

# STUDENT GUIDE

## FOR EXCHANGE PROGRAM STUDENTS



UNIVERSITÉ  
FRANÇOIS - RABELAIS  
TOURS

*University François Rabelais  
of Tours, France*



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### Warning

- This booklet comes as an appendix to other documents handed out : student schedule, university campus map, a practical guide to the town of Tours, additional insurance information, and so on.  
Don't forget to check notice boards and your ENT (Digital Work Environment).

- Information from the International Relations Office will be delivered via e-mail: please check regularly your e-mail account and reply as soon as possible if requested.

# 2016/2017 UNIVERSITY CALENDAR

	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY
1	J Orientation Week S1 (see info next page)	S	M Toussaint	J	D New Year's Day
2	V	D	Me	V	L
3	S	L	J	S	M
4	D	M	V	D	Me
5	L	Me N.E.M	S	L	J
6	M	J	D	M	V
7	Me Orientation Week S1 (see info next page)	V	L	Me	S
8	J	S	M	J EXAM UEO** S1	D
9	V	D	Me	V	L
10	S	L	J	S	M
11	D	M	V Armistice 1918	D	Me Orientation Week S2 + Tests CUEFEE*
12	L	Me	S	L	J
13	M Beginning of S1 classes (faculties AND CUEFEE*)	J	D	M	V
14	Me	V	L	Me Exams S1	S
15	J	S	M	J	D
16	V	D	Me	V	L
17	S	L	J	S	M Beginning of S2 classes (Faculties and CUEFEE*)
18	D	M	V	D	Me
19	L	Me	S	L	J UEO**S2 Start
20	M	J	D	M	V
21	Me	V	L	Me	S
22	J UEO** S1 Start	S	M	J	D
23	V	D	Me	V	L
24	S	L	J Forum S.I.P.	S	M
25	D	M	V	D Christmas Holidays	Me
26	L	Me	S	L	J
27	M	J	D	M	V
28	Me	V	L	Me	S
29	J Welcome Reception S1	S Toussaint Holidays	M	J	D
30	V	D	Me	V	L
	L			S	M

Public Holidays  
Holidays

Exams  
Exam UEO  
Retake Exams

## ORIENTATION WEEK PLANNER - SEPTEMBER 1ST TO 9TH, 2016 AND OTHER EVENTS TO REMEMBER !

### SEPTEMBER

#### 1st

+ Information meetings in the faculties, training sessions about the ENT (Environnement Numérique de Travail), library visits, etc...

#### 2nd

+ Language level tests at the CUEFEE. (registrations to be made upon arrival with Mr Soreau)

#### 6th

+ **5pm** : Students' Organisations Fair at Tanneurs Campus  
+ **7pm** : Party on the Loire banks, at the "Guinguette"

#### 7th

Language level tests at the CUEFEE. (registrations to be made upon arrival with Mr Soreau)  
**6pm** : Welcoming Reception for the new students of the University at Tours City Hall

. These calendars are given for information purposes only, modifications can occur at the beginning of the year.

. Other welcoming receptions will be set at the 2nd semester: dates will be announced later on.



# INTRODUCTION

FEBRUARY	MARCH	APRIL	MAY	JUNE
Me	Me	S	L Labor Day	J
J	J	D	M	V
V	V	L	Me	S
S	S	M	J	D
D	D	Me	V	L Pentecost
L	L	J EXAM UEO** S2	S	M
M	M	V	D	Me Retake exams
Me	Me	S	L Armistice 1945	J
J	J	D	M	V
V	V	L	Me Exams S2	S
S	S	M Spring Holidays (except DESS*** and PACES****)	J	D
D	D	Me	V	L Retake exams
L	L	J	S	M
M	M	D	D	Me Retake exams
Me	Me	S	L	J
J	J	D Easter	M	V
V	V	L	Me Exams S2	S
S	S	M	J	D
D	D	Me Spring Holidays	V	L Retake exams
L	L	J	S	M
M	M	V	D	Me Retake exams
Me	Me	S	L	J
J	J	D	M	V
V	V	L	Me	S
S	S	M	J Ascension	D
D	D	Me	V	L
L	L	J	S	M
M	M	V	D	Me
	M	S	L	J
	J	D	M	V
	V		Me	

Forum Semaine d'Insertion Professionnelle  
N.E.M : Nuit des Etudiants du Monde

KEYS :

\* CUEFEE : Centre Universitaire d'Enseignement du Français aux Étudiants Étrangers

\*\* UEO : Unité d'Enseignement d'Ouverture

\*\*\* DESS : Droit, Economie et Sciences Sociales

\*\*\*\* PACES : Première Année Commune aux Etudes de Santé

## Preview ! OCTOBER

### 8th

**+ Morning:** Language level tests at the CUEFEE. (registrations to be made upon arrival with Mr Soreau)  
**+ Information meetings** dedicated to Sports and cultural activities (hour and location to come)  
**+ 4-8pm :** Fac à Vélo evening !

### 29th

**+ 6-8pm :** Welcoming Reception by the International Relations Office :  
- Presentation of the 1st semester's cultural program  
- Get a French buddy! (event reserved for exchange students only, invitation sent by email)

### 5th

**+ from 5.30pm :** Reception cocktail for international students at Tours City Hall, followed by the Nuit des Etudiants du Monde"

**ABOUT TOURS**

POPULATION: 135.000 inhabitants  
of which 25.000 students

INHABITANTS NAME: Tourangeaux  
and Tourangelles

CLIMATE: Temperate Oceanic  
(lowest temperature in winter  
-10°C, hottest in summer +30°C)

## TOURS AND ITS REGION TOURAINE

You have chosen Tours for your studies and you have made the right choice!

Located one hour away from Paris by TGV (High-speed train), Tours is at the heart of the “Région Centre”, in the Indre-et-Loire “département”.

The town itself is located at the confluence of the Loire and Cher rivers and spreads from the north of the Loire river (Tours Nord, Saint-Symphorien, Sainte-Radegonde) to the south of the Cher river (districts of the Deux Lions, the Fountains, the Grandmont Park).

On an imaginary line, it is located in the middle of France, right on the border between North and South and therefore has a mild climate. It is warm in summer (the weather is usually warm and relatively dry) and not too cold in winter (just a few days of snow), spring is mild and fall is balmy.

Tours has a reputation for being one of the towns in France where the purest and most unblemished French is spoken. It is also the main town in a region renowned for its cultural, historical and gastronomic heritage. Many great authors in the French literature, many kings and many important religious characters lived here or spent some time here, and each of them depicted this region or left his/her mark.

The Châteaux of the Loire, the vineyards, the gastronomy, Balzac, Ronsard, Rabelais, Leonardo da Vinci, Saint Martin and many others will soon be names that will bring back to you many good times spent here with us !





## YOUR OFFICIAL DOCUMENTS

(Documents you need to bring along)

A few things you need to do **before you leave**, just to be on the safe side.

You will certainly have a lot of things on your mind. However, remember to bring : your official documents ! It might be a good idea to make a copy of all your important documents (passport, ID card, driver's licence if needed, and so on) so as to have a copy if need be.

You can also scan these documents and send them to your email address (you will then be able to print them wherever you are). If you misplace your documents or if they are stolen, you will then be able to prove who you are.

Students coming from **outside the European Union**, please have with you :

- copies of your original diplomas (individual students)
- health record or vaccination certificates
- parental income statement for 2015 and 2016
- currency outflow authorization
- birth certificate translated into French
- passport
- health insurance certificate (if you intend to use your home country's health coverage)
- approximately ten passport-size photos.

Erasmus students from **the European Union**, please have with you :

- Student's card from your home university
- Documents from your home institution stating that you are authorized to study at the Tours University
- Proof of your health coverage (form E 128, or Health Insurance European card )
- ID card or passport
- approximately ten passport-size photos
- health record or vaccination certificates

If you drive a car, you must have the following documents with you at all times :

- driver's licence
- international insurance card
- registration papers of the vehicle.



## YOUR ARRIVAL IN TOURS Finding your way



There are different ways to come to France : by car, train, plane, bus.  
The following will tell you how to get to Tours...

### ...FROM PARIS

If you arrive by plane at Orly airport or Charles-de-Gaulle airport, there is a TGV (high-speed train) which can take you from CDG airport to Tours or St Pierre des Corps ( 5 km from downtown Tours).

#### From Roissy-Charles de Gaulle to Paris-Montparnasse

If you'd rather take the bus to go from **CDG** airport to Paris, choose Roissybus, the easiest and most practical option, especially if you have a lot of luggage, as you'll have enough room to store all of it. You'll find stops just outside Terminals 1, 2 and 3 at CDG airport. It takes about an hour and you can catch a bus every 15-20 minutes from 6:00 a.m. to 00:30 a.m. A one-way fare costs 11 €. The bus will drop you off at the Paris Opera house (at the corner of rue Scribe and rue Auber). You just need to go round the "place de l'Opéra" to find the Métro station. Once you're there, take the Métro line number 8 going to "Balard". Get off at the "Invalides" station. Then take the Métro line number 13 going to "Châtillon Montrouge" and get off at "Montparnasse-Bienvenue" (that's where the train station is). And then just follow the signs «SNCF GRANDES LIGNES - DÉPART».

From **Orly** airport, take the bus Orlybus, which leaves every 15-20 minutes from 6:00 a.m. to 00:30 a.m. It will take you to "place Denfert-Rochereau" in about 20 minutes. A one-way fare costs 7.70 €. From there, take the Métro line number 4 going to "Porte de Clignancourt" and get off at "Montparnasse-Bienvenue" station (that's where the train station is). Then just follow the signs «SNCF GRANDES LIGNES - DÉPART».

If you're landing in **Beauvais**, take the Ryanair bus (one-way fare : 17 € if you buy the ticket office or 15,90 € if you buy it online). It will take you to "Paris-Porte Maillot". From there, take the Métro line number 1 going to "Château de Vincennes" and get off at "Champs Élysées-Clémenceau" to take the Métro line number 13 going to "Châtillon Montrouge". Get off at "Montparnasse-Bienvenue" (that's where the train station is). Then just follow the signs «SNCF GRANDES LIGNES - DÉPART».

#### From Paris-Montparnasse to Tours

To take the train from the Paris-Montparnasse station to Tours, you must book a ticket. TGV fares range from 30 to 60 € and you get to Tours in 55 minutes.

Please note that some trains do not go directly to Tours. They stop in **St Pierre-des-Corps** and then you need to take a shuttle (smaller trains) that will take you to Tours itself, every 10 to 20 minutes.

#### USEFUL LINKS:

- To book your train tickets or to look at the timetables: SNCF website: <http://www.voyages-sncf.com/>
- To look at the itinerary and the timetables of the Parisian subway: <http://www.ratp.fr/>
- To look at the information about the Ryanair bus from Beauvais: <http://www.aeroportbeauvais.com/bus.php>

## ...FROM THE TOURS TRAIN STATION TO UNIVERSITY RESIDENCE HALLS

Once you've reached the train station, you can walk, take a taxi (they are parked right in front of the station) or take a bus [www.fibleu.fr](http://www.fibleu.fr)

The fare is 1.50 €. Tickets can only be purchased from the driver and can be used for one hour whatever bus or tram line you take.

- If you arrive before 4:00 p.m., you will need to retrieve your keys from the office in your hall (or from the office which is in charge of your hall, see details below) and then to see Frédéric Soreau at the International Relations Office who will assist you with tutor-students.

- If you arrive after 4:00 p.m., you will need to go directly to a hotel to spend the night there (refer to "Temporary accommodation" p.33). It will be impossible for you to get your hall keys after office hours.

At the International Relations Office, Frédéric SOREAU can help you until 5:15 p.m.

## UNIVERSITY RESIDENCE HALLS (read also section «Your accommodation» p.30)

You will find your university hall address on the website of the CROUS :

[www.crous-orleans-tours.fr/logements/carte-des-logements/](http://www.crous-orleans-tours.fr/logements/carte-des-logements/)

Some university halls require you to retrieve your keys from a different office, apart from the hall where you are going to be staying. (e.g. Hélène Boucher, Christophe Colomb, Europa and Tonnellé Halls have to go to Sanitas office ; Tanneurs and Croix Montoire Halls to St Symphorien ; and Les Garennes Hall to Grandmont).

See details below...

• **Croix Montoire Hall : 8, place Choiseul** (mark A on the following map) : retrieve keys from St Symphorien Hall  
Go up rue de Bordeaux (you'll have McDonald's on one side and a "briocherie" on the other) until you come to place Jean Jaurès where you'll find all the bus stops.

