ASSOCIATION CULTURELLE ÉTUDIANTS MAHORAI DE REIMS

✉ acmr-may@live.fr

ASSOCIATION REMOISE DES ETUDIANTS SENEGALAIS

f [groups/320669868406764](https://www.facebook.com/groups/320669868406764)

L'UNION CHAMPENOISE DES ETUDIANTS IVOIRIENS

UCEI Maison de la vie associative
122 B rue du Barbatre
51100 REIMS
f [IvoiriensChampenois](https://www.facebook.com/IvoiriensChampenois)

OTHER INTERNATIONAL ASSOCIATIONS

Contacts on request at : ✉ dri@univ-reims.fr

Association des guinéens de Reims / Union Rémoise des Associations /
Estudiantines Africaines / Association des Etudiants Gabonais de Reims /
Association des Étudiants Algériens de Reims / EtuTurcs (Association of
Turkish students) / Association Béninoise des Etudiants de Champagne-
Ardenne

BUREAU DES ARTS ESIREIMS

Esplanade Roland Garros Pôle
Technologique Henri Farman
BP1029
51686 REIMS cedex
✉ bds.esireims@gmail.com

ASSOCIATION MALIENNE DES ETUDIANTS DE REIMS(AMER)

✉ amer_malireims@yahoo.fr
f [amer mali12](https://www.facebook.com/amer mali12)

ASSOCIATION REMOISE DES ETUDIANTS SENEGALAIS ARES

133 BOULEVARD Pommery
51100 REIMS
✉ moussa.mbaye95@gmail.com
f [ares.reims](https://www.facebook.com/ares.reims)
[amer mali12](https://www.facebook.com/amer mali12)

REPRESENTATIVE

ASSOC'IA TEUR

57 bis, rue Pierre Taittinger
51096 REIMS CEDEX
✉ associateur@gmail.com
f AssociATEUR

UNION NATIONALE DES ETUDIANTS DE FRANCE ASSEMBLÉE GÉNÉRALE ETUDIANTE DE REIMS CHAMPAGNE-ARDENNE

57 bis rue Pierre Taittinger
51100 REIMS
✉ reims.une@gmail.com
f unef.reims

INTERCAMPUS

Campus Moulin de la Housse
✉ president@intercampus.fr
f fede.intercampus

FÉDÉRATION DES ÉTUDIANTS TROYENS - CAMPUS 3

Campus des Comtes de
Champagne
6 rue de la Petite Courtine
10000 TROYES
✉ assointer3@gmail.com
f FETCampus3

FÉDÉRATION DES LETTRES, ARTS ET SCIENCES HUMAINES

57 bis Rue Pierre Taittinger
51100 REIMS
✉ association.flash@gmail.com

ASSOCIATION 9M²

ASSOCIATION DES ÉTUDIANTS EN
RÉSIDENCES DU CROUS DE REIMS
✉ contact@association-9m2.org
f association9m2

ASSOCIATION DES JURISTES PROCESSUALISTES

57 bis rue Pierre Taittinger
51100 REIMS
✉ m2contentieux.reims@gmail.com

HEARTS REJOICE

22 Bis Rue du Barbâtre
Maison de la Vie Associative
51100 REIMS
✉ heartsrejoice@gmail.com
f Heart.Rejoice

ASSOCIATION NATURA'FAC

5 Chemin des Rouliers
51100 REIMS
✉ clubcpnaturafac@outlook.fr
f NaturafacReims

ASSOCIATION POUR LA RECHERCHE ET LA PROMOTION DES PROJETS ÉTUDIANTS EN GESTION D'ENTREPRISES

IUT de Reims-Chalons-Charleville
Département GEA
Rue des Crayères
BP 1035
51687 REIMS Cedex 2
✉ arpege.iutreims@laposte.net
f profile.php?id=100009491558492

CAFÉTÉRIA SANTÉ

51 rue cognacq jay
51100 REIMS
✉ cafetsante51100@gmail.com
f profile.php?id=100004273128320

