



managing diversity

WELCOME GUIDE FOR INTERNATIONAL STUDENTS



2007/2008

ESC RENNES SCHOOL OF BUSINESS

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Welcome to France

Living diversity in Rennes!

Hello and welcome to the ESC Rennes School of Business!

We are sure you will be very happy here and we will do our utmost to help you settle in and fully enjoy your experience in France, be it for one semester or a full year.

We have compiled this guide to help you prepare your stay in Rennes, but also to accompany you throughout your studies here. Do not forget to bring this with you – you will also find the information useful once you are here!

The guide is divided into 4 different chapters:

- I. **General information**
- II. **A to Z to prepare your journey**
- III. **A to Z of useful information for your stay in Rennes**
- IV. **A to Z useful information at ESC Rennes School of Business**

This is obviously not exhaustive and we welcome your comments and suggestions to improve this guide. A questionnaire is provided at the end of the guide which you may return to us once you are here.

Happy reading and please feel free to contact us if you feel unsure about anything before you come to France.

welcome.students@esc-rennes.fr

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I. GENERAL INFORMATION

France

France is situated west of Europe and is surrounded by the Atlantic Ocean, the Mediterranean and the English Channel. Countries bordering France are Belgium, Luxemburg, Germany, Switzerland, Italy, Monaco, Andorra and Spain. It covers a surface area of 543,965 km² and has more than 60 million inhabitants. The capital of France is Paris with nearly 10 million inhabitants. It is divided into 96 «departments» and 22 regions. (www.europa.eu.int, www.edufrance.fr).

Brittany

Brittany is a multi-faceted region. Land and sea meet and live together in harmony. It is ranked as the most popular area to live in France!

There are many interesting and cultural sites to be visited in Brittany, such as the seaside resort Dinard, the medieval town of Dinan and of course Saint Malo. The 'magic' forest of Brocéliande near Rennes is also a wonderful tourist attraction as well as the famous Mont Saint Michel. From Saint Malo, you can visit the islands of Guernsey and Jersey by ferry (about 1 hour's crossing). Further west of Brittany, in Carnac for example, you will find the famous megalith monuments.

Brittany is also known for its culinary diversity; famous «galettes» or crêpes (thin pancakes made of buckwheat flour for savoury dishes and wheat flour for dessert), seafood (especially oysters, fish) and typical desserts such as the «Far Breton» and the «Kouign Amman». There are also special beverages such as cider and «chouchen» (a type of mead made from honey). For more information, visit the wikipedia website: <http://en.wikipedia.org/wiki/Brittany> or www.brittanytourism.com.

Rennes

Rennes is the capital of Brittany. Rennes has more than 200,000 habitants. About 40% are students. The city is classified as a city of art and history. In the old centre you will find a lot of medieval houses. Rennes is also the meeting point of two rivers: the Ille and the Vilaine. This is also the name of the «department»: Ille-et-Vilaine.

As already mentioned, many students live in Rennes because of the numerous universities and Grandes Ecoles (prestigious third-level education schools) situated in the city. There are two public universities, Ecoles Supérieures for engineering, politics, business, sciences, electricity, etc. Rennes is one of the top ten cities in France where French people prefer to live and work. The main industries in and around Rennes are: automobile and automotive industries, agribusiness, tourism, telecommunications, engineering companies, service industries, etc. For more information, visit <http://en.wikipedia.org/wiki/Rennes>, www.rennes-metropole.fr or www.ville-rennes.fr.

Language

The official language in France is French!

In Brittany, there are two regional languages which have no official status as regards the State, although they are supported by the regional authorities within the strict constitutional limits. They are: Breton, a Celtic language related to Welsh, strongest in the West but spoken all over Brittany, and Gallo, one of the Oïl languages, which is spoken in the East.

Although not the main spoken language, several schools in Rennes and in Brittany teach in both languages. However do not worry; you will not be confronted by these regional languages. You will find that French people manage to speak English either «just a little» or quite fluently but are often rather shy about speaking a foreign language.

Due to our dual nationality at ESC Rennes School of Business, the majority of people on campus speak English.

II. A to Z - PREPARE YOUR JOURNEY

Accommodation

ESC Rennes does not have halls of residence and therefore all students registered at the school must rent private accommodation. The school and the Come On team can help students, if they wish, find accommodation for the duration of their stay in Rennes.

Please note that accommodation Rennes is not easy to find as it is a university city with over 60,000 French and international students per year. Rents are also high and vary enormously depending on the landlord, the location and the services and equipment provided. Students are therefore **strongly encouraged** to reserve their accommodation as soon as possible after having been accepted.

Students who are only staying for **one semester** will find it harder to find accommodation. They will have to expect to pay higher rent in the private residences (as the price decreases the longer you stay) and sometimes in flat-share accommodation. Landlords often ask students to pay for a minimum of 5 months' rent even if you are only here for 4 or 4½ months.

For more information, please consult the "[Accommodation Guide 2007/2008](#)".

Arrival in Rennes

If you have not made previous arrangements to be met in Rennes by your landlord or the Come On team, you may find the indications below useful.

At the Airport (Rennes-St.Jacques)

Take a taxi (about 15€ to 30€ from the airport to the Centre of Rennes depending on the day and the time of day or night), or a bus (during the daytime only and they are only every hour).

At the train station

To visualise the station, you can visit the website below:

http://www.lesgares.com/typologie/gare_typo.php?his=1&req=RNS

There are 2 exits at Rennes railway station, «Sortie Nord» (Northern Exit) and «Sortie Sud» (Southern Exit). To go towards the buses and town centre, take the **Sortie Nord**. Taxis can be found at both exits.

Direct buses go to the Centre of Rennes (bus stop: "République")

- number 2, direction "Grand Quartier",
- number 11, direction "ZI Ouest/Stade Rennais",
- number 17 direction "République".

The **metro** also has a stop at the station and goes directly to the city Centre ("République" or "Sainte Anne") or to "Villejean". For the ESC school, take the metro to "Villejean Université" (direction "J.F.Kennedy") and then cross the road and wait for the bus (opposite the swimming pool) n° 16 (direction "Beauregard"). ESC Rennes is at the second-to-last stop "Préfecture".

The **coach station** is just next to the railway station. Please follow the instructions indicated above.

ESC Rennes is situated north-east of Rennes near to the Chamber of Commerce and the Prefecture.

Welcome Service

The Come On team will be pleased to welcome you when you arrive in Rennes (N.B., Paris is over 300 kms from Rennes and it is therefore not possible to meet you in Paris). Please arrive within the advised arrival period before registration. In order to give the team enough notice we ask you to send them the **Welcome Service Reservation** (form 3) at least 2 weeks before your arrival and remember to keep them informed if there are any changes or delays.

During the welcome service period (1-11 (undergraduate and all transfer credit students) and 1-16

[postgraduate students] September 2007 and 12-15 January 2008) the Come On team will have a welcome stand at Rennes airport and railway station. They will be present at the stand during the times and dates mentioned on the **Welcome Service Reservation** form. Please meet them there.

If you are being met by your landlord or landlady, we suggest giving the top of the escalator (there is only one escalator per platform) as a meeting point.

Arrival documents to send before your journey

→ to welcome.students@esc-rennes.fr

- ✓ **Student Accommodation questionnaire** (before 30 June 2007 or 30 November 2007)
- ✓ **Staying with a family form** (if appropriate)

→ to comeon@esc-rennes.fr

- ✓ **Welcome services reservation form** (before 24 August 2007 or 4 January 2008).

Budget

Please find below a very approximate budget for a student in Rennes. Remember to provide enough money available for your arrival in France as it can take up to three weeks to obtain a cheque book and credit card when you open a bank account.

- ✓ Room 350€/month on average + 1-2 month's rent deposit (refundable)
- ✓ Food 200€ / month
- ✓ Personal expenses 150€
- ✓ Monthly bus pass 22.30€ to 34.20€ / month
- ✓ Student health insurance 189€ (price for 2006/2007)
- ✓ Complementary health insurance ... 100€ / year
- ✓ Civil responsibility 40€ / year
- ✓ Residence Permit (for students with long-stay visas) 55€ / year (2006/2007)
- ✓ Average total per month 700€ excluding travel and personal expenses.

Computers

All information on timetables, student handbooks, change of classes, Didagora (see under «**Computer Services**» in **Chapter 4 – A to Z at ESC Rennes School of Business**) can be found on the intranet. Students are encouraged to bring their laptops with them (these will be configured to our system within the first few weeks at ESC Rennes). For students without their own personal computers, there is an open space area on the 1st floor with about 10 computers which international students are welcome to use.

Documents to prepare for arrival in France

In order to prepare your stay in France we have created a **checklist of documents** (Appendix 3) you will need to present for various procedures (student card, opening a bank account, residence permit, renting a room, housing allowance, health insurance, etc).

Insurance

Travel insurance

Before you leave your country, make sure that you have taken out travel insurance with repatriation in case of serious health problems, accident etc. However, it is compulsory for all students to buy student health insurance in France (see below). Also, please read carefully the information sheet on **health coverage** (Appendix 1) as it is very important to be properly covered whilst in France. N.B. Students who must apply for visas are often asked to take out health insurance by the French Embassy.

Accommodation insurance

French law stipulates that all persons who rent accommodation must have civil responsibility and third party insurance at their address in Rennes; some landlords include this in their «rental package». If not, you can buy this with the LMDE or SMEBA (see "Useful addresses" in Section 3) or with your French bank.

Health insurance

It is compulsory that all students between the ages of 16 and 28 studying in France have health insurance. All students who are under 28 years of age on 1 October 2007 must subscribe to the French Student Health Insurance despite of their length of studies at ESC Rennes. In 2006/2007 this cost 18g€. The only exceptions are European national students who have a valid European Health insurance card for the length of their stay in Rennes. **Private health insurance policies are absolutely and under no circumstances accepted.** For more details, see the **Health Insurance in France** information sheet (Appendix 1).

| If you are: | You must: |
|---|---|
| A European student staying for a minimum of 1 semester | Have a valid European Health Insurance card for the length of your studies in France <i>or</i> Subscribe to the French Student Health Insurance |
| All other students <u>under</u> the age of 28 on 1 October 2007 | Subscribe to the French Student Health Insurance |
| All other students <u>over</u> the age of 28 on 1 October 2007 | See the ESC Rennes administration during the official registration day |

N.B. Students who do not have the proper health coverage will not be entitled to register at ESC Rennes.