Take the bus line 2 (going to "Douets") and get off at the "IUT" stop, cross the boulevard and follow rue du Pont Volant until you get to the St Symphorien Hall . Once you have your keys, go back to the bus stop and take the bus line 2 (going to "CHU Trousseau") and get off at the "Jean-Jaurès" stop. Then get on the tram (going to "Vaucanson"), and get off right after the bridge at the "**Place Choiseul**" stop.

• **Grandmont Hall: Grandmont Park** (mark B on the following map) : retrieve keys directly from the Grandmont Hall, building A

Go up rue de Bordeaux (you'll have McDonald's on one side and a "briocherie" on the other) until you come to place Jean Jaurès where you'll find all the bus stops.

Take the bus line 2 (going to "CHU Trousseau") or line 5 (going to "Parc Grandmont") or line 14 (going to "Grand Sud"), and get off at the "**Arsonval**" stop.

• **Hélène Boucher Hall: 9 rue Hélène Boucher** (mark C on the following map) : retrieve keys from Sanitas Hall

Go up rue de Bordeaux (you'll have McDonald's on one side and a "briocherie" on the other) until you come to place Jean Jaurès where you'll find all the bus stops.

Take the tram (going to "Lycée Jean Monnet") and get off at the "**Sanitas**" stop. Take rue du Hallebardier to reach the building. The office will be on your right in the entrance hall. It is open Monday through Friday, from 9 a.m. to 12 p.m. and from 1:15 to 5 p.m., but the best thing to do is to get there half an hour at the latest before it closes.

Once you have your keys, go back to the bus stop "Sanitas" and take bus 10, get off at the "Venien" stop, then get on bus 4A (going to "St Paul") and get off at the "**St François**" stop.

• **Sanitas Hall: Boulevard de Lattre de Tassigny** (mark D on the following map)

Go up rue de Bordeaux (you'll have McDonald's on one side and a "briocherie" on the other) until you come to place Jean Jaurès where you'll find all the bus stops.

Take the tram (going to "Lycée Jean Monnet") and get off at the "Sanitas" stop. Take rue du Hallebardier to reach the building. The office is on your right in the entrance hall. It is open Monday through Friday, from 9 a.m. to 12 p.m. and from 1:15 to 5 p.m., but the best thing to do is to get there half an hour at the latest before it closes.

• **St Symphorien Hall: 25 rue du pont volant** (mark E on the following map)

Go up rue de Bordeaux (you'll have McDonald's on one side and a "briocherie" on the other) until you come to place Jean Jaurès where you'll find all the bus stops.

Take the bus line 2 (going to "Douets") and get off at the "IUT" stop, cross the boulevard and go down rue du Pont Volant until you reach the hall.

• **Christophe Colomb: 21 rue Christophe Colomb** (mark F on the following map) : retrieve keys from Sanitas Hall

Go up rue de Bordeaux (you'll have McDonald's on one side and a "briocherie" on the other) until you come to place Jean Jaurès where you'll find all the bus stops.

Take the tram (going to "Lycée Jean Monnet") and get off at the "Sanitas" stop. Take rue du Hallebardier to reach the building. The office is on your right in the entrance hall. It is open Monday through Friday, from 9 a.m. to 12 p.m. and from 1:15 to 5 p.m., but the best thing to do is to get there half an hour at the latest before it closes.

Once you have your keys, go back to the bus stop and take the bus line 4 (going to "Vénien") and get off at the "Vénien" stop. Walk on rue Christophe Colomb until you reach N°21.

• **Europa: 5, 7, 9, 11 allée Thierry d'Argenlieu** (mark G on the following map) : retrieve keys from Sanitas Hall

Go up rue de Bordeaux (you'll have McDonald's on one side and a "briocherie" on the other) until you come to place Jean Jaurès where you'll find all the bus stops.

Take the tram (going to "Lycée Jean Monnet") and get off at the "Sanitas" stop. Take rue du Hallebardier to reach the building. The office is on your right in the entrance hall. It is open Monday through Friday, from 9 a.m. to 12 p.m. and from 1:15 to 5 p.m., but the best thing to do is to get there half an hour at the latest before it closes.

The hall is located at the back of Sanitas Hall. Just ask how to get there at the office.

(Office phone number : 02 47 60 17 60)

• **Les Garennes: Rue Gaspard Coriolis** (mark H on the following map) : retrieve keys from Grandmont Hall, building A

Go up rue de Bordeaux (you'll have McDonald's on one side and a "briocherie" on the other) until you come to place Jean Jaurès where you'll find all the bus stops.

Take the bus line 14 (going to "Grand Sud"), or line 5 (going to "Parc Grandmont"), and get off at the "Arsonval" stop.

Then go to building A to retrieve your keys. (Office phone number : 02 47 25 13 43).

• **Technopôle Hall: 7, Allée Guy Charff** (mark I on the following map)

Go up rue de Bordeaux (you'll have McDonald's on one side and a "briocherie" on the other) until you come to place Jean Jaurès where you'll find all the bus stops.

Take the tram (going to "Lycée Jean Monnet") or the bus line 5 (going to "Parc Grandmont"), and get off at the "Deux Lions" stop. The hall is opposite the Law Faculty. (Office phone number : 02 47 25 46 03).



## • Tonnellé Hall: 47 boulevard Tonnellé

(mark J on the map) : retrieve keys from Sanitas Hall

Go up rue de Bordeaux (you'll have McDonald's on one side and a "briocherie" on the other) until you come to place Jean Jaurès where you'll find all the bus stops.

Take the tram (going to "Lycée Jean Monnet") and get off at the **"Sanitas"** stop. Take rue du Hallebardier to reach the building. The office is on your right in the entrance hall. It is open Monday through Friday, from 9 a.m. to 12 p.m. and from 1:15 to 5 p.m., but the best thing to do is to get there half an hour at the latest before it closes.

Take the bus line 4 at the **"Vénien"** stop (going to "Saint Paul") and get off at the **"Tonnellé"** stop.

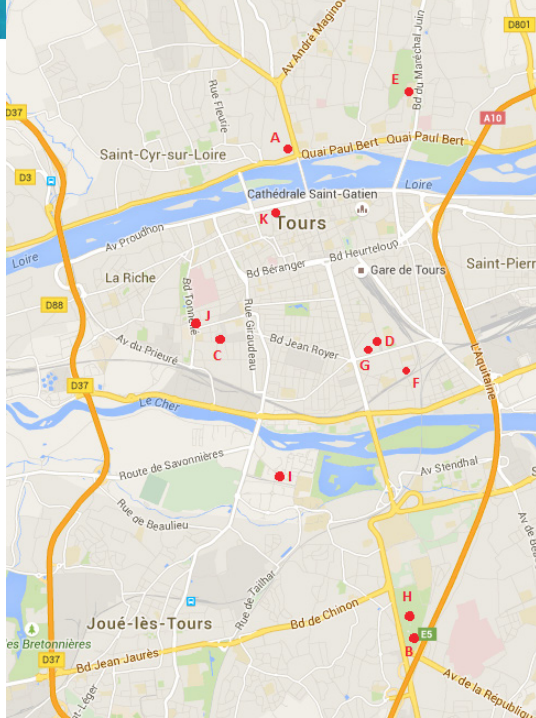
(Sanitas office phone number : 02 47 60 17 60)

## • Les Tanneurs Hall : 5 rue Bretonneau (mark K on the map) : retrieve keys from St Symphorien Hall

Go up rue de Bordeaux (you'll have Mc Donald's on one side and a « briocherie » on the other) until you come to place Jean Jaurès where you'll find all the bus stops.

Take the bus 2 (going to Douets) and get off at the "IUT" stop, cross the boulevard and follow rue du Pont Volant to the St Symphorien Hall. Once you have your keys, go up rue du Pont Volant, cross on Boulevard du Maréchal Juin and continue to go up rue du Pont Volant across the boulevard, continue on Allée du Colonel Marnet until you come to the bus stop "Belle Isle". At "Belle Isle", take the bus 12 (going to Anatole France) and arrived in Anatole France, go up rue des Tanneurs and turn at the left, rue Bretonneau.

(St Symphorien office phone number: 02 47 54 22 49)



## ...TO THE INTERNATIONAL RELATIONS OFFICE

If you walk, go left from the railway station and take the rue Charles Gilles, cross the Avenue Grandmont and take the rue d'Entraigues until the rue Giraudeau/place Rabelais. If you take the bus, go to the bus stop located in front of the Vinci center (on the opposite side of the street), take the bus 5 (going to "Parc Grandmont") and get off at **"Rabelais"** stop.

Then take the rue du Plat d'Étain and enter the 60, the International Relations Office is in the building A, on the first floor, on your right.

Contact **Frédéric Soreau** : 02 47 36 67 17

Monday through Friday from 9 :00 to 12:15 a.m. and from 1:30 to 5:15 p.m..

[incoming.mobility@univ-tours.fr](mailto:incoming.mobility@univ-tours.fr)

# YOUR CONSULAR PAPERWORK

## Some useful links

To get information about the French education system, regulations, visas, etc:  
[www.campusfrance.org/fr/](http://www.campusfrance.org/fr/)

Do you need a Visa?  
[www.diplomatie.gouv.fr/fr/venir-en-france-22365](http://www.diplomatie.gouv.fr/fr/venir-en-france-22365)

If so, how to get one?  
<http://www.ofii.fr/>



## VISA

You have to apply for a French visa through the **French Embassy** in your home country (nothing can be done once you are in France).

**Citizens from EU or EEA member states or Switzerland do not need an entry visa to come to France, whatever the duration of their stay.**

When applying for a visa in your country, you will need to attach an OFII (French Agency in charge of migration and welcoming foreigners) request form.

Once the student has been issued a stamped certificate from OFII, he/she will need to send it within three months of his/her arrival in France to the local office of OFII (OFII addresses are listed at the back of request forms and on the OFII website).

OFII will then notify the student to proceed to registration clearance at the OFII local office. This is **mandatory** and should no registration occur **within the three months' time period** following arrival in France, French authorities will consider that the visa recipient is in the country illegally.

It will take at least three weeks (depends on nationalities and purpose of stay) to obtain a visa.

You are a student and have received this new visa. You should contact the OFII as soon as you arrive to take a physical examination. Your visa will then become a residence permit.

## LONG-STAY VISA (VLS)

**Non-EU** students wishing to stay over three months in France must apply for a long-stay visa.

The long-stay visa application form includes an OFII certificate request form. You need to fill out the upper part of this request form and file it to the Consulate along with your visa application.

When you are issued a long-stay visa (which exempts you from the residence permit), the Consulate will also give you the stamped "OFII certificate request" form and a leaflet.

The long-stay student visa is not required for students from the European Union or European Economic Area who may obtain a residence permit with proof of university registration.

Applying for a long-stay visa when already in France is not allowed. This visa can only be obtained through a French Consulate or Embassy in the home country.

Upon arrival in France, at the border, you will need to have your passport stamped by the police.

**Within three months after your arrival in France**, you will need to send your OFII certificate request form to the "Direction Territoriale" of OFII in Orléans (**by registered mail with acknowledgement of receipt**), and enclose copies of your passport pages showing your marital status, entry stamp and visa stamp :

OFII  
4 rue de Patay  
45000 Orléans

The visa once "validated" by OFII, within 3 months following entry in France, entitles the student to the same rights as the residence permit, which it replaces.

For this first step, you don't need to go to the Préfecture or OFII.

The OFII will ask you to come and validate your visa. You will have to be carrying :

- your passport
- a proof of your residence in France (rent receipt, electricity, water, gas or landline phone bill under your name)
- a full face passport photo, head uncovered
- a medical certificate issued by an OFII certified physician (refer to "Physical examination")
- OFII stamps (marked ANEM or OMI) corresponding to the amount of the tax due for a first residence permit (58 Euros in fiscal stamps which can be bought in a tobacco store or in the tax office)
- a proof of your health coverage as a student
- a properly stamped envelope.

## PHYSICAL EXAMINATION

Because of the new «visa long séjour» policy, foreign students must comply to a medical examination. Beginning on September 2011, every non European exchange student attending classes in the University of Tours will be asked by the OFII for such an examination.

Should the student be missing this compulsory examination, for whichever reason, he/she would have to accept another appointment in the OFII Orléans, and the cost of the train ticket (15 to 25 €) will have to be paid by the student.

If you have any question, please reach Frédéric Soreau : [incoming.mobility@univ-tours.fr](mailto:incoming.mobility@univ-tours.fr)

During the physical examination, you will have mandatory medical examinations, including a lung X-ray, eyesight test, weight, size and so on.

This examination aims at :

- detecting any health issue and, if required, to refer you to a medical care center for a check-up and medical treatment.
- attracting your attention on risk factors for your health : dietary food imbalance, diabetes, AIDS...