CLUB K'FET ESIREIMS

3 esplanade ROLAND GARROS
51100 REIMS
✉ kfet.esireims@gmail.com

ASSOCIATION DE L'ASSEMBLÉE GÉNÉRALE DE LA BULLE 2019

51 Rue Cognacq-Jay
51100 REIMS
✉ secretaire.aagb2019@gmail.com

ASSOCIATION GESTION URBAINE CHÂLONS-EN-CHAMPAGNE

✉ asso.gu.chalons@gmail.com

WINES TROTTERS

✉ winestrotters@gmail.com
f Associations-Wines-Trotters-et-
Société-des-Vins-de-l'Université-
de-Reims-152525128802157/

WINE WOOD WHEAT & CO

URCA UFR SEN
51687 REIMS cedex 2
f urca.lare

CLINIQUE JURIDIQUE DE REIMS

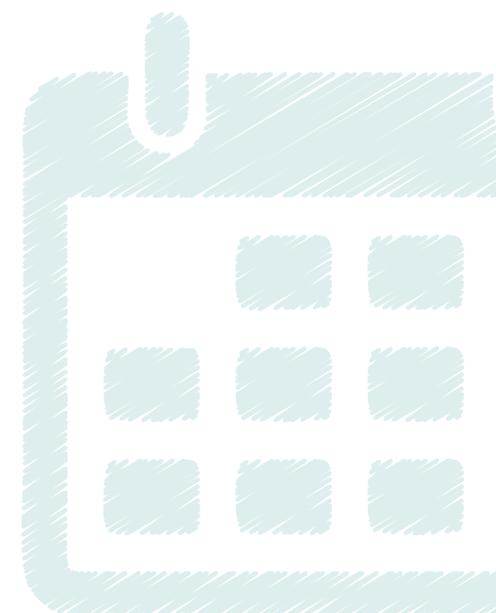
✉ cj.reims@gmail.com
f CJReim

ASSOCIATION ETUDIANTE DU GOÛT ET DU LUXE DE REIMS

✉ master2eggl@gmail.com
f aeglreims

ANTENNE DES SECOURISTES ÉTUDIANTS DE LA MARNE

✉ secoursetudiant@protection-
civile51.org
f ASEM51





VII. LEISURE ACTIVITIES

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LEISURE ACTIVITIES

MONUMENTS ET MUSÉES

> REIMS

The cathedral and the Saint Remi Basilica are must-sees of course, but also the historic and artistic museums: Palais du Tau Museum, St-Remi museum, Museum of the Surrender, the Museum of Fine Arts, Hôtel le Vergeur Museum, Fort de la Pompelle Museum, Villa Demoiselle, the former Jesuits college, Planetarium and Cryptoporticus at Place du Forum, etc...

> TROYES

Troyes has an exceptional amount of former religious buildings grouped together near the city centre. In addition, it offers a rich range of museums, with the Museum of Modern Art, the Vauluisant Museum (Historic museum of Troyes and Champagne, Museum of hosiery) and the Saint-Loup Museum (Museum of Fine Arts in Troyes).

> CHARLEVILLE-MÉZIÈRES

The world capital of puppets is impressive with its Place Ducale and its Italian architecture. This main square in Charleville-Mézières is regarded as the twin sister of the Place des Vosges in Paris. Located in the Mézières district, the charm of the Notre-Dame d'Espérance basilica, with its flamboyant Gothic and Renaissance style, is reinforced by its surrounding narrow streets. The Museum of the Ardennes presents unique collections of archaeology and history, and the Rimbaud Museum, located on the île du Vieux Moulin in Charleville, evokes the memory of the great poet.

MUNICIPAL LIBRARIES AND MEDIA LIBRARIES

> REIMS

Libraries and media libraries in the city of Reims regularly organise events: film festivals, concerts, plays and discussion forums. You can find the activities on offer on the website <https://www.bm-reims.fr/> or in printed form in the monthly brochure called «Ouvrez les guillemets» available in the libraries.