Missing Documents

For your administration file to be complete and to be able to register at ESC Rennes, please make sure you have already sent the following documents.

| | Exchange students | Non-exchange students |
|---|-------------------|-----------------------|
| ■ a photocopy of your passport or identity card | ✓ | ✓ |
| ■ your birth certificate officially ¹ translated into French (for students with long-stay visas only) | ✓ | ✓ |
| ■ 1 passport sized photo | ✓ | ✓ |
| ■ Proof of health insurance or 18g€ ² for student health insurance | ✓ | ✓ |
| ■ Letter of motivation / CV | ✓ | ✓ |
| ■ copies of your transcripts officially translated into English and stamped by the university | ✓ | |
| ■ Transcripts from home university | ✓ | ✓ |
| ■ TOEFL/TOEIC/IELTS Scores (for double diploma students only) | ✓ | |
| ■ Enrolment form signed | | ✓ |
| ■ copies of your transcripts officially translated into English | | ✓ |
| ■ Transcripts since secondary year | | ✓ |
| ■ TOEFL / TOEIC / IELTS scores or equivalent | | ✓ |
| ■ All academic records | | ✓ |
| ■ Copies of diplomas | | ✓ |
| ■ Proof of solvability | | ✓ |

¹ by a registered and official translator

² cost for 2006/2007, subject to change in 2007/2008

Reminder to arrange the following before you leave your home country

- visa (if applicable)
- transfer of money or bank draft
- travellers' cheques/currency for the journey and first few days including
- health insurance (please read very carefully the **table on health insurance** in appendix 1)
- 18g€³ for the student health insurance (if applicable – see above)
- passport photos
- details of your inoculations and information on any health problems you may have which a doctor would need to know in case of ongoing treatment or accident

Semester & recommended arrival

Dates for Academic Year 2007/2008

| | Autumn/Fall semester | Spring semester |
|---|-------------------------|----------------------------|
| | 12 Sept. - 22 Dec. 2007 | 7 or 16 Jan. – 10 May 2008 |
| On-line choice of courses | June 2007 | November 2007 |
| Arrival dates | 1 – 11 September 2007 | 12 – 15 January 2008 |
| Registration (compulsory for all students) | 12 September 2007 | 16 January 2008 |
| Induction programme (compulsory for all students) | | |
| Undergraduate transfer credit | 12 – 14 September 2007 | 16 – 18 January 2008 |
| BA students | 12 – 14 September 2007 | not applicable |
| Postgraduate transfer credit | 12 – 22 September 2007 | 16 – 18 January 2008 |
| MA + MSc students | 17 – 22 September 2007 | not applicable |
| Start of classes | | |
| Undergraduate Transfer credit | 17 September 2007 | 21 January 2008 |
| BA Students | 17 September 2007 | 7 January 2008 |
| Postgraduate Transfer credit | 24 September 2007 | 21 January 2008 |
| MA and MSc Students | 24 September 2007 | 7 January 2008 |

Travelling to Rennes

- Students are advised not to travel on Sundays or bank holidays in France. For example, 15 August is a bank holiday and the train and bus services are very limited.
- Please note that ESC Rennes is closed from 28 July to 15 August 2007 inclusive and students will not be able to be met during this period.
- Students who arrive outside the recommended arrival period (see arrival dates above) or very late at night may not be guaranteed a collection service from the station or airport. In this case you may need to reserve temporary accommodation – hotel or youth hostel (for the youth hostel see with Come On a few days beforehand) and take a taxi.

By plane

International air companies

Most international air companies arrive in Paris. There are 2 airports: Roissy Charles de Gaulle (CDG) or Orly. www.aeroportsdeparis.fr/ADP/en-GB/Passagers. Check with your air company, as they may have an agreement with Air France so that you can take a connecting flight to Rennes Airport for a reduced price («pré-acheminement»).

³ cost for 2006/2007, subject to change in 2007/2008

Low-cost companies (Europe)

To check the list of all European low cost airlines, visit <http://www.discountairfares.com/lcoteur.htm>:

Ryanair (www.ryanair.com)

- Brest (Luton)
- Dinard (East Midlands / Stansted / Bristol)
- Nantes (Stansted / Dublin / Shannon)
- Paris Beauvais (Glasgow, Milan, Porto, Rome, Shannon, Stockholm, Venice)

Flybe (www.flybe.com)

- Paris Charles de Gaulle (Exeter)
- Rennes (Southampton, Manchester, Belfast, Edinburgh, Exeter)

Airberlin (www.airberlin.com).

by train

The official railway company in France is called the SNCF (Société Nationale des Chemins de Fer) www.sncf.fr. There are direct trains from Paris Montparnasse station about every hour, or from Paris Charles de Gaulle airport (about 3 to 4 per day) to Rennes. For more information, look at the web pages: www.voyages-sncf.fr or www.tgv.fr.

→ From the Netherlands and Belgium there is the THALYS train: www.thalys.com

→ From England, one can take the Eurostar: www.eurostar.com. From London Waterloo station to Paris Gare du Nord and then change stations in Paris to take a direct train from Montparnasse to Rennes; or London Waterloo station to Lille Europe and take a direct train from Lille Europe to Rennes (about 3 per day).

N.B., the TGV (fast train) from Paris takes about 2 hours, from Charles de Gaulle Airport about 3 hours and from Lille about 4 hours.

Trains normally leave on time so be careful to give yourself enough time to find your way around the station, as like in most large cities, the stations are large, cold and complicated! Please do not forget when you book your train ticket in advance that it takes a lot of time to pick up your luggage in the airport and to get from one terminal to another, especially in Paris Charles de Gaulle.

Ticket information

You can buy your ticket in advance on the website and have it sent to your home address at no extra charge (but allow plenty of time for the post). Otherwise you can reserve your ticket on the internet and collect it either at a desk at the station or at one of the automatic ticket distributors in the station (using a code you will have received by internet). The other option is to buy your ticket and reservation (often compulsory on the TGV trains) directly on arrival, but expect to queue.

All tickets must be stamped in the yellow or orange boxes which are positioned before going onto the platform. Also, tickets bought on the train are more expensive than tickets bought at the cash desk or the automatic ticket machines. If you do not have time to buy your ticket before getting onto the train, you must find the ticket inspector immediately on boarding and not wait until he or she passes to check the tickets. Often the inspectors speak foreign languages – they wear flags on the lapels of their uniform to indicate the languages spoken.

By ferry

Students who live in England or Ireland can come by ferry. To see all the different crossings and companies, try the website www.belvedair.com.

The main companies are:

- **Brittany ferries** (www.brittany-ferries.co.uk)
- **Condor ferries** (www.condorferries.co.uk)
- **P&O** (www.poferries.com)

The nearest ports to Rennes are St. Malo, Cherbourg, Caen and Roscoff.

Useful Contacts at ESC Rennes School of Business

| | |
|---|--|
| Accommodation | Welcome.students@esc-rennes.fr |
| Arrival in Rennes | comeon@esc-rennes.fr |
| Course content and on-line choice of courses | isabelle.bacque@esc-rennes.fr Valerie.guilmard@esc-rennes.fr |
| Logistics before arrival (problems with visas, etc) | comeon@esc-rennes.fr |

Visa

International students from outside the European community will need a visa to enter France. Students who do NOT need a visa are the 27 members of the European community and members of the **European Economic Area** (Norway, Iceland, Liechtenstein, Switzerland). Consequently, all they need to provide is a valid (for the length of their stay abroad) passport or identity card.

All other students must apply for a visa at their nearest French Embassy or Consulate. As it can take quite some time (up to 2 months in some cases) we strongly advise students to apply for their visa as soon as possible on receiving the official **ESC Rennes Acceptance Letter** (which you will receive in English and in French).

If you are in doubt, check the following website: <http://diplomatie.gouv.fr/venir/visas/index/html>.

If you wish to visit several countries whilst you are in Europe, think of obtaining the necessary visas (ask for a multiple entry visa).

N.B. Rennes is not far from Jersey and the Channel Islands (if you wish to visit the islands, please think of obtaining the necessary visa before your leave your home country – it is easier than going to Paris to ask for one once you are here).

For more detailed information, please consult the information sheet on **Residence Permits** (appendix 4).

III. A TO Z: USEFUL INFORMATION CONCERNING YOUR STAY IN RENNES / FRANCE

Business hours

Most offices are open from Monday to Friday from 8am – 6pm. Government organizations such as the Préfecture, Social Security etc. are open from 8am to 4pm. Shops are open from 9 or 9.30am to 7 or 8pm sometimes closing between midday and 2pm. Please note, some shops are closed on Mondays in the morning or all day and banks are often closed on Saturdays (or Mondays).

Bank holidays

France has several bank holidays. Often, if a bank holiday falls on a Tuesday or a Thursday, employees tend to take the Monday or the Friday to make a long weekend. This is called «faire le pont». The bank holidays for 2007 and 2008 are:

| 2007 | | 2008 |
|-------------|------------------|-------------|
| 1 January | New Year | 1 January |
| 8 April | Easter | 23 March |
| 9 April | Easter Monday | 24 March |
| 1 May | Labour Day | 1 May |
| 8 May | Victory day | 8 May |
| 17 May | Ascension | - |
| 27 May | Whitsun | 11 May |
| 14 July | National holiday | 14 July |
| 15 August | Assumption | 15 August |
| 1 November | All Saints Day | 1 November |
| 11 November | Armistice | 11 November |
| 25 December | Christmas | 25 December |

Please think of checking these dates when you plan your trips - there are far fewer trains and connections on bank holidays (eg. beware of travelling on 15th August).

Bureau de Tabac

It is useful to know that you can buy a lot of useful items from a «Bureau de Tabac». Apart from selling cigarettes, etc., it also sells postage stamps, stamps for parking fines, and other government stamps, telephone cards, etc.

Child care

You are coming to Rennes with your child/children and need someone to take care of them during class there are different solutions. Depending on the age of your children you may enrol them in a crèche or kindergarten where they can stay the whole day. Places are limited in these institutions and you must enrol your child as soon as possible. Other solutions are day mothers or childminders and babysitters. Day mothers and childminders have to be legally registered. (In French:

http://www.chez-vous.com/asp/ville.asp?id_rubrique=2&id_sousrubrique=22&code_postal=35000&ville=Rennes

Cinemas

There are 5 cinemas in and close to Rennes showing films in French and in original versions. With your student card you can obtain reduced-price tickets (about 5 to 6€):

- Gaumont Rennes (8 cinemas) 8 quai Duguay-Trouin
- Cinéville Colombier (6 cinemas) Place Colombier
- Cinema Arvor (2 cinemas) 29 rue d'Antrain
- Ciné TNB (1 cinema) 1 rue St. Hélier
- Mega CGR Cap Malo, Route de St. Malo -35520 La Mézière.

Moreover there also «Vidéoclubs» where you can rent DVDs.

Conversion charts

Capacity

| litres | litres or UK gall. | UK gallons |
|--------|--------------------|------------|
| 4.546 | 1 | 0.220 |
| 9.092 | 2 | 0.440 |
| 13.638 | 3 | 0.660 |
| 18.184 | 4 | 0.880 |
| 20.730 | 5 | 1.100 |
| 27.276 | 6 | 1.320 |
| 31.823 | 7 | 1.540 |
| 36.369 | 8 | 1.760 |
| 40.915 | 9 | 1.980 |
| 45.461 | 10 | 2.200 |

Length

Multiply by:

| Centimetres (cm) | Cm or inch | Inches (inch) |
|------------------|------------|---------------|
| 2.54 | 1 | 0.394 |
| 5.08 | 2 | 0.787 |
| 7.62 | 3 | 1.181 |
| 10.16 | 4 | 1.575 |
| 12.70 | 5 | 1.969 |
| 15.24 | 6 | 2.362 |
| 17.78 | 7 | 2.756 |
| 20.32 | 8 | 3.150 |
| 22.86 | 9 | 3.543 |
| 25.40 | 10 | 3.937 |

Weight

| Kilograms (kg) | kg or lb | pounds (lb) |
|----------------|----------|-------------|
| 0.454 | 1 | 2.205 |
| 0.907 | 2 | 4.409 |
| 1.361 | 3 | 6.614 |
| 1.814 | 4 | 8.818 |
| 2.268 | 5 | 11.023 |
| 2.722 | 6 | 13.228 |
| 3.175 | 7 | 15.432 |
| 3.629 | 8 | 17.637 |
| 4.082 | 9 | 19.841 |
| 4.536 | 10 | 22.046 |

Speed

| | | | | | | | | | |
|------|----|----|----|----|----|-----|-----|-----|-----|
| mph | 20 | 30 | 40 | 50 | 60 | 70 | 80 | 90 | 100 |
| km/h | 32 | 48 | 64 | 80 | 96 | 112 | 128 | 144 | 160 |

Speed conversion

| | |
|-------------|-------|
| mph to km/h | 1.609 |
| km/h to mph | 0.621 |

Temperature

| | |
|-----------------------|-------------------------|
| Celsius to Fahrenheit | $(C \times 9) / 5 + 32$ |
| Fahrenheit to Celsius | $(F - 32) \times 5 / 9$ |

Dates

To avoid confusion when you are in France, it is important to be aware of the following order: Date/Month/Year eg: 15 August 2007 = 15/08/07.