There's no need for you to come with an empty stomach.

Please provide your health record, if you have one, medical prescriptions and glasses, if you need them.

You will also need to provide an updated list of vaccinations.

# YOUR UNIVERSITY PAPERWORK

## BEFORE YOU ARRIVE IN FRANCE

Following your nomination by your university, you must pre-register online and send back your application, including accommodation request, to Frédéric SOREAU, at the International Relations Office. (Look at the next page “Your Contacts”)

You will find all the information you need here :

<http://international.univ-tours.fr/echanges>

click on “exchange student” or on “international student” and then on “admission”



## UPON ARRIVAL IN FRANCE

### Confirm registration

You first need to confirm your registration at the university François-Rabelais in Tours. To do so, you should meet Frédéric SOREAU at the International Relations Office. (Look at the next page “Your Contacts”)

During this meeting, you will obtain all the information you require, in particular the name and phone number of the teaching staff member who will be your academic coordinator and who will help you to validate your “Learning Agreement”. You will also receive assistance to fill out the administrative application form.

### Academic registration

You will be given a student card (or “Atout Centre” card), an important document which proves that you are a student registered at the university François-Rabelais in Tours. This card will be required :

- to sit for exams
- to obtain an Internet access in the university buildings
- to access libraries, computer rooms, university cafeterias...
- to obtain discounts (shows, museums, cinemas...)
- to pay for your meals in university restaurants, or to use laundry rooms in your university residence hall (recharge can be made online, more information on page 21).

**Note :** your student card will only be issued **two or three days after your visit at the International Relations Office**, the time for your application to be processed.

### Educational registration

You will need to contact your educational coordinator and meet him/her quickly in order to agree on a study program.

With his/her assistance, you will also fill out an “educational contract” which you will then hand in at the registrar’s office to register for classes and exams.



## YOUR CONTACTS

At the International Relations Office of the University

### INTERNATIONAL RELATIONS OFFICE

60 rue du plat d'Étain – BP 12050

37020 Tours cedex 1

Phone : +33 (0)2 47 36 67 04

Fax : +33 (0)2 47 36 67 06

e-mail : [internat@univ-tours.fr](mailto:internat@univ-tours.fr)

website : [international.univ-tours.fr](http://international.univ-tours.fr)

Monday through Friday : 9:00 – 12:15 / 1:30 – 5:00 p.m.

Person in charge : **Sylvie Crochet**

### YOUR SPECIAL CONTACT

**Frédéric Soreau**

Support to foreign Erasmus students and students on agreement / Sponsorship / Accommodation  
+33 (0)2 47 36 67 17 or [incoming.mobility@univ-tours.fr](mailto:incoming.mobility@univ-tours.fr)

**Christèle Gaudron** – Reception

+33 (0)2 47 36 67 04 or [internat@univ-tours.fr](mailto:internat@univ-tours.fr)

**Aurore Leroy** – Cultural Program

+33 (0)2 47 36 66 65 or [aurore.leroy@univ-tours.fr](mailto:aurore.leroy@univ-tours.fr)

## BASICS AT THE UNIVERSITY François-Rabelais of Tours

Universities in France, called “fac” (short for “faculty”), are governed by a system that meets the new European standards for higher education. It follows national guidelines and offers standardized degree courses, with a system of credits (ECTS-European Credit Transfer System) that need to be obtained for each degree.

The system is called L-M-D : Licence (a three-year Bachelor's degree), Masters (a two-year degree course) and Doctorate (a three- or four-year degree course).

### Credits System

It is based on the number of credits assigned to each course within an academic year. A full academic year workload requires 60 ECTS, a semester workload requires 30 ECTS, a “Licence” degree requires 180 ECTS.

ECTS are extremely useful for European foreign students: for example, a student who has validated two semesters will receive 60 ECTS. This means the student can enter the second year of a Bachelor's degree in France since these ECTS prove that the student has validated the first year in his/her country.

## HOW COURSES ARE ORGANIZED

There are variations according to courses, departments and subjects, but you'll find a few permanent features. Classes are given by university professors, assistant professors, qualified teachers, holders of “agrégation”, graduate assistants, ATER (Temporary teaching and research staff) or junior lecturers.

You will usually have two-hour lectures (“**cours magistraux**” or CM), but some lectures may last up to four hours. In addition to these, you will have tutorials (“**travaux dirigés**” or TD). Lectures take place in amphitheaters as they are intended for a great number of students, whereas tutorials are held in classrooms for no more than forty students. During CMs, the professor lectures to students, while students may ask questions, participate in debates, work on drills, make oral presentations and be questioned. Most of the time, students are required to give presentations in order to assess their work in terms of personal research, group interaction and oral presentation.

In some courses, you will also have practical work (“**travaux pratiques**” or TP) that is carried out in laboratories (research labs, language labs, computer labs) in small groups.

### Welcome of students by teachers

“Office hours” do not really exist in France in the same obligatory nature as in other countries. The main reason is that in French universities teachers do not have their own offices (at best they will have an office hour in a shared room). So you may find it difficult to get in touch with some of your teachers sometimes.

Nevertheless, teachers are generally happy to answer questions and to discuss problems before or immediately after class. Individual appointments can also be made. Contact with professors depends largely on the individual student's initiative. Do not hesitate to email them if you need to.

### FIRST CONTACT WITH YOUR PROFESSORS

The first time you attend a class, at the end of it, you need to introduce yourself to your teachers.

Ask them for a signature on your pedagogical contract to prove that they accept you in their class.



## DIFFERENT TYPES OF ASSESSMENT

The university year starts in September and ends in May or June. It is divided in two semesters of approximately 12 weeks : 1<sup>st</sup> semester : from September 1<sup>st</sup> (information week) to December 18<sup>th</sup> 2015 (2 week holiday at the end of December), 2<sup>nd</sup> semester : January 19<sup>th</sup> to late May 2015 (1 week holiday in February and 2 week holiday in April). Each semester counts equally to obtain ECTS credits and pass in the following year.

Assessment is carried out in the following way :

- continuous assessment (“**contrôle continu**” or CC) throughout the whole semester: credits may be awarded for being present in class, participation, written tests and, most of the time, for oral presentations to your TD group and/or presentations handed in to the professor.

- final assessment (“**contrôle terminal**” or CT), called partial (“**partiel**”). As you can tell from its name, this test takes place at the end of the semester (either in December and January, or in May and June).

In order to pass, a student has to succeed both semesters. However, should he or she fail, there is a “second session” of exams.

This second session, called “retakes” (“**session de rattrapage**”) enables students to re-sit for their failed exams at the beginning of January and at the end of May or beginning of June.

It consists either in written tests or oral tests, depending on subjects.

## TEACHING LOCATIONS

The departments dispensing different university courses are located throughout town :

### **The Tanneurs campus - bus stop “Faculté des Tanneurs” or “Anatole France”/ or tramway station “Anatole France”**

It is located at 3 rue des Tanneurs and accommodates the university Departments (“Unité de Formation et de Recherche” or UFR) or Faculties of Humanities, Languages, Arts and Human Sciences. There is an annex to the Tanneurs on the **Fromont** and **Béranger** campuses (8 bis rue Fromont and 163 rue Victor Hugo) where you will find class rooms and amphitheatres respectively.

### **The campus of the university center of french as a foreign (CUEFEE)**

The CUEFEE buildings are also on the Fromont campus (8 bis rue Fromont) ; that is where most of you will attend French Language and French civilization classes.

### **The Renaissance Higher Studies Center (CESR)**

Located at 59 rue Néricault Destouches. That is where History, Languages and Humanities students specialized in the Renaissance period attend classes and can consult numerous library books.

### **Tonnellé campus - bus stop “Tonnellé” or “Bretonneau”**

Campus of the Department of Medicine, 10 boulevard Tonnellé.

### **The Deux Lions / Portalis campus - bus stop “2 Lions” or tramway station “Fac 2 Lions”**

On this campus, you will find the Departments of Law, Economics and Social Sciences, and the Business School, as well as the Engineer Polytechnical School of the Tours University (EPU/Polytech).

### **The Grandmont campus - bus stop “Faculté de Grandmont”**

On this campus, you will find the Students' house, the Department of Sciences and Technology, the Department of Pharmaceutical Sciences, the Department of Electrical Engineering of the IUT (University Technical Institute) in Tours and the University Exercise and Sports Department (SUAPS).

### **The Ursulines**

The Department of Music and Musicology is located at 5 rue François Clouet.

### **The Jean Luthier campus - bus stop “IUT”**

This is the IUT campus (University Technical Institute) in Tours, 29 rue du Pont Volant.

### **Blois unit**

50 kms from Tours, you have an IUT (technical institute), the Computer Department of the Science Department and an annex of the Law School.

## **HOW TO SELECT COURSES**

The best way to make the right choice is to go to the website of the university François Rabelais :

<http://international.univ-tours.fr>

click on “admission and courses” and then “courses”.

N.B. : In some cases, you will need to contact the department office directly to get further details or a presentation of the subject you are interested in (each department releases one every year).

You can also download detailed pdf documents available on our website. Our website lists the most popular courses for international students. Go to “<http://international.univ-tours.fr>” and click on “admission and courses” and then on “most popular courses for exchange students”.

International students will be able to choose classes from all departments as long as they are in accordance with their field of studies and their professional project. Adjustments can be made at the beginning of the semester with the agreement of the student's home and host tutor.



## ADMINISTRATIVE REFERENTS

You will find on the following page a list of administrative referents who can help you.  
There is one per department.

### Foreign Exchange Students

#### List of administrative referents

(customized orientation, grade reports, links with International Relations Office)

University Departements	Last name	First name	Phone	E-mail	Office
Arts et Sciences Humaines + Lettres et Langues	Avice	Marielle	02 47 36 65 21	marielle.avice @univ-tours.fr	campus Tanneurs 2nd floor, office 205
CESR	Jossec	Marie- Christine	02 47 36 77 86	marie-christine.jossec @univ-tours.fr	CESR, Bât. N, 1st floor
Médecine	Godeau	Florence	02 47 36 62 04	florence.godeau @univ-tours.fr	Faculty of Medecine, Building J, Office J1240
Sciences & Techniques	Guignabaudet	Coralie	02 47 36 70 32	coralie.guignabaudet @univ-tours.fr	Grandmont Park, Building H, Office 12
	Breton	Sophia	02 47 36 70 54	sophia.breton @univ-tours.fr	
Sciences Pharmaceutiques	Garel	Lucie	02 47 36 71 49	lucie.garel @univ-tours.fr	Grandmont Park, Building Y, Office B120
Droit, Économie et Sciences Sociales	Thibault	Emmanuel	02 47 36 11 02	emmanuel.thibault @univ-tours.fr	Building B, 2nd floor, office 226, campus Portalis
EPU	Boyer	Cécile	02 47 36 14 14	cecile.boyer @univ-tours.fr	Building E, 1st floor, Office 104, campus Portalis
IUT Tours	Martinho	Nathalie	02 47 36 75 81	nathalie.martinho @univ-tours.fr	Accueil, campus IUT Tours, Pont volant
IUT Blois	Noblecourt	Marie-Georges	02 54 55 21 18	marie-georges. noblecourt @univ-tours.fr	IUT Blois, 1 5 rue de la chocolaterie



## INCREASING YOUR KNOWLEDGE OF FRENCH

**At the CUEFEE** (Centre Universitaire d'Enseignement du Français pour Étudiants Étrangers / University Center of French as a Foreign Language).

As you follow courses that you have chosen, you will soon learn to make a difference between classes **of** French that you had before and classes **in** French. Therefore, if you wish to broaden your command of the French language to express yourself more fluently or so people will understand you better, the CUEFEE is there for you. It offers language, grammar, French culture classes which will help you to know more about the language that you will need to use every day, but also about the country and the region where you are staying.

Exchange program students need to enrol per semester. There are 6 hours a week (i.e. 3 two-hour classes). Fees are 50 € per semester (free of charge for certain exchange programs).

You will not be awarded a degree for this type of course; however, you will be able to gain ECTS credits (4 per module) that will be included in your half-yearly or/and yearly grades. However you can ask the CUEFEE secretariat for a language level attestation at the end of the semester.

A brochure is also available on the university website :

<http://international.univ-tours.fr>

click on “admission and courses” and then “admission” and finally “Learn French at the Cuefee” on the right.

**At the CRL** (Centre de Ressources en Langues / Language Resource Center)

An innovative language learning Center, the CRL allows every student to study at his/her own pace, according to his/her level thanks to multimedia supports.