At libraries and media libraries you can view documents and use rooms to work in and read.

 *For students, registration is free.*

To register, you must provide:

- ID of the person registering (national ID card or passport)
- Proof of residence less than three months old

> TROYES

Libraries and media libraries offer regular cultural events. On the website of the Troyes Champagne media libraries you will find the cultural programme as well as the opening hours for all media libraries in Troyes.

 <https://portail.mediatheque.grand-troyes.fr/iguana/www.main.cls>

> CHARLEVILLE-MÉZIÈRES

The Network of Ardenne City Community Media Libraries groups together the Voyelles media library, the Porte Neuve media library, the Tournes media library, the Georges-Delaw media library and the Round Couture library.

For more information on prices, events and the catalogue on the media library website go to:

 www.mediatheques.ardenne-metropole.fr

GOING OUT: CONCERTS, THEATRE, CINEMA

> REIMS

Reims offers you multiple possibilities for cultural and artistic events:

- Shows and concerts at **La Cartonnerie**

 www.cartonnerie.fr

- The dance, music and circus performances at **Le Manège - national theatre** in Reims:

 www.manegedereims.com

- The Comédie de Reims offers a very varied programme with plays by classical and contemporary playwrights:

 www.lacomediereims.fr

- **Opéra de Reims** offers a very varied annual lyrical programme (operas, operettas, musicals, ballets, etc.),

 www.operadereims.com/ and Opéraims

- **Saint-Ex-Culture Numérique-Reims** is a welcoming discussion space which is dedicated to artistic practices (amateur and professionals).

- **Two cinemas are located in Reims**

The Opéra cinema programme of films in the original version (V.O.), auteur films and festivals like for example «Parada Ciné» or «Hallo Kino», in collaboration with the University Cultural Action Service (SUAC).

- **Festival**

The fairly small-sized festival **The Magnificent Society**, the newest French festival, is put on by La Cartonnerie, a venue for current music, and co-organised with Césaré, a national centre for musical creation. Each year the festival begun in 2017 presents nearly fifty artists across 4 stages, and there are areas for festival-goers to meet and share, and it has close links with Japan.

 www.lamagnifiquesociety.com

- **Going out**

Reims: To view the calendar of cultural events in Reims:

 www.infoculture-reims.fr

> TROYES

The Troyes cultural calendar offers events for all audiences:

- The «**La Maison du Boulanger**» cultural centre offers a programme of cultural events including live shows, music, fine arts, publishing and books.
- Major concerts and shows take place at **Cube Troyes Champagne Expo**
- **Théâtre de Champagne** puts on contemporary shows of all types
- **Théâtre de la Madeleine**, built in the Italian-style, presents playwrights' plays and classical music concerts
www.theatredelamadeleine.com
- **Les Clés de Troyes** (The Keys of Troyes). Furthermore the city of Troyes offers new students an unmissable event to learn more about the City in September each year. On the agenda: urban adventure races, springboard student initiatives and music, a football tournament, etc
www.etudieratroyes.fr/vivre-sa-vie-detudiant/cles-de-troyes
- The **Troyes Ciné City**, located not far from the city centre, screens contemporary films. Thematic festivals are also organised there.

• Festival

The «**Les nuits de Champagne** » festival takes place in different cultural venues of the town with nearly 25 concerts;

www.nuitsdechampagne.com

• Going out

To view the cultural events calendar for Troyes:

www.maisonduboulanger.com/l-agenda.html



> CHARLEVILLE-MÉZIÈRES

• The **Théâtre de Charleville-Mézières** (TCM) puts on national and international classic or contemporary theatre productions, dance, operas, variety shows, etc.

• The **Institut International de la Marionnette** (International Institute of Puppetry) offers theatre object performances presented by artists and companies from the world of puppetry. Important! Shows by ESNAM (Ecole Supérieure Nationale des Arts de la Marionnette - Higher School of the Arts of Puppetry) students are free.