Decimal point

In the French number system, the decimal point is replaced by a comma. For example, 3.5 is written as 3,5 in French.

Disability

ESC Rennes School of Business welcomes students with disabilities. Please inform the school before arrival by sending a mail to the programme administration for your programme (see **Who to go to** in Chapter 4). For students with reduced mobility, the school is equipped for lifts/elevators to the classroom floors and other amenities. Transport in Rennes is also adapted to persons with reduced mobility (metro & buses).

Driving in France

Below are some of the rules for drivers / passengers in France. In France, one drives on the right and the cars are left-wheel drive. You will need an international or European driver's license. All drivers and passengers must wear a safety belt in cars and taxis (whether you sit at the front or in the back). Children under the age of 10 must be in special appropriate seats (depending on their age and size). When one takes a coach, it is also compulsory to wear a safety belt.

Foreign drivers must get used to the cycle paths and bus paths which have priority over cars, and drivers must therefore be very careful when they want to turn right.

N.B. There is also a rule in the French driving code which gives way to roads coming from the right hand side (priorité à droite); one has to always slow down before a road on the right unless it is clearly marked that drivers on that road must yield way. If you feel unsure, it may be worth taking a few driving lessons.

France has become very strict on its drinking (also drugs) and driving laws. The maximum blood alcohol limit is 0.5 g/l. The law is very strict and if you are involved in an accident (even if it is not your fault), you can lose your license. Concerning drugs, even «soft» drugs are not tolerated and it is illegal to consume drugs and drive.

The speed limits (in dry weather conditions) in France are as follows:

- Motorways 130 km/hour
- Highways/dual carriageways with a central reservation 110 km/hour
- Other Roads 90 km/hour
- Towns and built-up areas 50 km/hour.

There are more and more automatic speed checks as well as spot checks (policemen in unmarked cars with cameras, etc). For more information, do not hesitate to read the brochure written in English by the French Road Safety Association «Welcome On France's roads»:

http://www.securiteroutiere.gouv.fr/IMG/pdf/sric_depliant_bienvenue_anglais_2005_07_01.pdf

Educational System

Please find a couple of tables which summarize the French educational system.

| Age | Name in French | France | US |
|-------|----------------------|------------------|--------------------|
| 18 | Baccalauréat | Bac | High School degree |
| 17-18 | Terminale | Lycée | High School |
| 16-17 | Première | | |
| 15-16 | Seconde | | |
| 14-15 | Troisième | Collège | Junior High School |
| 13-14 | Quatrième | | |
| 12-13 | Cinquième | | |
| 11-12 | Sixième | | |
| 10-11 | CM2 | Ecole primaire | Elementary school |
| 9-10 | CM1 | | |
| 8-9 | CE2 | | |
| 7-8 | CE1 | | |
| 6-7 | CP | | |
| 5-6 | Grande section | Ecole Maternelle | Kindergarten |
| 4-5 | Moyenne section | | Preschool |
| 3-4 | Petite section | | Preschool/Daycare |
| 2-3 | Toute petite section | | Daycare |

Degree and LMD (license, master, doctorate) system

| | | |
|-----------|---------|--|
| | + 9 yrs | State diploma for medical doctors |
| DOCTORATE | +8 yrs | Doctorate |
| | + 6 yrs | State diploma for dental-chirurgical doctors |
| | | State diploma for pharmaceutical doctors |
| MASTER | + 5 yrs | Research Master Professional Master Engineering diploma ESC and Business Diploma |
| LICENCE | + 3 yrs | License (Degree) Professional License |
| | + 2 yrs | University diploma of technology (DUT) Diploma for superior technicians (BTS) University diploma for scientific and technological studies (DEUST) |

After lycée + baccalauréat -> Enseignement supérieur

Source: EduFrance

Electricity

The voltage in France is 220. It is advisable to bring both plug adapters and voltage converters with you or buy them once in France.

Food

The French are renowned for their food and gastronomic restaurants. In general there are 3 meals a day: breakfast in the morning, lunch between midday and 1pm, and dinner in the evenings at about 8pm.

Restaurants

There are many restaurants in Rennes including typical French «brasseries» such as La Taverne de Maître Kanter, La Choje, La Taverne de la Marine, Léon le Cochon, and the very typical «Breton» creperies. There are also a lot of student bars and Irish pubs and the student «area» in Rennes is around the Rue St. Michel.

On campus

There is a cafeteria on campus which sells breakfast and snacks in the morning and lunch from 11.30am to 2pm. It is open Monday to Friday (during term) from 8am to 3pm. It remains open during the holidays but with reduced opening hours. The canteen is closed in the afternoons and evenings. Examples of the food offered: pizzas, quiches, salads, sandwiches, panninis, pasta, hot meals (fish or meat), steak & chips, fruit, etc. You will also find snack and drink vending machines in the dining area and in the student foyer. N.B., the cafeteria does not accept payment by credit card.

University restaurants

With your ESC Rennes student card, you have access to the university restaurants in Rennes (called «Restos U»). This is the cheapest way of having a full and well-balanced meal at a reasonable price. They are open at lunchtime from Monday to Friday (some are also open in the evenings). There are 3 restaurants in Villejean (near to the school) and 5 in the town centre. A full meal costs about 2.70€ (in 2006/2007). You can either pay in advance and buy a book of 10 tickets, or pay each meal individually.

France and the French people

For people unacquainted with French culture, here are a few tips.

Formal and informal “you”: “vous” and “tu”

In many languages, there are 2 ways to name the second person of the singular. One is formal and the other informal. It is important to know when to use them: when to say “vous” and when to say “tu”.

In France, you should say “vous” (the formal way) to the adult you do not know (or with whom you do not have any particular relationship), people clearly older than you and people hierarchically superior to you, unless you are asked to say “tu” when you speak to him/her.

Students (and young people in general) say “tu” (the informal way) to another student even though they do not know each other and teachers will say “vous” to the students.

Names and surnames (family name):

The use of name and surname works exactly the same as the use of “tu” and “vous”. When you say “vous”, in general, you call the person by his/her family name with Mr or Mrs or Ms before. When you say “tu”, you call them by their first name

Greetings

More often than in other countries, French men shake hands, not only for the first meeting or after a long leave, but every day. Women usually kiss on the cheek men as well as other women (the number of kisses depends on the region!).

Housing Allowance (CAF)

Please consult the information sheet on **housing allowance** (appendix 2).

Laundry

If you are living in a residence or in some shared flats you may have a washing machine available for use either included in your rental price or you will have to pay separately. If there are no washing machine facilities you can go to one of Rennes' launderettes which are often open 7 days a week, 24 hours a day, 365 days a year.

- **Hallwash** (in the small shopping mall, 100m from ESC Rennes) –
- 3 place de Bretagne
- 43 rue St. Hélier
- 23 rue Penhoët
- 34 Bvd de la Liberté
- 44 Bvd de la Liberté.

Money matters

Remember to have enough money available for your arrival in Rennes as it can take up to three weeks to obtain a cheque book and credit card when you open a bank account in France.

The Euro

The following European countries have adopted the Euro: Austria, Belgium, Denmark, France, Finland, Germany, Greece, Ireland, Italy, Luxembourg, Netherlands, Portugal, Slovenia and Spain. In order to calculate the conversion rate, you can consult the following website: <http://www.xe.com/ucc>.

1 euro is made up of 100 cents. There are 1, 2, 5, 10 and 50 cent coins as well as 1 and 2 euro coins. All coins have national motives on one side and a common design for all the countries on the other side. Banknotes come in 5, 10, 20, 50, 100, 200 and 500 euro denominations. In contrast to the coins, the banknotes do not have national motives and are common to all the countries.

Travellers' cheques

Students can bring travellers cheques in Euros or in other currencies such as US dollars, UK pounds, etc. However, like in most banks there will be bank charges for changing them.

You can change travellers cheques into Euros in all French banks (with bank charges) but you cannot pay with them in shops or for your rent etc.

Credit cards

Mastercard and Visa credit cards are accepted almost everywhere in France. For other credit cards, please check with your bank. ESC Rennes accepts the main credit cards for payment of tuition, social security etc.

Banks

It is advisable for all students to open a bank account in France, even if they are only staying for 1 semester. It is essential for receiving any health insurance reimbursements and the housing allowance as this is only done by bank transfer and not by cheque. It is also possible to organize automatic bank transfers for paying rent. The Come On Team negotiates a contract with a local bank each year so that international students can open and close an account without having to pay fees and benefit from other advantages.

N.B.

- It is very common in France to use a cheque book rather than credit cards and cash.
- Please note, Banks will not exchange 100 US\$ notes.

Western Union

It is possible to receive or send cash through the Western Union system. In France, main post offices are able to offer this service. In Rennes you can go to the Post offices at the République or Avenue Henri Fréville (by metro).

Museums

Les Champs Libres is a modern multi-cultural centre open since March 2006 (library, museum, science and culture areas). For a virtual visit, click on: www.leschampslibres.com. Cours des Alliés, Rennes (metro: Charles de Gaulle)

L'écomusée du pays de Rennes, Ferme de la Bintinais – Rte de Châtillon sur Seiche (with ESC students card about 2,30 €) where you can learn about the history of the region (traditions, costumes, etc).

Musée des Beaux Arts (Art Gallery), 20 quai Emile Zola (ESC student card, entrance costs about 2,10€)

Post

The French mail company is called "La Poste". For sending letters or parcels to your home country you have different possibilities. You can put letters with stamps into the yellow mail boxes in the streets. There are always two slots, one for mail to "Ille-et-Vilaine", the «department» of Rennes, and the other one for "Autres destinations" (other destinations). All mail for France with a Zip Code beginning with 35XXX has to be put in the slot "Ille-et-Vilaine"; other envelopes (other regions in France or foreign countries) should be put in the slot "Autres destinations".

If you do not have stamps, do not know how much you need to pay for the mail or if you want to send parcels, you can go to all post offices and ask for help. Post offices are open from Monday to Saturday mid-day. The opening times vary depending on the post office.

N.B. You can give adequately stamped envelopes to the ESC reception (before 4.30pm, Monday to Friday).

Religion

The main religion is Christian but France is known for its liberty of religious expression. For more information, check the website: <http://www.egide.asso.fr/uk/guide/vivre/religion>.

Residence permit

If you need to apply for a Residence Permit, please go to the "Residence Permit" desk during the official registration day at ESC Rennes. You will be asked to complete a form and to provide the originals plus a photocopy of the documents mentioned in appendix 3. If your file is complete, ESC Rennes will transmit your file to the Préfecture. Once your file is complete, you will be issued with a temporary "*Récépissé*". After about one or two months you will be asked to pass a medical examination. Once you have passed this medical, you must return to the Préfecture for the final document "*Titre de séjour*". To obtain this you will be asked to buy a stamp (timbre fiscal) at the Préfecture. This stamp costs **55€** (price 2006/2007).

Otherwise, if you do not want to benefit from this service, you have 2 weeks after arrival in France to go to the Préfecture (just opposite the ESC Rennes) in order to file your request for a residence permit. As the Préfecture is very busy in September and October, students are advised to register their first application either on Tuesday mornings or by making an appointment for Thursday mornings. Appointments can be made on the following address:

www.bretagne.pref.gouv.fr/asp/etConnexion.asp (site in French only).

For more detailed information please consult the information sheet on **residence permits** (appendix 4).