A member of the teaching staff works out the student's needs during an interview. He/she defines a program that will enable the student to progress at his/her own pace, according to his/her starting level. The student is then in charge of his/her own learning process and his/her work is monitored while keeping a certain autonomy.

Intensive oral practice in small groups allows students to forget about their fears of speaking and to take part at regular intervals in debates suggested by members of the teaching staff or native assistants, during conversation sessions.

Similar in structure and equipped with a common database including all pedagogical documents, CRLs are made up of 5 working areas (audio, video/TV, reading, computers, conversation) where students choose the resources on which they will work on their own.

There are currently 4 CRLs located as follows :

**Tanneurs Campus**, Dpt of Arts&Human Sciences and Dpt Literature&Languages, level -1,  
take the entrance Z from the “Extension” part of Les Tanneurs building;

**Grandmont Campus**, Dpt of Sciences and Technologies, Building L 1st floor, room 1180

**Campus of the Deux Lions**, Department of Law, Economics and Social Sciences building A 2<sup>nd</sup> floor

CRL 1 room A210 for Licence students

CRL 2 room A200 for 3rd year's Licence students and Master's students

## YOUR LIFE AS A STUDENT IN TOURS

### INDUCTION WEEK FOR NEW STUDENTS

An induction week is organized in order for new students to learn about the university and how it works. It will take place from September 1<sup>st</sup> to 9<sup>th</sup>, 2016.

You will be trained on how to use the ENT (Environnement Numérique de Travail / Digital Work Environment) during this week so as to be familiar with this essential tool.

[www.univ-tours.fr/vie-etudiante/l-environnement-numerique-de-travail-ent-23003.kjsp](http://www.univ-tours.fr/vie-etudiante/l-environnement-numerique-de-travail-ent-23003.kjsp)

Several activities will take place during this week. See the calendar at the beginning of this booklet.

### MEETINGS AT THE BEGINNING OF THE YEAR

Following your enrollment, you will need to attend a meeting to prepare the beginning of the year. That is when the different departments, courses and some teaching staff members will be introduced to you.

You will also get brochures with course description if you do not have them yet.

The dates and places of these meeting will be announced when you arrive.

### ATOUT'CENTRE CARD

This card is a student card. It is for your use only. It has your picture, your first, middle and last names and subject on it, as well as the year you are studying in.

It is a multi-use card which enables you to borrow books from the university libraries, to print documents from the computers in the computer rooms of the university, to use photocopiers and also to eat at the university restaurants (RU) thanks to an internet money charge system.

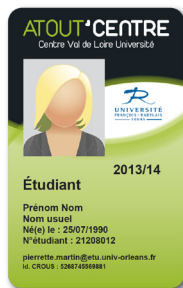
Your Atout Centre student card contains a secured e-wallet which will enable you to pay for your meals in university restaurants and cafeterias.

Your student card can be filled using your credit card:

- via the CROUS website <https://mon-espace.izly.fr/home/logon>
- via your ENT : tab "Bureau" > Carte Atout'Centre
- at the reception of your university restaurant

It is therefore important that you take great care of it. Should you lose it, should it be stolen from you or not work, you will need to stop your e-wallet going on the CROUS website.

Then, you will be able to obtain a new card from the registrar's office but you will need to pay for a new one.



## HOW TO MEET PEOPLE ?

### MENTORSHIP



The International Relations Office also organizes **mentorship**. This consists in having a French student of the François-Rabelais University help a foreign student who has come to study at our university for a semester or an academic year. This is a way to give foreign students a hand (the French student can help him/her upon arrival at university in general organization, to find his/her way through town, and so on ) and most of all to get to know people from different backgrounds. You get to choose the language you want to speak and you can learn a lot about the way different people live, about cultural differences, and that is truly a very enriching experience.

Moreover, you can both introduce the other to another circle of friends and make new friends.

Contact Frédéric Soreau at the International Relations Office

[incoming.mobility@univ-tours.fr](mailto:incoming.mobility@univ-tours.fr) or [parrainage-ri@hotmail.fr](mailto:parrainage-ri@hotmail.fr)

The International Relations Office (DRI) organizes at the beginning of each semester a welcome party for new exchange program students. This is an opportunity to present the program of cultural activities for **one semester** in which you can take part. You will be able to go sightseeing in the region, to learn a bit more about its history, its heritage and its traditions, while spending a pleasant time with other exchange program students like yourself, from various countries, and sometimes even with your mentor. Check your emails for our invitation to this welcome party.

### STUDENTS' ASSOCIATIONS

You will find a list of students' associations on the university website :

[www.univ-tours.fr/vie-etudiante/vie-associative-182056.kjsp](http://www.univ-tours.fr/vie-etudiante/vie-associative-182056.kjsp)

#### Association ESN Tours



Erasmus Student Network Tours is a student organisation mainly dedicated to international exchange students.

It offers many activities (international dinners, French cooking masterclasses, guided visits of Tours and its heritage, cinema, ice-skating, canoeing, karaoke parties...) all year long!

Facebook: ESN Tours

### FOREIGN STUDENTS WELCOME ASSOCIATION IN TOURAINE

This association will offer you to meet families in Tours and its surrounding area. It will put you in touch with families that will help you to know more about life in France and the French culture. You will also be able to speak French during meals, walks, picnics, sightseeing tours, afternoon "goûters", and all that free of charge.

A party is organized at the beginning of each semester. You'll receive an email.

To contact this association : AEE (Accueil aux Etudiants Etrangers), 1 place du 14 juillet, 37000 Tours, located in the "Institut de Touraine" Building, Tuesdays from 3:00 p.m. to 5:00 p.m.

Phone number 02 47 05 48 93 ([www.accueil-etudiants.com](http://www.accueil-etudiants.com)).

### THE CAFÉ DES LANGUES

If you wish to meet students from other countries and speak other languages, you can go to **the Café des Langues** on Mondays from 8 :30 p.m.. It is located in the Café "Continental" which is 14, place Jean Jaurès in Tours.



## OTHER SUGGESTIONS

The courses you will attend are also a good way to meet French or foreign students. So that is a good place to start. You will at least have one thing in common. When you find yourself in small groups, in tutorials, for instance, take this opportunity to start up a conversation, introduce yourself, don't stay alone, as French students often won't come straight out to you because they already know each other. Sports, music, cultural activities all constitute opportunities to interact.

## LIBRARIES

### UNIVERSITY LIBRARIES (BU – BIBLIOTHÈQUES UNIVERSITAIRES)

There are several university libraries in different locations and departments. Tours university students have free access to them and books can be borrowed at no charge, except for inter-library loans (for which you will be asked to pay transport costs).

Your Atout'Centre student card will enable you to borrow the books you need thanks to its microchip. You can access your reader's account from any computer connected to the Internet by using your login. This way, you can manage your loans, consult the online catalog, reserve one or several books and extend the loan period.

You will find the opening times of each library on the following website :

[portail.scd.univ-tours.fr](http://portail.scd.univ-tours.fr)

- **BU of Humanities and Languages, Arts and Human Sciences** : it is located on the Tanneurs campus (5, rue des Tanneurs) and includes books on arts, history, languages and literature, philosophy, psychology, religion, and social sciences. On the fourth floor, you will also find the library specialized (BS) in history, art history and archeology. *Beware: This BU will be down for maintenance during the first semester 2015-2016!*

- **BU of Law, Economic sciences and Geography** : 50 avenue Jean Portalis, on the Deux Lions campus. You will find books about law, history, economics, political sciences, geography, social sciences, management and town planning.

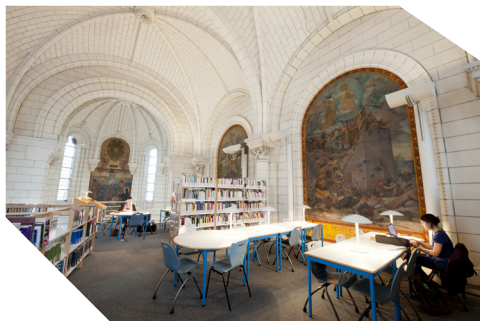
- **Research library of the Law UFR** : located on the Deux Lions campus , 50 avenue Jean Portalis, it is open only to Master 2 and Doctorate students and teaching staff members. Fields of specialization : public law, private law and community law.

- **BU of Medicine** : located on the premises of the Bretonneau Hospital at 10 boulevard Tonnelé, you will find books about basic sciences, clinical sciences and human sciences.

- **BU of Sciences and Pharmacy** : located on the Grandmont campus, Grandmont park, it is specialized in fields such as sciences and techniques, engineering science, computer science and pharmaceutical sciences.

- **Library of the Philosophy Department** : it is located in Tours, 3, rue François Clouet and comprises philosophy books.





- **Library of the Renaissance Higher Study Center (CESR)** : It is located in the building of the CESR, at 59, rue Néricault Destouches.

- **BMT (Bibliothèque Musicale de Touraine)** : the Musical library of Touraine is located on the premises of the Music and Musicology Department, 2 ter rue des Ursulines. You can listen to music and consult books about musicology, musical theory, music, historiography, music instruments, instrumental music, history and critic, ethnology, jazz, musical notation, study and teaching, and printed music.

- **Library of IEHCA (Institut Européen d'Histoire et Cultures de l'Alimentation – European Institute of Food History and food cultures)** : located at 16 rue Brignonnet, it offers study fields such as food, food habits, beverages, gastronomy and dietary behaviors.

- **Documentation Center of the Maison des Sciences de l'Homme “Villes et Territoires”**: located on the Deux Lions campus, at 33, allée Ferdinand de Lesseps. Only teaching staff members, researchers, postgraduates in “ Sciences de l'Homme et de la Société “ and Master 2 students (under certain conditions) may have access to this. Fields covered are town and country planning, environment and architecture.

- **Documentation Center of the Engineering School of the university of Tours (Polytech'Tours)** : located on the Deux Lions campus at 64, avenue Jean Portalis. You will find computer science, mathematics, mechanics, electronics, engineering, robotics and managements books.

- **Documentation Center of the Engineering School of the university of Tours (Polytech'Tours), Development Department**, located on the Deux Lions campus at 35 allée Ferdinand de Lesseps. You will find books about national and regional development, town planning, environment and architecture.

- **Library of the Mathematics and theoretical physics Laboratory** : located at Grandmont Park, only teaching staff members, researchers, M2 students in Mathematics and Physics and authorized readers may access this library. It includes books on mathematics and physics.

- **Library of the IUT (Institut Universitaire de Technologie – Technical University Institute)** : located on the premises of the IUT, 29, rue du Pont Volant. Fields covered are as follows : computer science, information technology, psychology, sociology, economics, law, biology, electronics, food, management and sports.

- **Blois Library** : located at 6 place Jean Jaurès in Blois, it comprises the following fields : computer science and telecommunications, engineering sciences, landscaping, legal sciences and social sciences.



## MUNICIPAL LIBRARIES (OR BM)

BMs are located throughout town and their access is free of charge. Registration is free for students under the age of 25 and costs 10 € for 25-year-olds and over.

To consult or borrow books, all you need to do is request a reader's card from one of the desks.

Here are the different libraries :

- la bibliothèque centrale : 2 bis avenue André Malraux (Anatole France),
- la médiathèque François Mitterrand : 2 esplanade François Mitterrand, Tours Nord (Beffroi)
- la bibliothèque des Fontaines : Espace Jacques Villeret, 11, rue de Saussure (Fontaines)
- la bibliothèque des Rives du Cher : 2 bis boulevard Winston Churchill (Rives du Cher)
- la bibliothèque Paul Carlat : centre de vie du Sanitas, 10 place Neuve (Sanitas)
- la bibliothèque de la Rotonde : mail du Petit Prince (Rotonde)
- la bibliothèque de la Bergeonnerie : allée Aimé de la Rochefoucault (Bergeonnerie)

## DOCUMENTATION CENTERS

In addition to libraries, you can use private documentation centers that are also open to the general public. Each of them has its own opening hours and rules, but here are two that we recommend.

- **The Library of the Studio movie theaters** (7 rue des ursulines) : it offers the best collection of books dedicated to the movie industry in the whole region and puts them at the disposal of the general public. You can consult periodicals, photos, press kits and other resources and borrow books for 2 weeks.

- **The Library of the Natural History Museum** (3 rue de Président Merville) : you will find books about life sciences, geology and so on.

## WHERE CAN YOU FIND THE BOOKS YOU NEED ?

First of all, in University libraries, as well as in the documentation centers we just talked about.

But if you wish to buy books, here are the main places where you can find what you need.

## BOOKSTORES

There are general book stores in the main streets of Tours, such as FNAC in the shopping arcade off rue Nationale, or " la boîte à livres" rue Nationale.