• Concerts are held in the **Manureva Room** and the **Forum**

www.manu-sonetlumiere.fr

• **Metropolis**, the cinema complex of 15 screens in the heart of the historical centre of Charleville-Mézières, presents films for each type of movie buff.

• Festival

The environmentally-responsible festival **Le Cabaret Vert** is an open-air festival with a range of music ranging from rock to reggae by way of electro and rap. On site, you will also find: an association village, different artistic workshops: screenings of short films, painting exhibitions, juggling workshops, street theatre, graffiti, etc

www.cabaretvert.com

• Going out

To view the calendar of cultural events in Charleville-Mézières:

www.08.agendaculturel.fr/agenda-culturel/charleville-mezieres



GOING OUT IN THE REGION

> HERITAGE

The former Champagne-Ardenne region offers cultural richness and fascinating history. In addition to more than 200 km of champagne cellars which cover the basements of Reims and Épernay, the region boasts historic towns and castles and impressive fortresses that symbolise the history of France.

The houses built in the 16th century with timber frames and pastel coloured facades are a curiosity in Troyes and create a medieval atmosphere. The Château de Sedan, the Château de Réveillon (several famous writers including Alexander Dumas and Marcel Proust stayed here) or the Château de Cirey-sur-Blaise, which was a place to relax for Voltaire and his friends, are also worth a visit.

For sporty types, many hiking or biking trails are possible in the Ardennes mountain range and the forests of Argonne, Meuse valley, around Der lake, etc.

The Regional Nature Park of the Mountains of Reims between Épernay and Reims, with its characteristic vineyards and villages, is a pleasant place to stay and hike.



GASTRONOMY

The Champagne-Ardenne is proud of its culinary heritage and especially its sparkling wine, which is famous worldwide: **Champagne**.

The **pink biscuits of Reims** go perfectly with this prestigious drink. Other culinary offerings in the region: (non-exhaustive list)

- Chaource cheese,
- vinegar,
- Reims mustard,
- potée champenoise,
- Rethel white pudding,
- Troyes andouillette,
- Reims ham,
- Sainte-Ménéhould pigs trotters.





VIII. MISCELLANEOUS



MISCELLANEOUS

STUDENT JOBS

The legal situation for hiring students varies depending on where they come from.

1/ If you have a student residence permit, you can get paid employment on an ancillary basis during your studies in France. Your employer must declare your recruitment to the prefecture. N.B the student residence permit does not allow you to be an auto-entrepreneur.

2/ you are European, you can work during your studies. You are not obliged to have a residence permit or work permit. You must hold your employment on an ancillary basis (i.e. in addition to your studies). You can work 964 hours maximum per year, or 60% of the annual legal duration of employment. If you exceed this quota, you change the reason for your stay and will fall into the category of workers.

For all information about a foreign student working in France, see:

 www.service-public.fr/particuliers/vosdroits/N107



➤ FINDING A JOB

To bring businesses together with our students and help them with their professional plans, the University of Reims Champagne Ardenne has set up a «URCA Career Platform» in partnership with JobTeaser:

📡 www.jobteaser.com/fr

The «URCA Career Platform» is a reference platform in Europe which is free via our university link, directly integrated into the Intranet of more than 400 institutions and offers job advertising and employer brand solutions. Students can thus enjoy a space that offers many features.

- Spaces to present companies and their jobs (+ 1500 job videos)
- Announcement of company career events
- Advertising internship, sandwich jobs and employment offers
- Offer and event e-mail alerts

The Regional Youth Information Centre (CRIJ Europe-Direct) in Reims can also give you student job offers:

📡 www.europedirect-reims.fr / www.info-jeunes-grandest.fr

You can use Pôle Emploi (the employment centre), the establishment responsible for employment in France:

📡 www.pole-emploi.fr

PRACTICAL GUIDE

➤ PUBLIC HOLIDAYS IN FRANCE

- 1 January: New Year
- Easter Monday
- 1 May: Labour Day
- 8 May: Victory Day in 1945
- Ascension Day
- Whit Monday
- 14 July: Bastille Day
- 15 August Assumption
- 1 November: All Saints Day
- 11 November: Armistice 1918
- 25 December: Christmas

➤ EATING HABITS IN BRASSERIES AND RESTAURANTS

In French restaurants and brasseries, the waiter takes you to a table. You can always ask for a jug of water (tap water) which is free of charge. Service is included in the bill, but it is common to leave a tip.