Safety

Rennes is a small city in France and is considered as a safe place to live. However, crimes happen and students are asked to take care when in public places such as markets, buses etc., for pickpockets. Also, like in all cities, you must be careful at night and use your common sense. When visiting Paris, we ask you to be particularly careful of pickpockets.

Settling into your new home

Electricity (EDF) / Gas (GDF)

Tel.: 0 810 311 497

Depending on your type of rental, you have to call the company in order to have access to gas and/or elec-

tricity. They will ask for your address and your name. You will have to give them your "*relevé de compteur*" (gas & electricity meter reading). Therefore, think of checking the meter before calling.

Fixed telephone line

With France Telecom / Orange Phone: 10 16 (free from any land line)

You need to go to a France Telecom agency in order to open a telephone line. In Rennes, you can find agencies at the "République", 9 Rue Le Bastard or Centre Commercial "Alma". For more information, go to their web site: <http://www.francetelecom.com/35>.

Water Board

Phone: 0 811 90 904

You must call "la Compagnie Générale des Eaux". They will ask you for the "*relevé de compteur*" (water meter): white numbers on a black background.

Housing insurance

It is very important to apply for insurance before moving into your accommodation. The student insurance company such as SMEBA or LMDE can provide you with this kind of insurance. Otherwise, the Come On bank partner can do this. At the end of your stay, you have to think about several important issues. It is crucial to organize yourself in order to deal with all formalities before leaving Rennes.

Shopping

Shops

You will find all sorts of shops in Rennes. In the town centre, there are mainly clothes and shoes boutiques, as well as specialized shops (book shops, music, etc.) In the centre you can find for example:

- **Galerias Lafayette**
- **Virgin Megastore** (www.virginmegastore.fr)
- **Fnac** (www.fnac.fr)

One hundred metres from the ESC Rennes, there is a small shopping mall with a low-cost supermarket called "**Simply Market**". There is also a bank with an ATM/cash dispenser, a launderette, a pizzeria, a "brasserie", a chemist, a florist, a bread shop ("boulangerie"), etc.

Gift shops

There are also several gift shops selling typical Brittany souvenirs. For example:

- **Ty Breiz** (2 rue Hoche – near the Parliament)
- **Cap Breiz** (26 avenue de Janvier – near the railway station).

Supermarkets, hypermarkets

For food and general shopping, the following shops can be found in Rennes (check the websites for their addresses):

Supermarkets

- **Intermarché** (www.intermarche.fr)
- **Champion** (www.champion.fr)
- **Monoprix** (www.monoprix.fr)

Hypermarkets

- **Carrefour** (www.carrefour.fr)
- **Leclerc** (www.leclerc.fr)
- **Géant** (www.geant.fr)

On the outskirts of Rennes (you need a car)

- Cesson Sévigné (**Carrefour**),
- Pacé (**Cora**).

Low-cost supermarkets

There are several low-cost supermarkets in Rennes. To find their addresses, check on their websites:

- **Simply Market** (100m from ESC Rennes)
- **Lidl** (www.lidl.fr)
- **Leader Price** (www.leader-price-int.com)
- **Netto** (www.mousquetaires.com/enseignes/netto.htm).

Ethnic food

There are many different ethnic food shops and restaurants in Rennes. The most famous Asian shop is **Belasie** (about 10 minutes' walk from the ESC Rennes) <http://pro.pagesjaunes.fr/belasie>.

Organic food

Although organic food and products are not as widespread in France as in some other countries, things are improving. However, the products in general are rather expensive. The majority of hyper and super-markets have a range of organic products (called «bio» in France) and there are a few organic shops in Rennes:

- **Scarabee / Biocoop** (Rennes Cleunay, St. Grégoire -not too far from ESC Rennes- and Cesson-Sévigné.)

The Biocoop shops in Cleunay and St. Grégoire both have restaurants serving organic food and open at lunchtimes Monday to Saturday only.

- **La Vie Claire** (town centre)
- **Famille Mary** (town centre)
- **Saint Germain des Champs** (vegetarian restaurant in the city centre).

Open-air markets

France is renowned for its open air markets and Rennes has the 3rd most important food and flower market in France. This takes place every Saturday morning (except bank holidays) on the «Place des Lices». Another very impressive market – especially in the warmer months, is the Saturday morning market in Dinard (on the northern coast about 50 minute's drive from Rennes – or direct bus from Rennes). Otherwise there are several other open-air markets in Rennes for example

- Tuesday (Maurepas, Le Blosne, Cleunay)
- Wednesday (Sainte-Thérèse, Saint-Germain)
- Thursday (Centre – Halles, Jeanne d'Arc)
- Friday (Villejean)
- Saturday (Place des Lices, Le Blosne).

Braderie

The «*Braderie*» in Rennes is a big open-air market that normally takes place on the 3rd Wednesday of June and is the first day of the summer sales (most years). It is a very festive occasion. There are other «braderies» in Rennes such as the «Braderie St. Martin» in September and the «Braderie Ste-Thérèse» in June. This is when anyone can rent a space to sell clothes, books, objects etc.

Second-hand shops

There are several second-hand shops in Rennes where one can buy or sell furniture, books, clothes etc. For example:

- **Troc de l'Île** (<http://france.troc.com>)
- **La Trocante** (by the railway station)
- **Troc Mod** (opposite the Musée de Bretagne).

Sight-seeing in the area

Rennes town centre (timbered houses, Place des Lices, etc)

➔ Within a 1 hour driving distance from Rennes:

- **Saint Malo**
- **Dinard**

- Mont St. Michel
- Forêt de Brocéliande
- The Emerald Coast
- ➔ Within a 2/3 hour driving distance from Rennes
- Carnac
- Concarneau
- The «Côte de Granit Rose»
- Caen and the Normandy beaches
- Many lovely islands such as Belle Ile, Bréhat, Groix, etc.

Socializing and culture

There are many social and cultural activities at the school and in Rennes. Some examples are:

- Parties and outings organized by the students' union and the Come On Team and other students on campus,
- Visits to the opera and theatre in Rennes, visits to local historical sites by Europôle (see Section 4),
- Many theatres, cinemas (with films in different languages, maybe yours), museums, etc.,
- A multi-cultural centre which opened in March 2006 (library, museum, science and culture areas). For a virtual visit, go to: www.leschampslibres.com,
- Concert halls for modern and classical music, groups and pop stars,
- 2 important and nationally renowned music festivals: December: **les Transmusicales** [www.transmusicales.com] and July: **Les Tombées de la Nuit** [www.ville-rennes.fr/tdn].

To find out about the dates and to buy tickets, you can go to the ticket services of most of the shopping malls (Géant, E.Leclerc, Conforama, Carrefour) as well as Virgin and Fnac. You can buy your tickets for football matches directly at the local stadium.

Sport

4 swimming pools in Rennes including an Olympic Pool, Olympic skating rink, golf, sailing, horse riding, football, cricket... During the year, there are many sporting events such as the Triathlon (co-organized by ESC Rennes), «Tout Rennes nage» (a 24 hour swimming event), «Tout Rennes Court» (a 24 hour running event). On campus there is a fitness centre which students are welcome to use, but priority is given to the "Programme Grande Ecole" Students who must do sport as part of their diploma.

Taxes

By law, the occupant of an apartment on 1st January of every year is expected to pay an accommodation tax (taxe d'habitation). Please check if this is included in your rental contract or not. The cost depends on the type of accommodation, its location and your income.

Telephones

The **telephone system** in France has several telephone operators. The national operator is France Telecom but there are more and more independent operators which offer unlimited internet connections and telephone (check for international & mobile calls).

Some of these operators are:

- Alice [www.aliceadsl.fr]
- Cegetel [www.cegetel.fr]
- Club internet [www.club-internet.fr]
- Free (not as its name indicates!) [www.free.fr]
- Neuf [www.neuf.fr].

There are 3 **main mobile operators**

- **Orange** (France Telecom) (www.orange.fr)
- **SFR** (www.sfr.fr)
- **Bouygues** (www.bouyguetelecom.fr). N.B. A representative from Bouygues is present during the registration days for you to buy a mobile phone with forfaits adapted to your stay in France.

To call France from abroad, one must dial the international exit code (often double zero), then the country code for France = 33, then the French telephone number without the first zero.

Here are some examples:

The French number is 02 99 54 63 63 Dial from abroad: (00) 33 2 99 54 63 63.

To call a mobile e.g.: 06 01 02 03 04 Dial from abroad: (00) 33 6 01 02 03 04.

To call within France, all numbers have 10 digits:

- numbers starting by 06 are mobile phone numbers
- numbers starting by 08 can either be toll free but most of the time one has to pay (so check the small print before calling!)
- otherwise, numbers starting by 01, 02, 03, 04 or 05 are all normal telephone numbers.

You also have the possibility to buy prepaid cards. There are many interesting offers depending on the country you wish to call. These cards can be bought at Charles de Gaulle Airport (Exchange desk), telecom shops, Bureaux de Tabac and Phone shops. At the Post office ("La Poste") you can buy Kertel card which costs a minimum of 7.50€.

Television

If there is a television in your accommodation you may have cable television which gives access to many international channels. The 5 general channels in France are France 2, France 3 and France 5 (public television) and TF1 and M6 (private channels). We strongly recommend Arte (France 5 after 5 pm) which is a joint France/Germany channel which often shows international films in their original version (with French subtitles). If you buy a television, you will also have to pay a television licence (about 130€ per year). It is also possible to hire a television.

Time

Time is based on the 24 hour clock in France. For example, 2pm = 14:00. For power-saving reasons, the time changes in France as below:

- Winter (October to March) is GMT + 1 hour and
- Summer (March to October) is GMT + 2 hours.

Tips

In France, in most places, service is included in the price. If the client is satisfied, he may leave a tip but it is not compulsory.

Theatres & Operas

If you like going to the theatre and the opera, you will find a lot of possibilities in Rennes. There is the "TNB" (Théâtre National de Bretagne) theatre. There are also some smaller theatres where you can find interesting cultural events. Rennes' opera is in the town centre, opposite the city hall («Mairie»). The BDA (Bureau des Arts), an ESC Rennes student association often has special offers for opera or theatre tickets. Also, **Europôle** (see Chapter 4) propose tickets at reduced prices to see operas or plays. You will be given their detailed programme on arrival in Rennes.

Transport in Rennes

Rennes is the smallest city in the world to have a metro! The bus and metro system are organized by the same company and work very well. A single ticket (bought on the bus or at the metro station) costs 1€10 and is valid for 1 hour. With this ticket you can travel on the metro or bus or both. There are several other

possibilities if you use the bus and/or metro as often as you wish. Prices for 2007/2008 are:

| Age | Weekly | Monthly | Annual |
|----------|--------|---------|-------------|
| Under 20 | 8€ | 22.30€ | 213€ |
| 20 – 27 | 8€ | 25.10€ | 159€ - 234€ |
| 27 – 65 | 10.50€ | 34.20€ | 345€ |

Taxis

There are several taxi ranks placed at strategic places in Rennes such as the railway station, Villejean Metro, République, La Mairie. The Central telephone number for calling or reserving a taxi is: **0299307979**. You can also contact **Allo Rennes** taxi by phoning **0664840054** or you can reserve the day before your departure by email: allo.rennes.taxi@wanadoo.fr (they accept payment by credit card).

Car-sharing

There is an association in Rennes which organizes sharing cars (For example, Paris/Rennes or Rennes / St. Malo). This is not available for when you arrive and have all your suitcases. You may consult their web-site (in French only) <http://allostoprennes.com>.

Another national car-sharing association can be found on: <http://www.covoiturage.fr>.

N.B. Car sharing is also organized at ESC Rennes; there is a notice in the student's foyer with all requests and offers for car-sharing.