You may also feel like or need books in a foreign language. You will find them at "la boîte à livres de l'étranger", 2, rue du Commerce. For more specialized books (philosophy, medicine, law, trade and so on), you can go to FNAC, to the bookstore called "Le Livre" located at Place du grand marché, next to the statue of the monster or the bookstore called "Unithèque" located at the corner of Rue du Commerce and Rue Paul-Louis Courier, number 71.





## SECONDHAND BOOKS

You can find secondhand books at discount prices compared to new ones :

- “Le Bouquiniste”, 20 rue Gambetta (books of all kinds, textbooks, paperbacks, “Que-sais-je ?”)
- “J’ai les bulles”, 82 rue du Commerce (more specialized in comic books, leisure and so on).
- “La librairie Theureau”, 55 rue de la Scellerie (specialized in old books, engravings)
- “L’oiseau Lire”, 88bis rue des halles (new books at low prices or secondhand books)
- “Lire au Jardin”, 5 rue Constantine

Another option is to read the ads you’ll see posted on the notice boards in the corridors of the university. Among them, there are always lists of secondhand books students want to sell because they don’t need them anymore with their phone numbers. In terms of price, this is really worthwhile.

Finally, you can go on the Internet to buy new or secondhand books that you cannot find elsewhere.

## OTHER USEFUL SERVICES FOR YOUR CLASSES

You may need to print some documents, make copies, or bind pages you have prepared. Here are a few places where you can do that.

### TO PRINT

As explained in the Everyday life part (c) Means of communication; 2-Internet), you can print from a university computer (in computer rooms) on copiers/printers with the Atout’Centre student card (providing of course it is credited ; you can fill your student card via your ENT or on the CROUS website).

To manage your printing account and get all the useful information (prices, printers’ locations, your printing record...), go in your ENT, tab “Bureau” > Carte Atout Centre or on [imprimer.univ-tours.fr](http://imprimer.univ-tours.fr)

### TO MAKE COPIES

Likewise, you can use machines in the corridors of the university to make black and white copies.

### TO BIND

Regarding binding, copies and printing (both color and black-and-white), you can also go to printing shops located, for instance, next to the Tanneurs : Copifac and Corep. They both offer very reasonable prices for this type of service, but there are others throughout town.

## SPORT AND CULTURE

### PHYSICAL ACTIVITIES AND SPORTS

Thanks to SUAPS (Service Universitaire des Activités Physiques et Sportives), you can practice different sports during the first and second semesters. All you need to do is sign up on ENT (Environnement Numérique de Travail, your electronic student portal) for classes and activities you are interested in. Please consult the SUAPS website for further information : <http://suaps.univ-tours.fr>

NOTE : try to do this as soon as you can, as there are often many people for few places. If you are on a waiting list, don't hesitate to consult your ENT regularly, as your registration progress will be updated there.

Sports classes may provide validation of some ECTS credits (it's then called "sport bonifiant") providing you come regularly to sessions and /or you have reached a certain level, but you can also practice sports just for fun.

#### The Sport Pack



This is intended for all students. You can get it when you enroll at university or in registrar's offices or else at SUAPS, 14, avenue Monge (it costs 22 €). It enables you to practice one or two physical and sports activities and entitles you to many advantages.

Thanks to this, you can take part in sports periods, events (badminton night, U ride a bike, event weekends), sports

challenges and competitions in general. You will also get discounts at our different sports partners' outside campus (various sports clubs, fitness/weight lifting clubs, and so on).

So don't forget to register at the beginning of September for the first semester and at the beginning of January for the second !

### CULTURAL AND ARTISTIC ACTIVITIES OFFERED BY THE OFFICE OF CULTURAL AFFAIRS

Supervised artistic activities can be evaluated and credited with ECTS points for a semester or an academic year at the University of Tours.

Singing, theater or writing workshops are offered each year. Students can also join EVUT (Ensemble Vocal Universitaire de Tours) if they pass the audition: <http://evut37.blogspot.com/>

Contact : [magnanh@gmail.com](mailto:magnanh@gmail.com)

These workshops are proposed as "UE d'Ouverture" by the Office of Cultural Affairs.

Thanks to an agreement, the college of arts in Tours can propose to international students artistic activities that are not available at the university. For more information please contact the Office of Cultural Affairs.

The university orchestra – OUT: Orchestre Universitaire de Tours – is a students' association for musicians of all levels – please note that there is no evaluation: <http://orchestre-univ-tours.org>



## Cultural passport for students



It comes in the form of a little sticker on your student card. Once you've purchased it, it will give you access to many theaters, exhibitions, shows, music and dance events for free!

Get it with your registration at the university or at the Cultural Service Office (Tanneurs, 109 bis). You will need to pay 8€ and provide a passport-size photo (as it is a personal pass and no lending is allowed).

Go on the website to discover every cultural partner institution and its special discounts:

[pce.univ-tours.fr](http://pce.univ-tours.fr)

## THE CULTURAL PROGRAM OFFERED BY THE INTERNATIONAL RELATIONS OFFICE

The university's International Relations Office (DRI) organizes a program of cultural outings for exchange program students. This program aims at helping you to learn about the heritage, history, gastronomy, architecture, in short how rich Touraine is, through afternoons, days or weekends in Tours and its region, or further afield (Paris, Mont-Saint-Michel...). The International Relations Office will introduce this program to you during the welcome do organized at the beginning of each semester.

We offer you these activities at low prices in order to make it accessible for as many of you as possible and therefore to take advantage of your stay with us.

You can have a look at our program on the university website (go into the "cultural programme" section) :

<http://international.univ-tours.fr/profils-en/exchange-students-286239.kjsp?RH=1324205065776>

## THE STUDIO CINEMAS

This independent movie theater offers you a one year subscription (12.50 to 19.50 €) to access very attractive prices to watch films : you will pay 5€ a ticket, 4€ for students under the age of 26.

There are many advantages to subscribing beyond that of ticket price :

- you will see films in their original language with French subtitles, which is a good exercise for you
- you will be able to use the cafeteria which offers a selection of home-made and fresh dishes prepared by the members of the association each day.
- you will receive each month, free of charge, the magazine called "Les Carnets des Studios", which presents the films of the month, the weekly schedule of showings, articles about movie news, "Studio" news, guest directors, festivals or other events and interviews.

## "GREETERS"

These volunteers of any age and any horizon offer you a friendly visit of the town: a nice opportunity to discover Tours through the eyes of a "tourangeau"!

You can choose your "Greeter" depending on his/her interests (<http://tours-greeters.fr>)





## NATIONAL MUSEUMS AND OTHER HISTORICAL SITES

When you're sightseeing, don't forget to say you're a student. Showing your student card will usually get you a discount ticket (even free entrance in most cases, if you're an art student).

Moreover, if you're under 25 years old and from an EU member state, you will have free access to national museums (all you need to do is check whether the museum is a national museum or a privately owned museum). It goes without saying that you are in Tours to study, but once in France, you can also take advantage of weekends, national holidays (1<sup>st</sup> November, 11<sup>th</sup> November, 1<sup>st</sup> May, 8<sup>th</sup> May, Ascension Day (always on a Thursday in France), Whit Monday) and also breaks (two weeks at Christmas, one week in February, two weeks at Easter) to explore the region or more on your own !

Tours is a town well served by public transport and it is easy to go wherever you want.

## TRIPS

If you go on a tour of France during university breaks, you will always have several types of accommodation at your disposal.

Here are a few of them :

- camping grounds : make sure they have vacancies before you leave ! Call the Tourist information Center or the camping ground you have selected and make a reservation.
- youth hostels : likewise, you will need to book a bed by calling the youth hostel (Auberge de Jeunesse – AJ) or to make a reservation ([www.fuaj.org](http://www.fuaj.org)). Moreover, the website or the person you talk to will recommend places to go, things to see, places to eat typical food, where to start, and so on. The website also gives you a lot of tips (e.g. combos youth hostel + meal or youth hostel + bus).

- the "gîtes de France" ([www.gites-de-france.com](http://www.gites-de-france.com)) are also a good way to limit the cost of your stay. Self-catering cottage, bed-and-breakfasts, lodges, camping grounds and chalets can accommodate you wherever you go.

- and finally, for the boldest travelers, you can also stay at people's places on a couch or in their spare bedroom. This website [www.couchsurfing.org](http://www.couchsurfing.org) will help you to find people who agree to put you up wherever you are. Read instructions carefully and, most of all, don't go on your own. Better safe than sorry.

## VOLUNTEERING

Being a volunteer is an excellent way for meeting new people and helping someone at the same time. Be sure to have some time available in a regularly way and a sufficient French level.

Then you can go on the website "France Bénévolat", select the town and the mission type you are interested in: <http://francebenevolat.org/benevoles>

# YOUR ACCOMMODATION

## WHERE TO FIND ACCOMMODATION IN TOURS

There are different types of accommodation in Tours.

### UNIVERSITY RESIDENCE HALLS

CROUS is the French organization that helps students with accommodations, catering, scholarships and much more. There are 11 university halls throughout the town, for more details and pictures go to <http://www.crous-orleans-tours.fr/logements/carte-des-logements/tours/>

**Note :** Vacancies are limited. It is therefore highly recommended that you apply for a room as soon as possible. To do so, contact Frédéric Soreau, who gathers all the exchange program students' applications : [incoming.mobility@univ-tours.fr](mailto:incoming.mobility@univ-tours.fr)

### Who is entitled to these ?

Age prerequisites :

- first-registration Licence and 1<sup>st</sup> year Master students should not be over 28
- 32 years old for 2<sup>nd</sup> year Master or Doctorate students.

**Academic criteria.** You must be :

- either in an international program or agreement (intergovernmental program which entitles you to a scholarship from the French government or a foreign country, inter-university program).
- or in 2<sup>nd</sup> year Master or Doctorate, as an individual student

### Type of accommodation - Budget required

- Rent :
- 9 m<sup>2</sup> individual room (175 to 260 € a month)
  - 18 m<sup>2</sup> individual studio apartment (340 to 375 € a month)
  - 36 m<sup>2</sup> apartment with cotenants (306 € per person)

Deposit : one month's rent

Guarantor : the guarantor needs to reside in the European Union (he/she would be the one paying if you were not able to do so yourself ; for further details, refer to §2 "A few valuable tips").

Duration of stay : A 9-to-12-month contract is compulsory depending on the type of accommodation, except for Erasmus students and exchange program students who are not subject to such an obligation.

**Note :** in both cases, applications need to be filled by :

- November 25th for students staying in Tours over the 2<sup>nd</sup> semester 2016-2017
- May 27th for students staying in Tours over the 1<sup>st</sup> semester or for the whole year 2017-2018

Please contact Frédéric Soreau to get an accommodation application : [incoming.mobility@univ-tours.fr](mailto:incoming.mobility@univ-tours.fr)





### Amenities

- There are no kitchenettes in rooms (studio apartments have one), but students living on the same floor share a kitchen to prepare their meals. Rooms include a refrigerator.
- A room includes at least a single bed with a mattress, a desk and a chair, a book shelf, a closet or cupboard. Most of them also have a shower room with toilet and sink or at least a bathroom sink (in that case, there are showers on each floor).
- Residence halls provide Laundromats, cleaning gear (broom, dustpan), computer rooms with Internet access, working rooms and TV rooms (please check specifics for each residence hall).
- All of them are served by the bus service of the town of Tours.
- In compliance with regulations, smoking is prohibited inside residence halls.

### Things you will (usually) need to bring with you

- bed linen, continental quilts and pillows (but you may request these from your residence hall under certain loan conditions)
- bath towels
- dishes, kitchen utensil
- kettles, coffee makers and other household equipment (radio alarm clock for instance)
- telephone

**Note :** voltage in France is 220V (volts). If it is different in your country, get an adapter to use your electrical appliances. You will find those in supermarkets.

### PRIVATE RENTALS

There are also rooms and studio apartments or apartments, furnished or not, that you can rent from private individuals.

- The International Relations Office holds a list of private accommodations at your disposal and can put you in touch with landlords. Please do not hesitate to contact us about this upon arrival in Tours. Specify what you're looking for and what is your price range (e.g. area, maximum rent you're ready to pay and so on ) in order for us to adjust our proposals to your needs.

Contact : [incoming.mobility@univ-tours.fr](mailto:incoming.mobility@univ-tours.fr)

For this type of accommodation, you will need to be autonomous and talk to the landlord directly.