➤ OPENING HOURS OF PUBLIC INSTITUTIONS

In France, public institutions, banks, pharmacies and small shops close between noon and approximately 2:00 p.m. (except in large cities).

➤ SAYING HELLO IN FRANCE

There are two ways to say hello in France: you can shake right hands, or kiss on the cheek. You usually kiss on the cheek when you know the person. To kiss on the cheek, you simply offer your cheek. Giving a proper kiss is completely forbidden (even if we like the person!). In Reims for example, we kiss twice, but in some French regions we kiss three or four times.

> SUPERMARKETS AND MARKETS

There are several types of shops where you can do your shopping. Prices and opening times differ depending on the shop.

- Low-cost food shops,
- Medium-sized food shops,
- Hyper and supermarkets (also called «grandes surfaces») are located outside the city.

Shops are generally open from Monday to Saturday; some open on Sunday and smaller shops may close at noon.

Sales are twice a year, in January and July.

To buy fruit and vegetables from local producers, consider going to markets (every day in a different district).

> THE MARKETS IN REIMS

- **Monday:** Saint-Thomas market (avenue de Laon)
- **Tuesday:** Saint-Remi market (rue Simon) and Europe market (Place Jean Moulin)
- **Wednesday:** Boulingrin market, Châtillons market (Argonautes) and Croix du Sud market (Croix-Rouge)
- **Thursday:** Carteret market (Boulevard Carteret) and Place Luton market
- **Friday:** Wilson market and evening organic farmers market (Halles du Boulingrin)
- **Saturday:** Boulingrin market and Billard market (rue du Dr Billard)
- **Sunday:** Jean Jaurès market (avenue Jean Jaurès) and Sainte Anne market (rue de Louvois)

 *Markets are generally open from 8:00 a.m. to 1:00 p.m.*

> LAUNDRIES

University halls of residence are equipped with washing machines and dryers.

Near the Sciences Po College, Esplanade Fléchambault (Saint-Rémi district)

 *Average cost of a wash (5 kg): €3, and a €1.50 for a dry.*

> MOBILE PHONE

To have a French number, you must buy a laptop which is compatible with a French network and a SIM card which will cost you approximately €30 including €10 of credit to send messages and make calls. Cards for mobile phones are available for €5, 10, 15, 25 and 50.

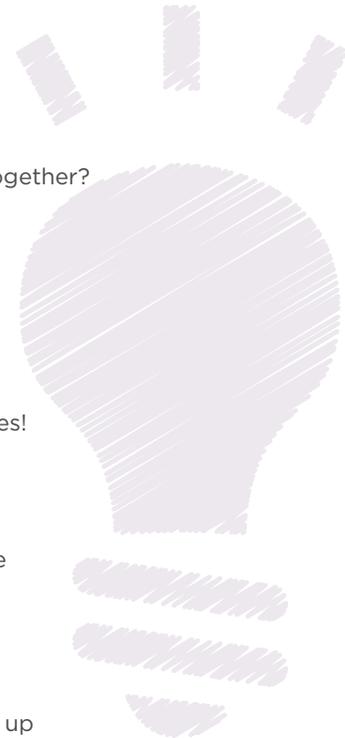
 *The validity of credit is limited depending on the card value (for example, you can use a €5 card for 7 days, but after 7 days the remaining credit is eliminated).*

For those who stay for 6 months or more, it might be good value to take out a subscription with a telephone operator. The «blocked account» formula stops you from consuming more than your subscription. For all information, you can contact the speciality shops.