Car rental

Several car rental companies operate in Rennes:

- **Ada** <http://www.ada-rennes.com>
- **Avis** www.avis.fr
- **Europcar** <http://www.europcar.fr>
- **Hertz** <http://www.hertz.fr>
- **Rent a car** www.rentacar.fr
- **UCar** <http://www.ucar-location.com>.

Most of the car rental companies require that you are at least 21 years of age and that you have a valid driver's license for at least 2 years. You will always need an international or European driving license.

Renting bicycles

There is a free system for borrowing bicycles in Rennes. You can register on the following website (in French only): <http://cyclurba.free.fr/adshel.php> and obtain more information by consulting the website www.star.fr.

Where to park?

- in Rennes: car parks in Rennes are mostly under the shopping centres, railway station and squares. They are quite expensive. To discourage people for bringing their cars into Rennes, there are park metres in all the main streets. There are car parks at certain metro stations (Poterie, Triangle and Villejean).
- at ESC Rennes School of Business: there are some outside parking slots around the ESC Rennes but they are often full early in the morning. Students are encouraged to travel by public transport, by bike or foot.

Useful Addresses

Information on Housing

Legal advice

- **ADIL** <http://www.adil.org/35>

Address: 22 rue Poullain Duparc 35000 Rennes Tel: 02 99 78 27 27

Housing allowance (see appendix 2)

- CAF www.caf.fr

Address: Cours des Alliés 35000 Rennes Tel: 0820 253 510 Opening time: Mon-Fri 08:00 – 17:00

- Come On comeon@esc-rennes.fr

Tel: 02 99 54 11 73

Health (see appendix 1)

- CPAM www.ameli.fr

Address: 2 cours des Alliés 35000 Rennes Tel : 0820 904 174 (Mon – Fri 08:00 – 18:00) www.cpam-rennes.fr Office hours: Mon-Fri 8am – 5pm).

- LMDE www.lmde.com

Address: 29 quai de Chateaubriand 35000 Rennes or Accueil Rennes 2 Bâtiment EREVE (Villejean) 35000 Rennes Tel: 3260 and say «LMDE».

- SMEBA www.smeba.fr

4 rue Victor Hugo 35000 Rennes or Antenne Campus 2 Maison des Etudiants 35000 Rennes Tel: 0825834180.

Weather

French people tend to consider the area as being rainy. Although it does rain sometimes (as the area is surrounded by the Atlantic Ocean and the English Channel), the climate is similar to Parisian weather! Weather forecasts are difficult as Brittany is the most western part of France and its weather is influenced by the Gulf Stream but in general one should expect the following weather and temperatures:

- Summer (June to September): 15°C - 35°C (sunny & hot)
- Autumn (September – December): 6°C - 15°C (windy, rain, some sun)
- Winter (December to March): -2°C - 9°C (rain, snow, some sun)
- Spring (March to June): 9°C - 20°C (sunny, some rain).

You can consult the French weather forecasts on the official web-site: www.meteo.fr and to convert into Fahrenheit click on <http://wbuf.noaa.gov/temfc.htm>. In any case, the frequent change of weather - as with the British Isles - can always be a subject of conversation...

What to wear

Bearing the above weather and temperatures in mind, it is important to bring pullovers and rainproof jackets and shoes plus of course an umbrella! One can bring a swimming costume too as Rennes is situated about 70 km from the sea (temperature of the water in summer between 15° and 18°C – north coast, 18°C and 20°C – south coast). In winter there can be snow and temperatures from 0 to -10°C but this is exceptional.

Working in France

If you want to work in France you must have subscribed to the French social security and have a «Carte vitale» (see information sheet on [health insurance](#) – appendix 1).

To have a part-time job, first check that this does not coincide with your course timetable. If you have a student visa, you cannot work more than 822.50 hours per year.

To earn some money, and have flexible hours and missions you can ask the school associations Bretagne Conseil and ACE.

For both, you need the French health insurance number. The school also offers one or two jobs every year at the library or the language centre. At the beginning of the year or the semester watch out for the offers posted at school.

4. A TO Z AT ESC RENNES

Absences

A student may be absent for medical or family reasons.

Medical reasons

A student who is absent for medical reasons must inform the programme administration and provide a medical certificate (a prescription is not sufficient) within 2 days of the start of the illness. Should the absence be foreseeable (operation, etc.), the student must inform the programme administration as soon as possible beforehand.

Family reasons

Students absent for family reasons (weddings, funerals, etc.) must provide a certificate, invitation, or other document proving the absence. A simple letter informing the school is not sufficient. The programme administration must be informed and must authorize any absence.

Attendance

Attendance at all courses is obligatory. Regular attendance and punctuality are an important part of the professional life which graduates will be part of after the programme. Absences and lateness can only be exceptional and are considered as part of the overall assessment.

Books

Students are not normally expected to buy course books. If you wish to buy a course book (although you can find them in the library in general) you can order books (in English or other languages) from:

- **Forum Privat** (République – next to «Zara»),
- **La Comédie des Langues**, rue de St. Malo in the centre of Rennes <http://www.comediedeslangues.fr>
- **Le Failler**, rue St. Georges, Rennes.

Come On

The Come On team is a student organization which is here to welcome you to Rennes and to help you integrate into the school and life at Rennes. Not only can they collect you from the station or airport, and help you settle into your home in Rennes, but they organize parties, tourist trips (Mont St. Michel, Paris, etc.,) and sports events with French students. They also organize «mentors». Please remember that the members of the Come On team are students at ESC Rennes too and during the semester have classes. Their office (on the ground floor) is often open. Please check the opening times posted outside their office.

Company placement office

As a Grande Ecole, ESC Rennes School of Business has a long tradition of company relations and in-company training is an integral part of the majority of our programmes. It has its own company placement office on the first floor. There is also a room called «Espace Entreprises» where all internship offers are posted. You can consult these offers and contact the companies. If you are looking for a specific internship, you may ask the company's department to help you.

N.B. ESC Rennes cannot provide an internship contract «convention de stage» for students on exchange. These students will have to contact their home university. By law, ESC Rennes School of Business can only provide students with an internship contract if the internship is part of the ESC Rennes programme requirements.

Computer services

For updated and more detailed information, please read the chapter on «Resources» in your Student Handbook after registration.

ESC Rennes Policy

The School's equipment is to be used solely for teaching purposes. Access to the School's information system is by means of a wireless LAN. "Programme Grande Ecole" students must have a laptop computer equipped with a WIFI 802.11B wireless card. Non-"Programme Grande Ecole" students are strongly recommended to have the same equipment though it is not a requirement. Fixed installation PCs in the self-service computer rooms are connected to the LAN by cable. Any other type of connection is strictly forbidden. All students have to sign the user's agreement concerning the rules governing access to the School's computing facilities before commencing their use.

Exchange and short-stay students

If you have a laptop, you can either be connected directly to the wireless LAN using a 802.11B standard card (type PC Card) or a USB socket. If you are in the School for one semester only, the School will lend you a wireless card for the duration of your stay in Rennes, provided you leave a deposit of 150€. Since the School needs to know how many cards to order, you will be contacted by e-mail to be asked if you have a laptop and are interested in a wireless card. Students failing to respond to this mail cannot be guaranteed a card. Cards can be obtained from the Computing Department at the times announced.

Information Systems

A CD containing all the information necessary to use ESC Rennes computer systems will be provided to students at the start of their first term.

Internet Access

The School's system, which with an output of 10 megabits per second is more than adequate to meet current demands, is shared between students, teachers and administrative staff. Nevertheless, downloading certain software and files is forbidden in certain cases (when there are risks to the system or it might be slowed down unnecessarily). The navigator used by the School is Mozilla.

E-Mail

Every student is given an e-mail address and an account on the School's server (an.other@esc-rennes.fr). This can be accessed from anywhere within the School or via <http://webmail.esc-rennes.fr>. You will be given a login and password with your student card. Teachers and administrative staff use this mailbox to communicate with students. Its capacity, as well as the size of any individual mail, is limited.

Eating on Campus

There is a cafeteria on campus which sells breakfast and snacks in the morning and lunch from 11.30am to 2pm. It is open Monday to Friday (during term) from 8am to 3.30pm. It remains open during the holidays but with reduced opening times. The canteen is closed in the afternoons and evenings. Examples of the food offered: pizzas, quiches, salads, sandwiches, pasta, hot meals (fish or meat), steak & chips, etc. You will also find snack and drink vending machines in the dining area and in the student foyer.

Emergency Numbers

- In case of an emergency, you can call the **European Emergency Services** from any telephone **112**
- **S.O.S. Médecins** 02 99 53 06 06 (home visits, open 24 hours a day, 7 days a week).
- **Duty chemists** in Rennes
During the day 02 99 23 04 04
After 10 pm during the week and after 7.30 pm at weekends 02 99 65 00 22
- **SAMU** (ambulance service) = **15**
- **Police** = **17**
- **Fire Brigade** (Pompiers) = **18**
- **Drugs, Alcohol and Tobacco Information service** = **113**.

Depression, etc.

1) BAPU 02 99 30 81 24 (Bureau d'Aide Psychologique Universitaire) 11 boulevard de la Liberté - Rennes
Open Monday to Friday, 09.30 to 13.00 and 14.00 to 17.00 (except Wednesday afternoons)

2) SÂS 02 99 31 47 48 6 cours des Alliés, Maison du Champ de Mars, 1st Floor

Open Tuesdays (16.00 – 19.30), Wednesdays (14.00 to 18.00) and Thursdays (15.00 to 18.00). You do not have to make an appointment.

Grades

| ECTS Grading | | Definition | % |
|--------------|---|--|--------------|
| A | 6 | Excellent outstanding performance | 70% or above |
| B | 5 | Very good : Above average standard but with some errors | 65%-69% |
| C | 4 | Good: Generally sound work with a number of notable errors | 58%-64% |
| D | 3 | Satisfactory: Fair but with significant shortcomings | 50%-57% |
| E | 2 | Sufficient: Performance meets the minimum criteria | 40%-49% |
| Fx | 1 | Fail: Some more work required before credits can be awarded | 30%-39% |
| F | 0 | Fail: Considerable further work is required and student needs to re-take the course. | Below 30% |

Europôle

ESC Rennes School of Business is part of a consortium of universities, "grandes écoles" and local authorities. Europôle promotes Rennes' higher education abroad, encourages international mobility and contributes to the management of international relations through common tools. Europôle organizes an «international day⁴» at the beginning of every academic year to which you will be invited. This includes an international fair, a guided tour of the city of Rennes, an official cocktail organized by the Mayor of Rennes and a free concert in the evening. You can visit their website on <http://www.europole-rennes.fr>.

French Language and French Culture classes

All international students must follow French language and French culture classes. These are always held on Monday afternoons and last 1½ hours each. Each exam is worth 2.5 credits. All students will be asked to take a French test during Registration even if they have poor or non-existent French.

⁴ In 2007 = Thursday, 20 September

General Behaviour in Class

Eating & drinking in class: this is totally contrary to standards of hygiene and is therefore strictly forbidden.
Leaving class: walking in and out during the class is disruptive and is forbidden. As an adult, it is expected that one can attend to one's personal needs outside class times. Mobile Phones: All mobile phones must be switched off during class.

International Staff and Faculty

At ESC Rennes, 60% of the faculty is non-French. The majority of administrative staff and faculty speak English.

Language Centre (CEL)

The laboratory is situated on the 1st floor and is managed by the Language Centre (CEL). There are 2 rooms consisting of interactive audio-visual equipment, which is intended for self instruction by Continuing Education, LV1 & LV2 students.

Students are requested to reserve this equipment at least 2 weeks beforehand in office 138 – Laura Tricker.