- Ads of The CROUS :  
<http://www.lokaviz.fr/>

- Classified ads

- o [www.housinganywhere.com](http://www.housinganywhere.com)
- o [www.mapiaule.com](http://www.mapiaule.com)
- o [www.paruvenu.fr](http://www.paruvenu.fr)
- o [www.leboncoin.fr](http://www.leboncoin.fr)
- o [www.pap.fr](http://www.pap.fr)



- You can look ads up in the local newspaper (La Nouvelle République) or in free sheets, or else enquire through agencies (but you need to know that they will charge you fees that are often higher than a month's rent).  
[www.lanouvellerepublique.fr](http://www.lanouvellerepublique.fr)

- You can have a look at notice boards in the university corridors or even leave a message yourself. You can also ask students who came to study in Tours previously before you leave to know more about their personal experience.

- Apartment share can also be a good choice and some websites can help you with that :  
[www.appartager.com](http://www.appartager.com) - [www.colocation.fr](http://www.colocation.fr)

- other options

*Un Toit en Partage*: Intergenerational accommodation concept. The idea is very simple: get together young people in search of an accommodation with people who need some income supplement, some housework sharing, or just some company.

[www.untoitenpartage.org](http://www.untoitenpartage.org)

[untoitenpartage@orange.fr](mailto:untoitenpartage@orange.fr)

- *Bed & School* : It's an estate agency which offers services more adapted to the students. You can find simple flats, roommates or you can even rent a private room in a flat where you are going to share the communal areas (kitchen, bathroom...). Most often, accommodations already have web connections, are already furnished and the charges are included too. You can find an accommodation over 300/350€.

A guarantor is often asked to rent a flat but it can be possible to find a solution with this estate agency.

Contact : Bed&School, 37 Rue Néricault Destouches, 37000 TOURS

Phone: 02.47.61.26.80

Mail: [clem@bedandschool.com](mailto:clem@bedandschool.com)

## REAL ESTATE AGENCIES

There are always agency fees. They usually amount to a month's rent.

Agencies often request a person from the family to stand as a guarantor for the tenant.

## TEMPORARY ACCOMMODATION

If you arrive too late in Tours to pick up your keys from the residence hall office or if you do not wish to stay in a residence hall and have not yet found a place to stay, you will need to find a place to spend one night or more.

You have several options :

- **A hotel** for one or more nights. In that case, you can have a look at the non-exhaustive list on the following page. Rates are in Euros and you need to add a tourist tax of 0.99 € to 1 € a night per person.



Here are some hotels – for information only, based on 2016 rates.

Name	Address / Phone	Fax / e-mail	Price/person	Details
Hôtel Le Rabelais	24 place Rabelais 37000 Tours 02.47.37.04.64	<a href="http://www.hotel-rabelais-tours.fr">www.hotel-rabelais-tours.fr</a>	Single room + breakfast 55 to 65€ + 8€	Tourist tax 1 € Free Wifi
Hôtel Le Manoir	2 rue Traversière 37000 Tours 02 47 05 37 37	02 47 05 16 00 <a href="mailto:manoir37@wanadoo.fr">manoir37@wanadoo.fr</a> <a href="http://hotel.manoir.tours.voila.net/">http://hotel.manoir.tours.voila.net/</a>	Shower + Breakfast 62 to 67 € + 9.50 € Bath + Breakfast 70 to 75 € + 9.50 €	Tourist tax 0,99 € Free Wifi
Hôtel Mondial	3 place de la Résistance 37000 Tours 02 47 05 62 68	02 47 61 85 31 <a href="mailto:info@hotelmondialtours.fr">info@hotelmondialtours.fr</a> <a href="http://www.hotelmondialtours.fr">www.hotelmondialtours.fr</a>	Single + Breakfast 40 to 55 + 8 €	Tourist tax 1 € Free Wifi
Hôtel du Théâtre	57 rue de la Scellerie 37000 Tours 02 47 05 31 29	02 47 61 20 78 <a href="mailto:hoteldutheatre.tours@wanadoo.fr">hoteldutheatre.tours@wanadoo.fr</a> <a href="http://www.hotel-du-theatre37.com">www.hotel-du-theatre37.com</a>	Shower + Breakfast 60 + 8 € (+1 € room service) Bath + Breakfast 70 + 8 € (+1 € room service)	Tourist tax 1 € Free Wifi
Hôtel des Arts	40 rue de la Préfecture 37000 Tours 02 47 05 05 00	09 55 31 73 25 <a href="mailto:hoteldesartstours@free.fr">hoteldesartstours@free.fr</a> <a href="http://www.hoteldesartstours.com">www.hoteldesartstours.com</a>	Single room 35 to 49 € Double room 50 to 54 € Breakfast 6,95 € (9 € room service)	Tourist tax 0,85 € Free Wifi
Hôtel St Eloi	79 boulevard Béranger 37000 Tours 02 47 37 67 34	02 47 39 34 67 <a href="http://www.hotelsainteloi.com">www.hotelsainteloi.com</a>	Single room + Breakfast 43 € + 6.50€ Double room + Breakfast 47 + 6.50€	Tourist tax 0.90 € Free Wifi
Hôtel Ibis Budget Tours Centre Gare	27, Rue Edouard Vaillant 37000 - Tours 08 92 68 09 22 (0.34€/minute)	<a href="http://www.ibishotel.com">www.ibishotel.com</a>	Single or Double room From 48 € Breakfast 8 €	Tourist tax 0,99 € Free Wifi
Hotel Foch	20 rue du Maréchal Foch 37000 Tours 02 47 05 70 59	<a href="mailto:hotel-foch.tours@wanadoo.fr">hotel-foch.tours@wanadoo.fr</a> <a href="http://www.hotel-foch-tours.fr">http://www.hotel-foch-tours.fr</a>	Single room: 37 to 46€ Double room : 42 to 58€ + Breakfast: 7€	Tourist tax 0,99 € Free Wifi
Hôtel Moderne	3 rue Victor Laloux 37000 Tours 02 47 05 32 81	02 47 05 71 50 <a href="mailto:hotel.moderne37@wanadoo.fr">hotel.moderne37@wanadoo.fr</a>	Single room 56 € Double room 62 € Twin room 72 € + Breakfast 9€	Tourist tax 0.99 € Free Wifi

- **Air BnB** is a website where you will find accommodation offers for a few days. These offers are published by private owners, for a short stay. When compared with real estate agencies, you can often find good quality offers with lower prices. ([www.airbnb.com](http://www.airbnb.com))

- **The couch surfing** is a temporary hosting service from person to person. Before anything, the users need to define the terms of the stay (price, meeting, hosting conditions, etc) by mutual agreement. <http://couchsurfing.org>



## A FEW VALUABLE TIPS

### LEASE (OR RENTAL CONTRACT) :

This is an official document that both you and the landlord will need to sign. A lease lasts one year. However, if you want to leave your rented apartment before the end of the contract, you will need to give a notice to the landlord one to three months before leaving (depends on the contract: 1 month for a furnished flat / 3 months for an unfurnished flat). Should you not meet this requirement, the landlord may retain all or part of your deposit (see below).

### DEPOSIT :

This is a month's rent (service charges not included) that you will need to pay upon signing the rental contract. It will be returned to you within 2 months at the latest after you leave the accommodation, unless things have been damaged or you forgot about the three months' notice. In university residence halls, you must set an appointment one week before you leave in order to do the inventory of fixtures. Precise that you want to get back your security deposit by cash the day of your departure.

### GUARANTOR :

In most cases, the landlord, whether private or institutional, will require a guarantor, i.e. a person (a relative or friend) or a legal entity (organization, association, etc) who commits in writing to pay the rent should you fail to do so.

For CROUS residence halls, the guarantor needs to reside in France or the European Union and needs to be able to prove that his/her monthly income amounts to three times, and even four times, the monthly rent itself. Without a guarantor, you will have to prove that you have such incomes yourself or to pay in advance the entire yearly rent.

### INVENTORY OF FIXTURES :

This is a description of the state of the accommodation and its contents room per room, including amenities. There will be two copies of it and these 2 copies will both be signed on the premises by yourself and the landlord upon receipt of the keys and when you leave. Don't hesitate to test taps and toilet flush to detect potential leaks. Check for holes in the walls, humidity or mold spots, parasites, unglued wallpaper, broken tiles, and so on, and be sure to mention all these important details so you will not be held responsible for them when you leave.

### INSURANCE :

As a renter, you have to take out a comprehensive home insurance policy called in French "Multirisques habitation", which covers fire, water damage, theft and so on and includes civil liability ( refer to "Your Insurance policies ").

### SERVICE CHARGES (DOES NOT APPLY FOR RESIDENCE HALLS) :

Usually include cold water, cleaning of common parts, caretaking fees and heating when it's collective. Enquiring about heating costs is really important, because they can be quite high if the place is not well insulated.



### STANDING CHARGES :

electricity, gas, water, phone, Internet are payable by the renter.

There are now several electricity and gas providers.

Electricity provider contact (EDF) :

Phone : 3929 (initial setup) and 0800 123 333

[www.edf-bleuciel.fr](http://www.edf-bleuciel.fr)

Gas provider contact (GDF-> New name: ENGIE) :

Phone. 0969 324 324

[www.dolcevita.gazdefrance.fr](http://www.dolcevita.gazdefrance.fr)

Compagnie générale des eaux (Water provider):

Phone : 0899 82 71 14 (local call)

**Upon arrival and departure, remember to take note of your energy consumptions by checking meters.**

**At the end of your stay and before leaving France, don't forget to terminate all your contracts.**

### USING THE PHONE AND THE INTERNET :

Refer to "Everyday life" §3 Means of communication.

### LOCAL RESIDENCE TAX (DOES NOT APPLY FOR RESIDENCE HALLS) :

This is a tax the renter is required to pay if he/she was staying in the accommodation on Jan. 1<sup>st</sup> of the current year. It is payable once a year to the Tax Office. You should ask the owner about the amount before moving in the the flat. You should be able to arrange with the owner some monthly payment included to your rent.

## HOUSING SUBSIDY (CAF)

You can get a housing subsidy provided by Caisse d'Allocations Familiales (Welfare office) if your residence permit is in order with authorities. To do so, you will need to provide online data and fill out an application that you will then need to print out and file at the CAFIL office (Caisse d'Allocations Familiales d'Indre et Loire), 1 rue Alexander Fleming and <http://www.caf.fr>

To be entitled to housing subsidy, you need :

- to be a student,
- to rent a housing yourself and your name needs to show on the lease,
- to have no dependent child.

Before filling out the online form, have the following things at hand :

- the full housing address
- name and address of the organization paying your scholarship if you have one based on social criteria,
- your yearly incomes in 2015-2016
- your bank references (or that of your spouse if necessary).



## YOUR INSURANCE POLICIES

When you arrive at university, you will be required to take out insurance policies. You therefore need to find the ones that will cover you in all circumstances (sickness, housing, civil liability and so on).

### HEALTH INSURANCE - STUDENT “SOCIAL SECURITY”

In France, it is mandatory to have health insurance and this is called “Social Security”. The official organization in charge of this is called “Caisse Primaire d’Assurance Maladie” (CPAM). “Sécurité Sociale Étudiant” is specifically intended for students and you can choose from two organizations:

- either La Mutuelle Des Etudiants (LMDE)
- or Société Mutualiste des Etudiants du Centre Ouest (SMECO)

#### REGISTRATION TO STUDENT “SOCIAL SECURITY”

- **Erasmus students from the EU** : you must possess the European Health Insurance Card or subscribe a contract to a private insurance before you arrive in Tours.
- **Non-EU exchange students** : you must subscribe a contract to a private insurance that will cover you while doing your studies abroad.
- If you don’t possess the European Health Insurance Card or a private insurance, then the affiliation to the “student social security” is mandatory. This is done at the same time as your university registration, at the Registrar’s office. Registration costs will be 215 € in 2016/2017 and must be paid at the same time as university tuition fees. This basic health coverage provides reimbursement up to roughly 70% of medical care.

#### STUDENTS COVERED BY STUDENT “SOCIAL SECURITY”

Students covered are all French students and students from a country outside the European Economic Area, under the age of 28 on **October 1<sup>st</sup>** of the current academic year, registered at the University François-Rabelais.

**Social security coverage starts on Oct. 1<sup>st</sup>. If you arrive before this date, you will have to take out an insurance policy from your arrival.**

#### STUDENTS EXEMPTED FROM STUDENT “SOCIAL SECURITY”

- **Students from a country within the European Economic Area.**

You then need to provide:

- either the European Health Insurance card given by the Health Insurance Service in your home country (request it before you leave),
- or the equivalent form E128. Medical care will be reimbursed by the CPAM where you will need to register.



- **Quebec students** : you need to have form SE401Q102 Bis or, if you are part of an inter-university exchange program, form SE401Q106. If you have neither, please contact student health insurance companies in France.