> FRENCH CULTURE

INFORMAL FRENCH EXPRESSIONS

- **Avoir la crève:** When you're ill or have a cough
- **Boire un coup:** to have a drink
- **Bosser / taffer:** Work
- **Bouffer / on s'fait une bouffe?:** to eat / shall we eat together?
- **C'est chaud / C'est chouette:** It's difficult / It's great
- **C'est délire / C'est rigolo:** It's funny
- **C'est dingue:** It's crazy
- **C'est lourd:** It's difficult
- **C'est nickel:** It's perfect
- **C'est pas terrible:** It's gross, It's not good
- **Ça craint:** It's not good
- **C'est nul Ça me prend la tête:** It gets on my nerves
- **Ça me soûle / Ça me gonfle:** It really gets on my nerves!
- **Absolument !** Totally!
- **Ce n'est pas la peine:** It's not worth it
- **Crever:** to destroy something, to be tired
- **C'est Dégueulasse (dégeu):** It's disgusting
- **Engueuler / s'engueuler / se faire engueuler:** To argue
- **Être chien:** To be tough, cunning
- **Fastoche:** Very easy
- **Flipper:** To be scared
- **Glander:** To be lazy
- **Gosse:** child
- **J'en ai marre / J'en ai ras le bol / Ça me gave:** I'm fed up
- **Je m'en fous:** I don't care
- **Je suis dégoûté (dég'). / Avoir les boules:** I'm really disappointed



- **Kiffer:** To really like
- **La bagnole, la caisse:** car
- **Le taf / Le boulot:** Work
- **Les sous / la thune:** Money
- **Moche:** ugly
- **Oh ! La vache:** used to show surprise
- **Poireauter:** to wait
- **S'éclater:** to have a great time
- **Délirer:** to have fun
- **Se casser / se barrer:** to leave
- **Tchatcher:** to talk easily about anything
- **Un bouquin:** A book
- **Un flic / un keuf:** a policeman
- **Un pote:** a friend
- **Un truc / un machin / un bidule:** a thing (thingummy)
- **Une clope:** A cigarette
- **Une meuf / un mec:** A woman / a guy
- **Vachement:** A lot
- **Le truc de fou !:** It's incredible!

LIST OF ACRONYMS

To make your life easier in France, please find a list of some useful acronyms below.

It is not rare, in French, to hear almost more acronyms than words in the same sentence...

- **ALS:** social housing allowance
- **APL:** personalised housing assistance
- **APT:** provisional work permit
- **BU:** University library
- **BVE:** Student Life Office
- **CAF:** Family Allowance Fund
- **CDG:** Charles de Gaulle airport (Paris)
- **CeReL:** Language Resource Centre
- **CHU:** University Hospital
- **GU:** Science Faculty University Gym
- **HCR:** Law Economics Literature faculty Croix Rouge Gym Hall
- **HLM:** council housing
- **LMDE:** Student Mutual Insurance Fund
- **MGEL:** East France Student General Mutual Insurance Fund
- **RER:** Regional Express Network of Ile-de-France
- **RIB:** Bank account details
- **CIEF:** International Centre for French Studies
- **CPAM:** Primary Health Insurance Fund

- **CRI:** IT Resources Centre
- **CRIJ:** Regional Youth Information Centre
- **CM:** Lectures
- **CNOUS:** National Centre of University and School Works
- **CROUS:** Regional Centre of University and School Works
- **DEVU:** Department of Studies and University Life
- **DREDI :** Department of External Relations and International Development
- **DSE:** Student Social Dossier
- **EDF:** National electricity supplier
- **FSDIE :** Solidarity and Student Initiatives Development Fund
- **RU:** University canteen
- **SES:** Teaching and Academic Affairs Services
- **SNCF:** French National Railway Company
- **SUAC:** University Cultural Action Service
- **SUAPS:** University Physical and Sports Activities Service
- **SUMPPS:** University Preventive Medicine and Health Promotion Service
- **TD:** Tutorials
- **TP:** Practical work
- **UFR:** Teaching and Research Unit, Department
- **URCA:** University of Reims Champagne-Ardenne

GLOSSARY

▶ STUDENT LIFE SERVICES

• CAMPUS FRANCE

It is a national agency to promote French higher education abroad. Campus France aims to promote French higher education courses around the world and offer foreign students a path to success in accessing higher education in France, from the home country to the reception country, from the first information until the stay in France and return to the country of origin.