Teaching resources

- 24 work stations in the language laboratory (CEL)
- 11 CD-ROM stations
- Audio and video for everyday and business language-learning
- Dictionaries
- Library centre situated in Office 112 (books and magazines in English and in German, Spanish and Italian).

Students are requested to respect the equipment at their disposal as it is a high quality tool, which merits the utmost care when in use.

Library / Médiathèque (Resources Centre)

For up-dated and more detailed information, please read the chapter on «Resources» in your Student Handbook after registration. The Centre is available to the teachers, students, and partner companies of the school. The facilities may be used for reading, research and studying. The staff of the Centre is available to provide assistance to all users. Each user must be registered with the Centre and must have an appropriate card to borrow materials. At the end of the programme, the deposit is returned by the Médiathèque. This gives students access to borrowing facilities, inter-library loans and remote access to some databases during specific periods (holidays, etc.).

The Centre has an open access policy in which nearly all the materials on the shelves are freely available. The Centre is fully computerized with all acquisitions entered into the system. Computers for consultation allow users to search by subject, title, author etc.

Opening Hours during school semesters

- From Monday to Thursday: from 8:45am to 7:00pm
- On Fridays: from 8:45am to 6:00pm
- On Saturdays: from 9:30am to 1:00pm.

During other periods including school holidays

- From Monday to Friday: from 9:00am to 12:30 pm and from 2:00pm to 5:30 pm
- Bank holidays closed. For further information and/or any modifications to these times, please check the school intranet and/or notices on the library door.

Resources

- 14000 books
- Reference Books, E-books, Periodicals, Company annual reports, Research and working papers, International Databases

Opening hours and dates

Please note that the School is closed on Sundays and on certain bank holidays (please check your weekly timetables - ADE = timetable on the intranet). It is also closed for one week at Christmas and for two to three weeks in summer (check notice boards for exact dates).

During the week (Monday to Saturday):

- Corridors – Open at 7.30 am – closed at 9 pm
- Exits – Open at 7.30 am – closed at 8 pm
- Sports facilities – Open at 7.30 am – closed at 11 pm

N.B. Sunday closure: the school is not accessible by magnetic card from 8 pm on Saturday until 7.30 am Monday (except for certain weekends – see below).

| Building closed including Sundays (not accessible by magnetic card) | | | |
|--|---------------------------|------|----------------------------------|
| | From | | To |
| Easter 2007 | Saturday 7 April 2007 | 6 pm | Tuesday 10 April 2007 7.30 am |
| 1 May 2007* | Monday 30 April 2007 | 8 pm | Wednesday 2 May 2007 7.30 am |
| 8 May 2007* | Monday 7 May 2007 | 8 pm | Wednesday 9 May 2007 7.30 am |
| Ascension* | Wednesday 16 May 2007 | 8 pm | Monday 21 May 2007 7.30 am |
| 14 July* | Friday 13 July 2007 | 8 pm | Monday 16 July 2007 7.30 am |
| Summer holidays | Saturday 28 July 2007 | 6 pm | Thursday 16 August 2007 7.30 am |
| All Saints* | Wednesday 31 October 2007 | 8 pm | Monday 5 November 2007 7.30 am |
| Christmas 2007 | Saturday 22 December 2007 | 6 pm | Wednesday 2 January 2008 7.30 am |

* Bank holidays

The details for 2008 will be posted in the school at the end of 2007.

Photocopies

Students can use the photocopy machines near the cafeteria. You just have to buy a card at the distributor near the photocopier.

Postal address

The postal address for ESC Rennes School of Business is:

ESC Rennes School of Business
2 rue Robert d'Arbrissel
35065 Rennes Cedex
France

Tel: 00 33 299 54 63 63

Fax: 00 33 299 33 08 24

<http://www.school-business.com> email: esc@esc-rennes.fr

Students are asked NOT to have their private mail sent to the school but to wait until they have a permanent address in Rennes.

Punctuality

Punctuality is of the utmost importance. Students who arrive after the class has commenced will not be admitted to the class, as arriving late is deemed to be disruptive for both fellow students and the professor teaching. It is up to each individual professor to set his or her own rules.

Reception

Reception is open Monday to Friday from 08.15am to 12.15pm and 1.45 to 5.45pm (except Friday evening = 5.30pm).

Smoking

ESC Rennes is a non-smoking school and smoking on the school premises is strictly forbidden. Smokers must therefore smoke outside the building.

Student Card

Students are requested to bring all the missing documents. When the administrative file is complete, only several programmes offer an orientation programme. Only then will the students be issued with their student card before the start of classes. Students will be advised of this before the start of the semester. The student card also gives access to the intranet (timetables, Didagora, latest information, etc) as well as access to the university restaurants, reductions for the cinema, travel, etc.

Student handbook

Information on the programmes (such as credits, exams, dissertation information) is detailed in the Student Handbooks. Students can consult these handbooks and the academic regulations on the intranet ESCOUADE PORTAIL. You will be given instructions on where to download this during the induction period.

Student Fairs

Once a semester, ESC Rennes School of Business organizes an informal international fair where international students present home countries and universities. Tables are installed by geographical zones. Please think of bringing information with you or have it sent to ESC Rennes (International Department) by your home university. It is interesting to have brochures on the university, your home country, posters, gadgets, sweets, etc. The fair takes place in the centre of the school and is open to French students who are in the process of choosing their destinations for their semester abroad. It lasts about 3 hours.

Student associations

As part of the "Programme Grande Ecole" diploma, ESC Students are obliged to successfully participate in an association during their first year programme. On average, there are about 23 associations per year. The students choose the association in which he or she is most interested and the team has to develop different programmes and events during the year. An association year goes from December to December of the following year. The Come On Team will provide you up to date information about the different associations. Below you will find a list of some of the associations:

- **Student council** (called BDE, «bureau des élèves»)
- **Come On**, welcoming and integration of international students
- **Sports office** (BDS), organizing sports activities
- **4L Trophy Événement**, the leading humanitarian student event in Europe organized by ESC Rennes, as well as humanitarian, journalistic associations, and many more.

If you would like to participate in one of these associations, this may be possible as long as the number of members per association is not exceeded. For more information, please contact Marie-Laure Campen by email: marie-laure.campen@esc-rennes.fr after your arrival.

Student Union «BDE»

The student union, called BDE (Bureau des Elèves) in French, is one of the associations at ESC Rennes School of Business. It is in charge of student life, students organise the integration weekend in September, parties, activities, and much more.

The "Programme Grande Ecole"

The "Grande Ecole" programme is a three year international business programme. Students join the programme after taking a competitive exam at the end of a 2-year study period following the Baccalauréat. There are about 300 students per cohort. As part of their diploma, the students must spend at least 1 semester studying abroad.

Telephone

There is one telephone box (to the left when facing reception). This box takes a telephone card which can be bought at most «Bureau de Tabac».

Who to go to

| Students concerned | Problem | Person | Office | Email |
|--------------------|---|-----------------------|--------|--|
| Exchange Students | Help desk | Marie-Christine Gayno | 315 | marie-christine.gayno@esc-rennes.fr |
| Transfer credit | Pedagogical information (choice/change of courses, etc) | Isabelle Bacqué | 310 | isabelle.bacque@esc-rennes.fr |
| | | Valérie Guilnard | 308 | valerie.guilnard@esc-rennes.fr |
| Transfer credit | Administration | Patricia Fourel | 316 | patricia.fourel@esc-rennes.fr |
| | | Valérie Guilnard | 308 | valerie.guilnard@esc-rennes.fr |
| BAIB | Pedagogical information | Isabelle Bacqué | 310 | isabelle.bacque@esc-rennes.fr |
| BAIB | Help desk | Stéphanie Morin | 362 | stephanie.morin@esc-rennes.fr |

| Students concerned | Problem | Person | Office | Email |
|-------------------------|--|--|-------------|---|
| BAIB - MAIB - MBA - PhD | OU ⁵ registration & questions relating to OU diplomas | Stéphanie Morin | 362 | stephanie.morin@esc-rennes.fr |
| PhD | Administration | Stéphanie Morin | 362 | stephanie.morin@esc-rennes.fr |
| Masters programmes | Pedagogical information | MAIB MSc MSS Alan Roberts | 332 | alan.roberts@esc-rennes.fr |
| Masters programmes | Pedagogical information | MIM Douglas Bryson | 340 | douglas.bryson@esc-rennes.fr |
| Masters programmes | Pedagogical information | MScIN & MScIHRM Asha Moore Mangin | 343 | asha.moore-mangin@esc-rennes.fr |
| | | MScMNPO Juliet Armand | 358 | juliet.armand@esc-rennes.fr |
| | | MSc SLT Jens Blumrodt | 368 | jens.blumrodt@esc-rennes.fr |
| | | MSc IF Tess Taubler | 319 | tess.taubler@esc-rennes.fr |
| | | MS GRC Alex Hainaut | 337 | alex.hainaut@esc-rennes.fr |
| | | MScMD Taran Patel | 338 | taran.patel@esc-rennes.fr |
| | | MScIM Chirag Patel | 349 | chirag.patel@esc-rennes.fr |
| All masters programmes | Help desk | Brigitte Lemoine | 333 | brigitte.lemoine@esc-rennes.fr |
| All | Timetables | See notice-boards or consult the intranet or see your programme administration | - | http://planning.esc-rennes.fr/ade/standard/index.jsp |
| All | Computer problems help desk | Yoann Le Borgne | 142 | yoann.leborgne@esc-rennes.fr |
| All | Accommodation | Come On Team | Foyer | comeon@esc-rennes.fr |
| All | Welcome to Rennes, housing allowance, bank account | Come On team | Foyer | comeon@esc-rennes.fr |
| All | Sports | Jens Blumrodt Bureau des Sports | 368 1 fl | jens.blumrodt@esc-rennes.fr |
| All | Student associations | Marie-Laure Campen | 341 | Marie-laure.campen@esc-rennes.fr |
| All | Reservation of «Rue Intérieure» | Reception | | esc@esc-rennes.fr |
| All | Photocopy card | Reception | | esc@esc-rennes.fr |
| All | Fax | Bureau des Eleves | Foyer | |

⁵ OU = Open University

| Students concerned | Problem | Person | Office | Email |
|--------------------|-----------------------------------|------------------|--------|--|
| All | Reservation classroom | Françoise Busnel | 328 | francoise.busnel@esc-rennes.fr |
| All | Reservation video projector | Pascale Texier | 330 | pascale.texier@esc-rennes.fr |
| All | Post (pre-stamped envelopes only) | Reception | | esc@esc-rennes.fr |

Disclaimer

N.B. This guide is intended to answer as many questions as possible international students may have and ESC Rennes School of Business disclaims any responsibility for any errors or misinformation it may contain.

APPENDIX 1: HEALTH INSURANCE

Introduction

It is compulsory that all students between the ages of 16 and 28 studying in France have health insurance.

All students who are under 28 years of age on 1 October 2007 must subscribe to the French Student Health Insurance despite of their length of studies at ESC Rennes. In 2006/2007 this cost 189€. The only exceptions are European national students who have a valid European Health insurance card for the length of their stay in Rennes. **Private health insurance policies are absolutely and under no circumstances accepted.** For more details, see the **Health Insurance in France** table (point 12).

| If you are: | You must: |
|---|---|
| A European student staying for a minimum of 1 semester | Have a valid European Health Insurance card for the length of your studies in France <u>Or</u> Subscribe to the French Student Health Insurance |
| All other students <u>under</u> the age of 28 on 1 October 2007 | Subscribe to the French Student Health Insurance |
| All other students <u>over</u> the age of 28 on 1 October 2007 | See the ESC Rennes administration during the official registration day |

N.B. Students who do not have the proper health coverage will not be entitled to register at ESC Rennes.