- **Working students** who meet both of the following prerequisites :

- to have a work contract (fixed term or not) covering the whole academic year (from Nov.1st to Sept. 30<sup>th</sup> the following year),
- to work over 60 hours a month at least or 120 hours a quarter.

### STUDENTS WHO ARE NOT ENTITLED TO STUDENT "SOCIAL SECURITY"

If you are over 28, you will need to take out a private insurance policy in France or in your home country.

If you cannot afford one and if you reside in France for over three months, you can apply for free healthcare for people on low incomes (Couverture Maladie Universelle or CMU). For further information, please contact French student Health Insurance Companies or go to [www.cmu.fr](http://www.cmu.fr)

## ADDITIONAL HEALTH INSURANCE

Registering with social security allows you to receive reimbursement for part of your medical bills : medical consultations, pharmacy bills, medical analysis fees, hospital fees.

To have additional reimbursements, you can take out an additional health insurance policy (called "mutuelle" in French). This is not mandatory, but highly recommended.

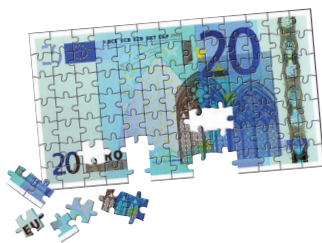
## CIVIL LIABILITY

This is an insurance policy that enables you to compensate damages caused to another person. You may also be liable for damages caused by people or objects dependent on you.

It is mandatory for you to take out a home insurance policy. Some insurance policies include limited civil liability.

Enquire to know what damages and repairs your insurance policy includes.

You will find a sum-up on the following page of different insurance companies' features. This will help you to compare what they have to offer and how much they charge for each service.



## YOUR MONEY

Remember to have Euros if you come from a country outside the Euro zone. It is clearly much easier to have some money from the country in which you are if you just need to buy a coffee or a sandwich (foreign exchange offices are not open 24/7). You can exchange your money at your bank before leaving or upon arrival at the airport.

However, if you arrive in Tours without any euros, you will find an exchange office in the train station and another one at the central post office (boulevard Béranger).

You can also withdraw money from an ATM (Distributeur Automatique de Billets or DAB), if you hold an international credit card.

Do not carry too much money in cash with you.

## YOUR BANK ACCOUNT

You do not have to open a bank account and you may well choose to keep your account at home, but it is however highly recommended to open one here in France (it can even be requested for CAF or EDF matters).

Any foreigner residing for over three months in France may open a bank account to get a checkbook and/or a bank card. There are two types of bank cards :

- Basic withdrawal cards used only to withdraw money from your bank's Automatic Teller Machines 24/7.
- Withdrawal and credit cards used both to withdraw money from any ATM and to pay for your purchases in shops. Banks charge you 30€ and 40€/year.

To open a bank account, you will need to provide the following :

- identification (passport, visa, residence permit)
- a proof of where you live (phone or electricity bill, rent receipt)
- a student card
- documents to show proof of your incomes
- a deposit of 20€ at least.

Banks charge all of their services, but at various rates, with different offers and options (type of bank card, online service, authorized overdrafts, and so on).

It's up to you to decide which is the best option between keeping your account in your home country or opening one in France. Do not forget to close your bank account before you leave and get back the money eventually left.



## Comparative

Here is a sum-up of what insurance companies and banks have to offer. This should help you to compare advantages and service costs.

	Bank Société Générale	SMECO	LMDE
Address	104 Rue Giraudeau	4 rue Chanoineau	27 boulevard Béranger
Home Insurance	included	included	included
Insurance cost	76 € / year whatever the apartment type	38€ / year for university hall room, 57 € / year for a studio or 1 room apartment, 72 € / year for a 2room apartment. 88€ / year for a 3 room apartment. 108€ / year for a 4 room apartment	42 € / year for a room 67 € / year for a studio apartment 96 € / year for a 2 room apartment 120 € / year for a 3 apartment
Bank account	included : 8.10€ / month	not included	Possible with "Banque Populaire"
Card	Mastercard (international)	----	Card « NRJ Banque Pop »
Online account	included	included	included
Health insurance	not included	included	included
Other	Keys and ID theft insurance. Discount on movie tickets and more Special offer of 20€ upon opening your bank account	Insurance against computer and hifi equipment theft (optional for studio, 1 room apartment...) Additional premium : 16 €	Insurance against theft in general (household, computer equipment...)

For information only based on 2015-2016 rates.



## YOUR HEALTH / DISABILITY



### DOCTORS

If you happen to be sick, make an appointment with a doctor. You may choose one close to where you live by looking one up in the Yellow Pages (phone directory where people are listed according to their jobs) for instance or by looking for their golden plates on the front of their offices when you walk in the streets.

A consultation usually costs 23 € and you will get 70 % back from your health insurance if you benefit from the "student social security" LMDE or SMECO.

Please note that you will have to make an appointment by phone and go to the doctor's office for your appointment. If you are unable to, call a doctor who will tell you whether or not he/she makes house calls. If the doctor cannot come, you can call a service called "SOS Médecins" at this number 02 47 38 33 33.

If you are sick on a Sunday or a national holiday, there's always a doctor on duty and you can get his/her number by dialing 17 (Police Department). However, please note that in that case, the doctor's fees will be higher.

If it's an emergency, dial 18 directly or 112 (European emergency number) or 15 (SAMU: accident and emergency doctor).

**There is also a preventive medicine office at university (refer to "Useful numbers and addresses"). Consultations are free. Beforehand, think about setting an appointment.**

### PHARMACIES

The doctor will give you a prescription with the medicine you need to buy from the pharmacy.

Choose the closest one to your place because, if you need to renew a treatment or if they do not have all the medicine you need, you will have to go back. In addition to this, your file will be registered there and you won't have to provide all your documents each time.

With French additional health insurance ("mutuelles"), if you show your insurance card, you won't have to pay anything. The pharmacy will be paid directly by Social Security and the additional health insurance.

However, beware ! Some prescriptions cannot be reimbursed and you will need to pay for your medicine, but the doctor or pharmacist should let you know about any exception.

If you need to go to a pharmacy on a Sunday, Monday morning, national holiday or during the night, there is always a pharmacy on duty. Just call the police (17) to know the name and address. You can also check at the website which lists pharmacies on duty: [www.3237.fr](http://www.3237.fr)

You may also find the name and address of the pharmacy on duty posted on your local pharmacy's door.



## DISABLED STUDENTS

Intended for students who face or are facing health issues or disability, the “Mission Handicap” implements global and customized actions to take into account the student’s needs in order for him/her to make the best of his/her study plans and student life (courses, culture, sports, social life) and optimize his/her autonomy.

There are specific regulatory measures regarding tests and exams. If you request those, **you must make an appointment at the “Mission Handicap”** – 60 rue du Plat d’Étain, bâtiment A, 37020 Tours cedex 1 – Phone number 02 47 36 68 30 – Office open to students – Phone number : 02 47 36 68 39 from 9:00 a.m. to 5:30 p.m. preferably by appointment one month at the latest before the beginning of your exams (refer to exam charter).

“Mission Handicap” aims at :

- advising students on courses to follow and helping them during their studies
- adjusting studies and exams to students
- assisting students for their integration into the active world
- heightening staff awareness to disability





## USEFUL PHONE NUMBERS AND ADDRESSES

### EMERGENCY PHONE NUMBERS

Fire Department	18
SAMU (Health Emergency Service)	15
Police	17
European Emergency Number	112
SOS Médecin (House calls)	02 47 38 33 33
SOS Dentiste	02 47 05 63 52

### HEALTH

**Hôpital Trousseau** (Tours sud) / **Bretonneau** (Tours Centre) **02 47 47 47 47**

Trousseau : general emergencies.

Bretonneau : eye and gynecological emergencies.

**Clinique de l' Alliance** (St Cyr sur Loire) **02 47 88 37 37**

General emergencies also, but in the northern part of Tours.

**Centre anti-poison (Angers)** **02 41 48 21 21**

### UNIVERSITY MEDICINE

60 rue du Plat d'étain, bâtiment H, 37020 Tours cedex 1 **02 47 36 77 00**

Physical examinations, but also consultations carried out by professionals : doctors, nurses, social workers.

You can also have free specialized consultations :

psychological support, psychiatry, sexology, dietetics and nutrition, gynecology, contraception, dermatology and STDs (sexually transmitted diseases), sports medicine and health monitoring of top athletes, dental hygiene and vaccinations.



## SOCIAL WORKER

**Ms Delphine PEAN,**

Phone : **02 47 36 77 08**

Fax : 02 47 36 77 12

Email : delphine.pean@univ-tours.fr

By appointment, you can meet her at the University Office of Preventive Medicine and Health Promotion - Service Universitaire de Médecine Préventive et de Promotion de la Santé (S.U.M.P.P.S.), 60 rue du Plat d'Étain, bâtiment H, 37020 Tours cedex 1

## AMBULANCES

- **Ambulances Barthès-Jussieu : 02 47 88 03 00**

- **Touraine Ambulances Assistance : 02 47 05 34 99**

- **Didier Ambulance : 02 47 38 70 50**

## TAXI

**02 47 20 30 40, [allo@taxis-tours.fr](mailto:allo@taxis-tours.fr)**

The main taxi rank is located in front of the Tours train station.

This service is particularly useful as buses do not operate after 1 :00 a.m.

## LISTENING

**SOS amitié**

02 47 54 54 54

<http://sos-amitie.org>

**SOS Help** (English speaking)

01 46 21 46 46

<http://soshelpline.org>



## YOUR EVERYDAY LIFE

### FOOD

France has a great cooking tradition and especially something called “un terroir”, produce that is typical in each region and that you will find in gourmet menus. The climate, geology and history all nurture this diversity.

The Touraine is well known for its wines (red, white or rosé, sparkling or still), its “rillettes and rillons” (made with cooked pork meat), its goat’s milk cheese (Sainte-Maure-de-Touraine), its “poires tapées” (pears candied in wine), its fine chocolates, and so on.

Furthermore, as every town in France, Tours hosts numerous outdoor markets where producers come to sell their fresh fruit and vegetables, poultry, cheese and fish.

There are many in the town center :

- place Velpeau on Sunday mornings
- place des Halles on Wednesday and Saturday mornings
- at “Sanitas” in St Paul on Tuesday and Friday mornings
- boulevard Heurteloup on Tuesday mornings
- Paul Bert (quai Paul Bert) also on Tuesday mornings
- Beaujardin Wednesday and Saturday mornings
- place du Président Coty (Saint Symphorien) on Wednesday and Saturday mornings
- at the “Fontaines” on Wednesday and Saturday mornings
- place Rabelais on Sunday mornings
- gourmet market on the first Friday of each month, place de la Résistance from 4 p.m. to 9 :00 p.m.

The French usually have three meals a day.

Breakfast in the morning is usually based on sugary food and is taken at home before going to work.

Lunch from approximately 12 to 1 p.m. is eaten at home, at work, in canteens, restaurants or cafeterias.

This is usually a full sit-down meal, but people on a busy working schedule only have a sandwich that they eat in the street.

Dinner from 7 to 8 p.m. is also a full sit-down meal, but sometimes lighter than lunch.

A typical meal includes a starter (raw vegetables with dressing, delicatessen, small fish), a main dish of meat or fish with one or two side dishes as vegetables or pasta, potatoes or starch food, cheese or a dairy produce (a yogurt for instance) and a dessert. The dessert can be standard (fruit, yogurt, stewed fruit) or more sophisticated (piece of pie or tart, ice cream and so on). A cup of coffee or a hot beverage (tea, herbal tea) ends the meal.

### Where to eat ?

- You can eat for a low price (3.25€ a meal in 2016/2017) in a university restaurant (RU).

The RU and cafeteria list is available from our website and shows the different options of each campus.

You will find a brochure in your “Welcome” pack.

They are open during the academic year from 11:30 a.m. to 1:30 p.m. (refer to the website for vacation period times). <http://www.crous-orleans-tours.fr/restauration/carte-des-restaurants/tours/>

- In the town center, you will find bakeries or small shops selling sandwiches and beverages, pastries.



To shop in supermarkets, don't forget to take a shopping bag or basket, as shops do not provide plastic bags to take away your groceries. The International Relations Office will provide you with one when you arrive.

Shops located in the centertown are open from 10:00 a.m to 7:00 p.m (closed on Sundays and Mondays) whereas suburban shops are open until 9:00 p.m (from Mondays to Saturdays).

You can pay by check, bank card or in cash, and most shops now have regular customer's cards which entitle you to discounts on your purchases or to get points that you can exchange for discounts also or gifts later on.

These cards are free, but BEWARE, they are NOT credit cards like the ones offered by some supermarkets.