📶 www.campusfrance.fr

• CNOUS

The National Centre of University and School Works (CNOUS) manages the CROUS network. Its objective is to give all students the same chances to access and succeed in higher education by helping them with their day to day lives.

📶 www.cnous.fr

• CROUS

CROUS are public institutions under the supervision of the Ministry of National Education, Higher Education and Research. They have the aim of improving the living conditions of students in many areas: food, accommodation, grants, social and cultural actions, and help for international students...

📡 www.crous-reims.fr

• DSE

The Dossier Social Etudiant or DSE (Student Social Dossier) enables students to request a Higher Education and Research grant and/or accommodation managed by CROUS with the same dossier.

The request must be made between the 15 January and 15 May preceding the academic year.

📡 www.etudiant.gouv.fr/cid111606/constituez-votre-dossier-social-etudiant-dse.html

▶ UNIVERSITY SYSTEM

• DOMAINE (FIELD)

All LMD courses are grouped into areas of studies. Each field is subdivided into specialised areas.

• MENTION (SPECIALISED AREAS)

Each faculty brings together several disciplines which correspond to specialised areas. Each specialised area has its own training content made up of Teaching Units (UE) and Constituent Elements (EC).

• ELEMENTS CONSTITUTIFS or EC (CONSTITUENT ELEMENTS)

The constituent elements are the main materials or elements of a Teaching Unit.

• UFR (Teaching and Research Unit)

UNITE D'ENSEIGNEMENT or UE (TEACHING UNIT)

Teaching Units are the main themes of a specialised area. Each UE is made up of several constituent elements.

▶ ACCOMMODATION

• ALS

The social housing allowance is paid to students whose parents earn less than €3,000 per month, as well as students who are fiscally independent of their parents and who earn less than €500 per month. ALS may be up to €167. Application forms may be collected from the CAF.

• APL

The personalised housing assistance is assistance given to any person living in accommodation that is subject to an agreement with the State. But, unlike the ALS, it is directly paid to the owner. Application forms may be collected from the CAF. For more information, please contact the family allowance fund in your city.

• BAIL (LEASE)

A lease is a rental contract drawn up by the owner and the tenant describing the accommodation and the rights and obligations of each party. You will be asked to complete an inventory on signing the lease and provide proof of home insurance. Carefully check the clauses relating to the duration of the contract before signing and the deadline for giving notice.

• CAF

The family allowance fund is a body which assists people to help them in their day to day lives.

• CAUTION OR DÉPÔT DE GARANTIE (DEPOSIT)

The deposit is a security deposit; which is a sum set side equivalent to at least one month's rent as a provision in the event of non-payment or damage to the premises by the tenant.

• FOYER (TEMPORARY RESIDENCES)

Foyers are temporary residences that are similar in their structure to university halls of residence, but they are accessible to everyone and not only students.

• HLM (COUNCIL HOUSING)

Council housing is accommodation managed by a public or private body, intended for people with a low income.

• ÉTAT DES LIEUX, GARANT, TAXE D'HABITATION (INVENTORY, GUARANTOR, RESIDENCE TAX)

See section on accommodation

• STUDIO

Is an apartment with one main room with a kitchen corner (kitchenette), separate bathroom and WC which is either separate or installed in the bathroom.

• F1/T1, F2/T2, F3/T3

F (for function) or T (for type) - they are practically the same thing, except that the first historically came before the second, which has added some subtleties.