1. Compulsory Health Insurance

1.1. Costs and coverage

The French Health insurance for 2006/2007 cost 189€ (the price for 2007/2008 will only be known in July 2007). The student is covered for the academic year (date of registration to 30 September). This insurance covers and can reimburse from 30 to 70% of the cost of:

- Consultation with a general practitioner or certain specialists (gynaecologists, dermatologist, ophthalmologist, etc.)
- certain medicines
- emergency services and hospitals.

1.2. Registration

Students subscribe to the French Student Health Insurance during the official registration day at the school. They will be covered as from that date (providing they have paid the subscription fee) until 30 September of the following year. Students who are registered at ESC Rennes for more than one year or who register for another programme must subscribe and pay the subscription fee at the beginning of each programme. You must also choose between the 2 agencies (LMDE and SMEBA). Information is sent to you in the acceptance package – please take the time to read the 2 documents and make your choice before you arrive.

There is one exception: students who stay in Rennes to complete their thesis (official submission date before end of December 2007). Example: an MA student who arrives in September 200n and who stays until December 200n+1 in order to finish his or her thesis is covered until 31 December as the official submission date is mid-December).

1.3. What to do once you have subscribed

Once you have paid the subscription fee, the school administration will give you the third page of the subscription form. This is proof that you are officially registered with French social security. You must keep this with you until you receive the "Carte Vitale" (see point 5) and show it to the doctor and/or chemist.

1.3.1. You must then choose the agency (LMDE or SMEBA) which will deal with your registration and reimbursements. These agencies will register your name and give you a provisional number. They will process your form and a few weeks' later will send you the "Carte Vitale" (see Point 5) which replaces the third page of the subscription form. They will also register you with a general practitioner (see point 1.3.3.) and will reimburse you. See point 10 for their addresses.

1.3.2. You go to the agency with the following documents:

- the original and a copy of your birth certificate translated into French
- the original and a copy of your residence permit (or the temporary residence permit "récépissé de la carte de séjour")
- a bank identity statement (for reimbursements).

1.3.3. You must choose your general practitioner (if not the consultations may not be reimbursed). This information must be given to the LMDE or SMEBA. We suggest you find a doctor close to your home. The international office will provide a list of English-speaking doctors.

1.4 To summarize

Students who are registered with the French Social Security will:

- receive a copy of the French health security subscription form
- either choose the LMDE or SMEBA and will sign up with them
- be issued with a temporary health insurance number
- choose a general practitioner
- may (if you choose) sign up for a "mutuelle" (see point 3)

Students who are ill should

- visit the general practitioner
- pay the fee
- go to the chemists
- take or send the brown form duly completed to the LMDE or SMEBA for full or partial reimbursement

The LMDE and SMEBA will give you more information about this.

1.5 Students who are 28 years of age after 1 October 2007 or older

On arrival in Rennes, these students must register with the CPAM (see point 10 for the address). They may be entitled to the CMU (Universal healthcare coverage).

1.6 What to do if you have the CEAM or other forms which exempt you from subscribing to the French Health insurance?

On arrival in Rennes these students must register with the CPAM (see point 10 for the address).

1.7. Just to summarize again:

| You are: | You have: | You must: | Where? |
|--|--|---------------------------------|---|
| Under 28 years of age on 1 October '07 and are non-European or are European and do not have the European Health Insurance Card | 1) Subscribed to the French Student Health insurance 2) Chosen between LMDE and SMEBA | Register with the LMDE or SMEBA | See address point 10 |
| Under 28 years of age on 1 October '07 and are European | The European Health Insurance Card | You must register with the CPAM | See address point 10 |
| Over 28 years of age on 1 October 2007 | | Register with the CMU | See the administration during the official registration at ESC Rennes |

2. CMU (Universal Health Coverage)

Students who are older than 28 years of age on 1 October 2007 and have been resident in France for a minimum of 3 months can apply for the CMU. Its basic cover is free if the claimant's income is below an annual income limit of € 6,721. If the student's income is above this amount, then he or she will be asked to pay a pro-rata contribution. Students who apply for the CMU must have a visa de long séjour (long-stay visa) and are not from a European country. To apply for the CMU students must go to the CPAM (see point 10 for the address).

3. Complementary Health Insurance ("Mutuelle")

Both the LMDE and the SMEBA can provide you with complementary health insurance. This insurance which costs about 80€ to 300€ (payable in instalments) a year reimburses the difference not covered by the social security reimbursement. It can also – depending on the options you choose – reimburse dental prosthesis, glasses, vaccinations, etc. **Although it is not compulsory, we strongly advise you to take out this extra insurance** as if you have an accident, or develop a serious illness, the cost of hospitalisation, scanners, MRI scans, etc., can become very expensive.

4. European Health Insurance Card

Citizens of the European Union or European Economic Area who benefit from their own social welfare system can be reimbursed for certain health-care services. A few weeks before your departure from your home country, you must obtain the European Health Insurance Card (or equivalent). On arrival in France you must sign up with the CPAM (French Health Authority) at the following address (see point 10).

5. Carte Vitale

Students who have French Student Health Insurance will be issued (by the LMDE or SMEBA) with a "Carte Vitale" (after a few months – it takes some time). This will permit faster reimbursement of your medical expenses. If you look for employment in France, you will need to have this card (ie. be registered with the French Social Security).

6. Important Medical Information to Bring With You

If you have any health problems (diabetes, allergies, etc), please ask your doctor to prepare a document (officially translated into French) with the following information:

- a list of any medicines you need to take
 - a list of any allergies or other information which would be useful or life-saving in an emergency
- and for general information:
- a list of your vaccinations (with date)
 - any recent x-rays, scans, or MRI scans (if necessary)
 - any other useful medical information in case of a health problem in France.

7. Civil Responsibility

It is compulsory to have civil responsibility insurance in France. Please make sure that you are properly covered (and for the duration of your stay) before you leave your country. The LMDE and SMEBA also have special offers for this type of insurance.

8. Hospitals

Hospitals in France can either be public or private. The public (non-profit making hospitals) guarantees equality of access to all medical treatment and provides casualty services.

9. Emergency Numbers

- In case of an emergency, you can call the European Emergency Services from any telephone.....112
- **S.O.S. Médecins** (19 rue Leguen de Kerangal – Metro "Clemenceau" + walk)
- (home visits, open 24 hours a day, 7 days a week), 02 99 53 06 06
- **Duty chemists in Rennes**
- During the day..... 02 99 23 04 04
- After 10 pm during the week and after 7.30 pm at weekends 02 99 65 00 22
- **SAMU** (ambulance service) 15
- **Police** 17
- **Pompiers** (fire brigade) 18
- **Drugs, Alcohol and Tobacco Information service** 113

Depression, etc.

1) BAPU (Bureau d'Aide Psychologique Universitaire)

Open Monday to Friday, 9.30am to 1.00pm and 2 to 5 pm (except Wednesday afternoons)

11 boulevard de la Liberté 02 99 30 81 24

2) SÄS (6 cours des Alliés, Maison du Champ de Mars, 1st floor) 02 99 31 47 48

Open Tuesdays (4 to 7.30pm), Wednesdays (2 to 4 pm) and Thursdays (3 to 6 pm).

You do not have to make an appointment.

10. Useful Addresses

| |
|--|
| <p>C.P.A.M. (Caisse Primaire d'Assurance Maladie) 2 cours des Alliés - 35000 Rennes www.ameli.fr or www.cpam-rennes.fr Tel : 0 820 904 174 Open from Mon. – Fri. from 8 am to 5 pm Telephone line open Mon. – Fri. 8 am to 6pm. Metro: Charles de Gaulle</p> |
|--|

| | |
|--|---|
| <p>LMDE (La Mutuelle des Etudiants) 29 quai de Chateaubriand, 35000 Rennes Métro/Bus 16 - République <u>or</u> Accueil Rennes 2, Bâtiment EREVE 35000 Rennes www.lmde.com</p> | <p>SMEBA 4 rue Victor Hugo, 35000 Rennes <u>or</u> Antenne Campus 2, Maison des Etudiants 35000 Rennes Tel: 0825 83 41 80 www.smeba.fr</p> |
|--|---|

1.1. Details by Different Countries

| If you are a student from: | Requirements: |
|---|---|
| <p>1) <u>European Union or European Economic Area:</u> Austria – Belgium – Cyprus - Czech Rep – Denmark – Estonia – Finland – Germany – Greece – Hungary - Ireland - Island - Italy - Latvia - Liechtenstein - Lithuania - Luxembourg - Malta - Norway - Poland - Portugal - Slovakia - Slovenia - Spain - Sweden - Switzerland - The Netherlands - UK</p> | <p>All students under 28 years of age on 1 October 2007 must provide one of the following documents, <u>complete with their name clearly marked and the dates of the health insurance coverage (obviously covering the entire stay of the student in France)</u> CEAM (European Health insurance card) or subscribe to the French Student Health insurance⁶.</p> <p>Exceptions: to be 28 or older on 1st October 2007.</p> |
| <p>2) <u>France</u></p> | <p>Students must subscribe to the French Student Health Insurance unless:</p> <ul style="list-style-type: none"> - they are over 28 years of age on 1 October 2007 - they are "ayant droit" on their spouse's health insurance - they are working during their studies (the student must provide a copy of the contract stating that he/she is working more than 60 hours per month or 120 per semester and that their employer has registered them with the French Social Security (provide proof)). |
| <p>3) <u>Andorra, Monaco, Polynesia</u></p> | <p>Providing the insurance covers the students throughout the time they are studying in France (by academic year):</p> <p>Students from Andorra are exempted <u>IF</u> they provide the form SE130-04</p> <p>Students from Monaco must prove that they are covered in their home country</p> <p>Students from Polynesia are exempted <u>IF</u> they provide the 980-07 form.</p> |
| <p>4) <u>Canada</u> (Citizens of Québec only)</p> | <p>Students are exempted <u>IF</u> they provide either the SE 401 Q102 Bis, the SE 401 Q104 or SE 401 Q106 forms.</p> |
| <p>5) All other countries including Canada</p> | <p>All students under 28 years of age on 1 October 2007 must subscribe to the French Student Health Insurance.</p> |
| <p>6) Students who are over 28 years of age on 1 October 2007 and do not have European Health coverage</p> | <p>Students can apply for the CMU but only after 3 months' permanent residence in France. They must therefore have personal health coverage for at least the first 3 months of their stay in France.</p> |
| <p><u>Exceptions</u></p> | <ul style="list-style-type: none"> - Students who have obtained a grant with such organizations as EGIDE, etc. - French students who have a grant with BGE, BGF, BLPCD - Students who are older than 28 on 1 October 2007 |

⁶ French Student Health Insurance costs about 189€ (price in 2006/2007) for one year

APPENDIX 2: HOUSING ALLOWANCE

The CAF (Caisse des Allocations Familiales) is the French administration for the housing allowance.

1. Address

CAF
(Caisse des Allocations Familiales)
Cours des Alliés - 35000 Rennes
Metro: Charles de Gaulle
www.caf.fr
Tel : 0 820 25 35 10
Open from Mon. – Fri. from 8 am to 5 pm

2. Eligibility

| Student | N° of semesters in Rennes | Eligible |
|--|---------------------------|----------|
| From European Community | 1 semester or more | Yes |
| Students with a visa | 1 semester only | No |
| Students with a visa (residence permit) | 1 semester or more | Yes |
| Students who have signed a personal contract with their landlord or agency | As above | Yes |
| Students who have not signed a personal contract with their landlord or agency (shared accommodation with only 1 contract for all) | As above | No |

3. Approximate Reimbursement per Month

| Student | Approx. reimbursement* |
|------------------------------------|------------------------|
| Individual contract | € 100 |
| Shared contract | € 45 |
| In room (without bathroom in room) | € 80 |

* this amount is approximate and is based on many different criteria. Do not count on the maximum amount and do not calculate your choice of accommodation on this basis. This is only given as an indication and ESC Rennes cannot be held responsible for the amount reimbursed by the CAF, and if they pay the housing allowance at all.