CONTACTS AND USEFUL ADDRESSES

18 Emergency / Fire service

15 Emergency Medical Assistance Service (SAMU)

17 Police

112 European emergency call

Poison control centre: 03 83 32 36 36

SOS amitiés: 03 26 05 12 12

SOS suicide: 03 26 07 35 35

Drugs, alcohol and tobacco info. service: 0 800 23 13 13

AIDS info. service: 0 800 840 800

Telephone directory: 118 008

▶ IN REIMS

AUBERGE DE JEUNESSE (CIS)

21 Chaussée Bocquaine
51100 Reims

☎ +33 (0)3 26 40 52 60

✉ info@cis-reims.com

CAF

202 rue des Capucins
51087 Reims

0820 25 51 10

🌐 www.marne.caf.fr

CROUS

14 allée des Landais
BP2751

51063 Reims cedex

☎ +33 (0)3 26 50 59 00

🌐 www.crous-reims.fr

LMDE REIMS

8 rue Jeanne D'Arc
51100 Reims

MGEL

Campus Croix Rouge
rue Pierre Taittinger

51100 Reims

☎ +33 (0)3 26 87 79 79

SOUS PRÉFECTURE DE REIMS

Place Royale

51096 Reims

☎ +33 (0)3 26 86 71 66

▶ IN TROYES

AUBERGE DE JEUNESSE

Troyes-Rosières
Chemin Sainte Scholastique
10430 - Rosières

☎ +33 (0)3 25 82 00 65

🌐 www.fuaj.org/Troyes-Rosieres
troyes-rosieres@fuaj.org

MAISON DES ÉTUDIANTS DE TROYES

6, rue de la petite Courtine
10000 Troyes

☎ + 33 (0)3 25 82 19 45

LMDE TROYES

58, rue du Général Saussier
10000 Troyes

ESPACE ETUDIANT MGEL

76, rue du Général de Gaulle
10000 Troyes

☎ +33 (0)3 25 73 09 10

SOUS PRÉFECTURE DE L'AUBE

2 rue Pierre Labonde
10000 Troyes

☎ +33 (0) 25 42 35 00

▶ IN CHARLEVILLE-MÉZIÈRES

CROUS CHARLEVILLE-MÉZIÈRES

38, rue de Montjoly
08000 Charleville-Mézières

☎ +33 (0)3 24 59 11 95

MGEL

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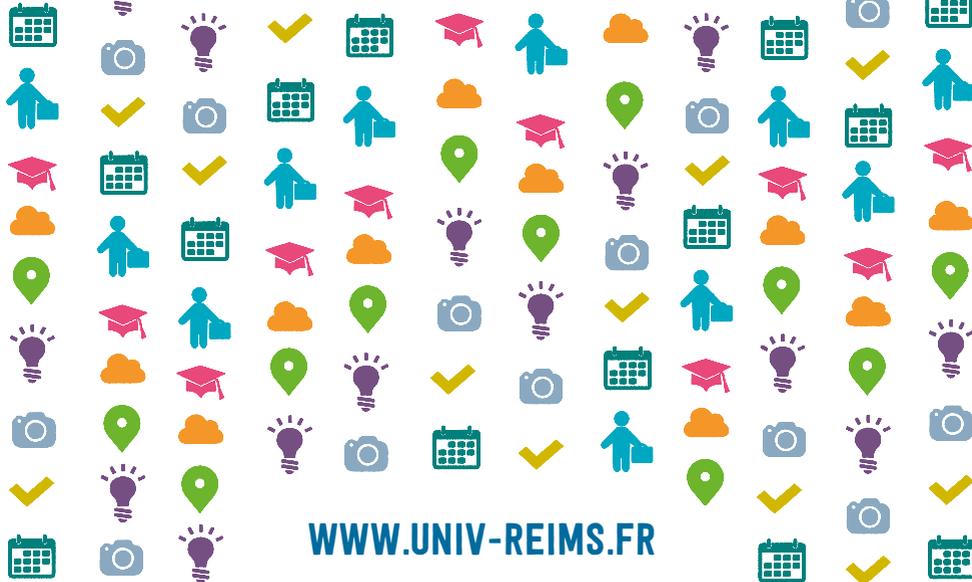




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