4. General Points

Students do not receive the housing allowance for the first month of their rent (who do not have to apply for a residence permit). Students who do apply for a residence permit are encouraged to do so as soon as they arrive in Rennes as their housing allowance will only be paid one month after having applied for the permit. (eg. Students arriving in August and who apply for the residence permit in August can start to receive the housing allowance from September. Students who arrive in August and only apply for their residence permit in September will start to receive the housing allowance in October (not back-dated to date of arrival).

The housing allowance is paid at the beginning of the following month

It is important to open a bank account in Rennes so that the CAF can pay the allowance

Students who have a room at the CROUS must see directly with the CROUS, place Hoche.

The Come On team will help you do this on-line during the official registration days.

APPENDIX 3: CHECKLIST OF DOCUMENTS TO BRING WITH YOU

We suggest you prepare the documents below before coming to France.

1. Registration at ESC Rennes (to obtain your student card)

| Document | Original | All Students Photocopy |
|---|----------|------------------------|
| Make sure that your administration file is complete | | |
| - passport or identity card and visa (if applicable) | ✓ | ✓ |
| - birth certificate (<u>only</u> for non-exchange students registered for a year) | ✓ | ✓ |
| - proof of French Student health insurance (compulsory for all students – except European students with a valid European Health Card) | ✓ | ✓ |
| - copies of transcripts, diplomas, last exams | ✓ | ✓ |
| - Toefl/Toeic/IELTS results (if relevant) | ✓ | ✓ |
| - if conditional acceptance, proof that you have fulfilled the requirements | ✓ | ✓ |
| Sign up for health insurance = 189€ (2006/2007) | - | - |
| 1 passport sized photograph | ✓ | - |
| Address in Rennes | - | - |

2. Residence permit ("titre de séjour") Students with a Student Visa (ie more than 1 semester)

| Document | Original | Photocopy |
|--|----------|-----------|
| Your birth certificate (officially ⁷ translated into French) | ✓ | ✓ |
| Valid passport containing a student visa | ✓ | ✓ |
| Documents presented to the French Consulate of your home country for the long-term visa request (especially proof of income) | ✓ | ✓ |
| Proof of enrolment at ESC Rennes or student card | ✓ | ✓ |
| 3 x passport-sized photographs (3.5cm x 4.5cm) | ✓ | ✓ |
| Proof of accommodation | ✓ | ✓ |
| Proof of health insurance | ✓ | ✓ |
| A stamped self addressed envelope | ✓ | ✓ |
| 55€ (2006/2007) | | |

3. Renting a flat

| Document | Original | All students Photocopy |
|--|----------|------------------------|
| Proof of solvability / deed of guarantee | ✓ | |
| Valid passport or identity card | ✓ | ✓ |
| If applicable, residence permit or récépissé | ✓ | ✓ |
| Bank identity statement (RIB) | ✓ | |
| Enough money to pay for the deposit and first month's rent | | |
| Address in your home country | | |

4. LMDE or SMEBA? (health insurance)

Students registered with the French Social Security

| Document | Original | Photocopy |
|---|----------|-----------|
| Passport or identity card | | ✓ |
| Visa / Carte de séjour / récépissé | | ✓ |
| Proof of residence in Rennes | | ✓ |
| Birth certificate translated (not necessarily officially) into French | | ✓ |
| RIB (French bank identity statement) | | ✓ |

⁷ By a certified translator

5. For your medical examination or in case of a health problem

All Students

| Document | Original | Photocopy |
|--|----------|-----------|
| Proof of health insurance | ✓ | ✓ |
| Certificate from your doctor with the list of vaccinations and dates | ✓ | ✓ |
| Any allergies, illnesses or health problems (diabetes, etc) | ✓ | ✓ |

6. Opening a bank account

Students who open a bank account in France

| Document | Original | Photocopy |
|------------------------------|----------|-----------|
| Passport or identity card | | ✓ |
| Visa / Carte de séjour | | ✓ |
| Proof of residence in Rennes | | ✓ |
| Student card | | ✓ |
| Money to make a deposit | | |

7. Housing Allowance

Students entitled to Housing Allowance

| Document | Original | Photocopy |
|---|----------|-----------|
| A certificate signed by your landlord or estate agency testifying stating your address in Rennes (rental contract) | ✓ | ✓ |
| Passport with Residence Permit, or for European students a copy of their passport or identity card | ✓ | ✓ |
| Student card | ✓ | ✓ |
| a bank identity statement (in order to receive the allowance – this will be issued when you open your bank account in France) | ✓ | ✓ |

8. Bus pass

Recommended for students who travel by bus/metro in Rennes

| Document | Original | Photocopy |
|---|----------|-----------|
| Passport or identity card | | ✓ |
| Recent colour identity photo | ✓ | |
| Cheque or cash to cover the subscription fee or bank identity statement | ✓ | |

9. To summarize

| Document | Original | Photocopies |
|---|----------|-------------|
| Valid passport or identity card | ✓ | ✓ |
| Birth certificate: - officially ⁸ translated into French for the prefecture residence permit - copy in English or French for ESC Admin (1 year students only) | ✓ ✓ | ✓ ✓ |
| Insurances (Civil responsibility, health insurance, repatriation etc) | ✓ | ✓ |
| Euros in cash to cover the first days here (accommodation, food, travel, etc). | ✓ | ✓ |
| Credit card | ✓ | ✓ |
| Transcripts, diplomas, Toefl, Toeic, IELTS | ✓ | ✓ |
| Photographs | | |

⁸ By a certified translator

APPENDIX 4: RESIDENCE PERMIT / VISA

1. Do you need to apply for a visa?

International students from outside the European community will need a visa to enter France. Students who do NOT need a visa are the 27 members of the European community and members of the **European Economic Area** (Norway, Iceland, Liechtenstein, Switzerland). Consequently, all they need to provide is a valid (for the length of their stay abroad) passport or identity card.

All other students must apply for a visa at their nearest French Embassy or Consulate (see point 2 below). As it can take quite some time (up to 2 months in some cases) we strongly advise students to apply for their visa as soon as possible on receiving the official **ESC Rennes Acceptance Letter** (which you will receive in English and in French). If you are in doubt, you can check on the following website: <http://diplomatie.gouv.fr/venir/visas/index/html>.

If you wish to visit several countries whilst you are in Europe, think of obtaining the necessary visas (see point 3 below for the Schengen Visa). Also, Rennes is not far from Jersey and the Channel Islands (if you wish to visit the islands, please think of obtaining the necessary visa before your leave your home country – it is easier than going to Paris to ask for one once you are here).

2. CEF (Les Centres des Etudes en France) / CampusFrance

Please note that as of 2007 students living in the following countries (Brazil, Canada, China, Cameroon, Colombia, Gabon, Guinea, India, Korea, Madagascar, Morocco, Mexico, Russia, Syria, Turkey, USA) who need to apply for a visa to come to France, **are obliged to register with the CEF** (Les Centres des Etudes en France – the Centre for Studies in France) attached to the French Embassy or Consulate. Please register as soon as you receive your acceptance letters. Students will be asked to complete an administrative file and go for an interview. Once they have followed all the formalities, their file will be transferred to the French Embassy or Consulate for the visa request. Please allow as much time as possible for this.

3. Schengen Zone

France is a member of the Schengen countries. The others are: Austria, Belgium, Denmark, Finland, Germany, Iceland, Italy, Greece, Luxembourg, Netherlands, Norway, Portugal, Spain and Sweden. The Schengen visa was created in order to make travelling easier between the member countries. With a Schengen visa you may enter one country and travel freely throughout the Schengen zone. You may download the Schengen visa application form on internet on the following site: <http://www.eurovisa.info/ApplicationForm.htm>

4. Documents you will need to take to the Consulate or Embassy

We may not have the latest information for your particular country – therefore please check with the Embassy before making an appointment with them).

- official acceptance letter from ESC Rennes
- a valid passport
- proof of a clear criminal record
- proof of sufficient resources to cover your stay in France.

N.B. As the Embassy often ask for proof of accommodation during your stay in France, ESC Rennes systematically sends a letter for the Embassy (with your official acceptance letter) explaining that you will have accommodation in Rennes and giving the Youth Hostel as a temporary address.

- letter for the Embassy (in French) certifying your accommodation in Rennes (provided by ESC Rennes).

5. Type of visa

There are two types of visa which concern international non-European students coming to study at ESC Rennes:

- a temporary stay visa "visa de séjour temporaire" for students only coming to France for one semester (valid for a stay between 3 and 6 months).
- a long-stay visa "visa de long séjour" for all students staying for more than 1 semester. This gives the student the right to apply for a residence permit "carte/titre de séjour" (see below).

6. On arrival in France

If you need to apply for a Residence Permit, please go to the "Residence Permit" desk during the official registration day at ESC Rennes. You will be asked to complete a form and to provide the originals plus a photocopy of the documents mentioned below. If your file is complete, ESC Rennes will transmit your file to the Préfecture. Once your file is complete, you will be issued with a temporary "Récépissé". After about one or two months you will be asked to pass a medical examination. Once you have passed this medical, you must return to the Préfecture for the final document "Titre de séjour". To obtain this you will be asked to buy a stamp (timbre fiscal) at the Préfecture. This stamp costs **55€** (price 2006/2007).

| | | Original | Photocopy |
|----|--|----------|-----------|
| 1. | Proof of health insurance | ✓ | ✓ |
| 2. | Proof of enrolment at ESC Rennes or student card | ✓ | ✓ |
| 3. | Your birth certificate (officially translated into French) | ✓ | ✓ |
| 4. | 3 x passport-sized photographs (3.5cm x 4.5cm) | ✓ | ✓ |
| 5. | Proof of accommodation | ✓ | ✓ |
| 6. | Passport containing a student visa | ✓ | ✓ |
| 7. | Documents presented to the French Consulate of your home country for the long-term visa request (especially proof of income) | ✓ | ✓ |
| 8. | A stamped self addressed envelope | ✓ | ✓ |

Otherwise, if you do not want to benefit from this service, you have 2 weeks after arrival in France to go to the Préfecture (just opposite the ESC Rennes) in order to file your request for a residence permit. As the Préfecture is very busy in September and October, students are advised to register their first application either on Tuesday mornings or by making an appointment for Thursday mornings. Appointments can be made on the following address (site in French only):

www.bretagne.pref.gouv.fr/asp/etConnexion.asp.

Préfecture

3, avenue de la Préfecture - 35000 Rennes

www.bretagne.pref.gouv.fr

Tel: 0 821 803 035

Open from Mon–Fri. from 9 am to 4 pm

7. At ESC Rennes School of Business

Please remember throughout this process that the Programme Administration at ESC Rennes needs to have a clear photocopy of each stage:

- passport plus visa
- récépissé
- titre de séjour
- prolongations of the "récépissé" or the "titre de séjour".

QUESTIONNAIRE

Now, we would like your comments on this document. Please return this questionnaire to Patricia Fourel (Office 316) – simply leave it in the letter box outside the office.

I. List the three most important items mentioned

- 1.
- 2.
- 3.

II. List 3 items which you think are important but are not (or not sufficiently) covered in the guide:

- 1.
- 2.
- 3.

Overall, what did you think of the guide

| Excellent | Good | Fair | Poor | Terrible |
|-----------|------|------|------|----------|
| 5 | 4 | 3 | 2 | 1 |

Comments:
.....

Your name (optional)

Your age

Your nationality

Your home university

Thank you!

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