There are different types of shops :

- superettes which are small grocery stores that remain open until late in the evening.  
Products usually cost more in those shops than in supermarkets.
  - mid-sized stores : they usually belong to a big chain store (Géant, Carrefour, Auchan).  
Opening hours are 9-10:00 in the morning to 7-8:00 in the evening.
  - Hypermarkets, supermarkets : they are usually located in malls (Petite Arche, La Riche Soleil, Les Atlantes, Chambray) where you'll find shops of all kinds (shoe stores, sportswear stores, cafeterias, costume jewelry, gadgets) that sell any item you may need (food, clothes, shoes, stationery, small furniture, decoration, household goods, computer/hi-fi, personal hygiene products, and so on). These malls are located in the suburbs of the town, but buses can take you to them (website of the Tours bus service : [www.filbleu.fr](http://www.filbleu.fr)).
- They keep longer hours and some stay open until 9:00 – 10:00 p.m.

## SPECIALIZED STORES

As mentioned previously, you'll find most of the things you need in hypermarkets or malls.

Here are a few things you may need that these stores sell.

**Hypermarkets such as Carrefour, Auchan or Leclerc** : continental quilts, pillows, sheets, bath towels, cosmetics, alarm clock, coffee maker, kettle, backpacks/traveling bags, kitchenware, stationery, computer equipment, small pieces of furniture (desk, chair, shelves, bookshelves), cleaning gear, tableware, food...

**Décathlon, Go Sport, Sport2000, Intersport** : that's where you'll find anything related to sports, from clothes and shoes to camping gear, nutritional complements, hiking maps of the area or France, roller-skates or else bicycles.

**Discount stores** : these are stores that offer low prices on everyday products. There are several of them, such as food discount stores (Aldi, Lidl, Ed), or general discount stores that sell various things depending on stocks (Palaf and Multimum rue des Halles, Mille Affaires in the shopping arcade "l'Orangerie" place Jean Jaurès, Stockomani in Tours Nord).

**Ikea, Conforama, Fly, But, Casa, Maisons du monde, Hema** : sell furniture, interior decoration items and crockery.

**Boulangier, Fnac, Darty** : sell household, computer, hi-fi and video equipment.

The main shopping streets in the town center are rue Nationale, rue des Halles, rue de Bordeaux and also rue Colbert (many restaurants and bicycle, tea, fair trade shops) and rue du Commerce (working clothes, video games, postcards, T-shirts, comic books). Town stores are open from 10 :00 a.m. to 7 :00 p.m. (closed on Sundays and Mondays). Supermarkets are open until 9:00 p.m. Monday to Saturday.

## MEANS OF COMMUNICATION

### CELL PHONES

Most accommodations have no ground line phones. Cell phones are the most practical way to call.

You will not be able to take out a subscription as they cover a two-year period (24 months). However, there are other options, such as prepaid cards.

The main phone companies are Orange, SFR, and Bouygues Telecom, but there are also other companies not so well known, such as Virgin Mobile, Simpleo, M6 Mobile, Universal Mobile or Coriolis.

These cards (5 to 50€ worth in calls) can be bought from the shops of the 3 main companies and newsstands, as well as post offices.

### INTERNET

According to your type of accommodation, you do not all have the same possibilities to access the Internet.

People living in **university residence halls** have computer rooms, but there aren't many computers. Wi-Fi is available in all university residence halls. Depending on your needs, subscription rates vary.

People renting an **apartment from a private individual** can have a phone line through an internet provider (called "fournisseur d'accès à internet" or FAI in French). Most suppliers offer monthly all-inclusive prices with unlimited connection, unlimited ground line calls in France (except for special numbers) and in many countries in Europe and in the world (EU, USA, Canada, ... but make sure that the country you want is included in that offer) and cable or satellite TV channels. This costs roughly between 20 and 40€ a month and the different FAI are Orange (often a bit more expensive than the others), Free, SFR, Neuf Telecom, Bouygues Telecom, Numericable.

**Check the time period to which you commit yourself and cancellation fees.**

And finally the most economical option will always be to take advantage of the various **computer rooms** that the university and the "Région Centre" put at your disposal throughout campuses. They are all equipped with computers connected to the Internet and you will be able to check your ENT ("environnement numérique de travail") and your emails, to know about your schedule for instance (punctual changes may occur and you need to check that as often as you can), or else the status of your registration with sports clubs or your reader's file at the library (when is the book you borrowed due ? ; make an online reservation for a book to pick it up later on, and so on).

You can also print documents from your workstation on one of the copiers, using your student's Atout'Centre.

In addition to this, at the International Relations Office, you can use the two computers at your disposal during office hours (9:00 a.m. - 12:15 p.m. and 1:30 to 5:15 p.m.).

### POST OFFICE

French postal services (La Poste) are recognizable by their yellow color. You have no doubt seen a yellow letter box while strolling the streets or else a post office with its yellow and blue sign.

You can buy stamps, send mail and packages in France or to foreign countries, but also exchange money, make photocopies, send faxes.

La Poste also offer banking services with the name "La Banque Postale".

The post office boulevard Béranger is open Monday through Friday from 8:30 a.m. to 6:30 p.m. and on Saturdays from 9:00 a.m. to 5:00 p.m.





## MEANS OF TRANSPORT

Watch your bags at all times when you arrive in France or during the trips you will take : as a security measure, France has implemented the **Vigipirate Plan** (against bombs and suspicious parcels). This plan consists in paying closer attention to suspicious bags. You therefore need to **label your luggage** (which may also help authorities to find you if your things are stolen or lost). Write your first and last names, address in capital letters. Do not leave your bags unattended at any time in the airport halls or in the train station. They could then be considered a threat and security services could blow them up as a security measure.

- **To move around Tours**, you can take Fil Bleu town buses ([www.filbleu.fr](http://www.filbleu.fr)) which run throughout the town and its suburbs. Buses operate from 6-7 :00 a.m. to approx.1:00 a.m.\*

A single ticket can be used on all routes. It costs 1.50 € (+ 0.10€ to create the contactless ticket, in 2015/2016) and is valid for one hour. You have to purchase it on the bus. You can also purchase a book of 10 tickets and/or a day pass. A monthly student pass (pass Etudiant) costs 27.50 € per month ( + 2 € for the pass).

In addition to this, a monthly pass gets you some discounts and student rates at Fil Bleu partners in Tours : at Mc Donald's, at movie theaters CGR and at the bank Société Générale.

Don't hesitate to enquire about what you're entitled to and, most of all, take advantage of it !

Regarding the tramway, the ticket is the same as the bus ticket. The tramway runs 7 days/7, from 5 a.m to 00:30 p.m. There is one tramway line on the North-South axis. Don't forget to validate your ticket when getting on the tramway. Tickets can be purchased at the ticket machines on platforms.

- You can also rent a bicycle from Fil Bleu (this service is called *Vélociti*) for only 3 €/ month.

You can rent it 3 to 12 months a year and this is cheaper than to buy one yourself. You then have your own ride, but you'll have to leave a deposit. (200€ not cashed, by check only)

Contacts : Espace Fil Bleu, 9 rue Michelet., or dial 02.47.66.70.70 or <https://www.filbleu.fr/reseau-fil-bleu/services-fil-bleu/velociti>

- **If you want to rent a car** : Citiz Tours makes available several types of cars at strategic locations in Tours. Cars just need to be booked up to 5 minutes before your ride. Using such self-service cars is a good way to visit touristic areas, or carry bulky stuff. Note that this service is more affordable than a classic car hire.

Many different subscription options are possible (per year, per month, per day, per hour).

You can make a rate simulation and find more information on: <http://citiz.coop>





- **To move outside Tours**, you have several options.

- **By train** : The SNCF (Société Nationale des Chemins de Fer) offers special rates for people under the age of 27. You can purchase a 12-27 card to get 25% or 60% discount on fares depending on the time periods you're traveling. It costs about fifty euros and is valid for one year. It also entitles you to car rental discounts at SNCF partners (Avis and Accor).

If you do not want to buy the card, the SNCF website ( [www.voyages-sncf.com](http://www.voyages-sncf.com) ) offers specials called "découvertes 12-25".

On that website, there are also "Prem's" (comes from "premier", first in French) tickets, very cheap tickets available for many destinations in France and in Europe, providing you book three months usually in advance. As mentioned in its name, the first to go on the website is the first served and can book according to availability (the number of available seats is shown in real time online).

For your information : it takes 55 minutes to go to Paris, 2 hours to go to Nantes, 2,5/3 hours to go to Bordeaux.

- **by bus** : you can also use the extensive bus service that runs outside the town. Fil Vert buses ( [www.tourainefilvert.com](http://www.tourainefilvert.com) ) will take you within the "département", and Eurolines buses ( [www.eurolines.fr](http://www.eurolines.fr) ) have routes that operate all over Europe at very attractive prices.

- **By plane** : the town of Tours has an airport (Tours-Val de Loire Airport : [www.tours.aeroport.fr](http://www.tours.aeroport.fr) ) which operates to different cities in France and Europe : Figari, London, Dublin, Marrakech, Porto, Marseille...

It is also very easy to take the TGV which will take you directly to Roissy- Charles de Gaulle Airport, and from there, the world is yours !

All you need to do is book your tickets in a travel agency or on a website.

- **By carpooling** : you can also share your car or somebody's car with other people by getting registered on : <http://blablacar.fr>



## COST OF LIVING

Here are a few examples of prices of everyday goods to give you an idea of the cost of living in Tours :

A **baguette** (bread) 0.60 € (in a supermarket) 0.90 € (in a bakery)

A liter of milk 0.70 to 0.80 €

A **250 gr block of butter** from 1€ to 1.50 €

A **sandwich** in town from 4 €

A **can of soda** 1€, a bit more in a café or in a sidewalk café

A **cup of coffee** 1.40 €

A **bus ticket** (valid for one hour) 1.50 €

A **monthly bus pass** with student rate 28 €

A **movie theatre ticket** 8.70 € in major theaters (CGR), 6.60€ with your student card / 5.60€ with the PCE cultural passport. From 4 to 4.80 € (for Studio subscribers, rue des Ursulines), 8.40€ if no suscription

A **stamp** 0.70 € (for metropolitan France) 0.83 € (for the EU and Switzerland)

and 0.98 € (for the rest of the world)

Museum entrance fee from 6 to 10 €

Swimming pool entrance fee 5.15 € or 3.85 € with a student rate (for the Lake swimming pool for instance)

A **show ticket** 8 € (for Cultural Student Passport Holders or subscribers under 25) at the Théâtre Louis Jouvet/ Nouvel Olympia or at the Tours opera house.

A **meal in a restaurant** 15-20 € for a full meal (starter, main dish and cheese or dessert).

As for a typical monthly budget, you should anticipate to spend at least 700-800€ on average, which includes rent and cost of transport, food, outings and leisure activities, as well as upkeep costs.

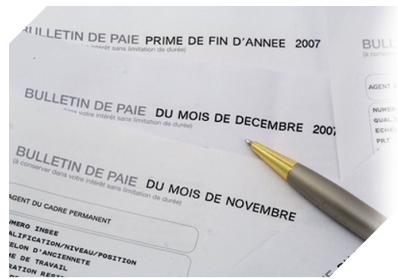
### Calculate your budget

<http://monetos.fr> (-> Services -> Management Student Budget -> Budget Calculator)

### Need some help to manage your budget?

You can make an appointment with the social worker at the University (contact p. 43) if you need advice on managing your budget





## WORKING IN FRANCE

Foreign labor regulations in France is very strict and so are student jobs.

**Students from the European Economic Area (EEA) and Switzerland**, (except for Bulgarian and Romanian students), can hold a job during their studies in France without any specific requirements. They do not have to get a residence permit or work permit.

### Students from countries outside the European Union

A foreign student can be hired simply by showing his/her temporary residence permit marked "Student" or by showing a receipt for its renewal (without having to request a work authorization).

Hiring a foreign student can only be done once the employer has filled out a form for the Préfecture that issued the student's residence permit or, if the foreigner has a long-stay student visa, for the Préfecture of the place where he/she resides. This must be done by the employer at least two workdays prior to the hiring date. A copy of the residence permit or long-stay student visa should be attached to this form. It should also specify the type of job, the duration of the contract, the yearly number of hours worked, the foreseen date of hiring.

As studies are seen as a priority, the yearly number of hours worked cannot exceed 964 hours (which means 60% of the legal duration of work per year). Otherwise, the Préfecture will withdraw the temporary residence permit.

For further information :

<http://vosdroits.service-public.fr/particuliers/F2713.xhtml>

# ACRONYMS

**AEE : Association « Accueil des Etudiants Etrangers »**

**BM : Bibliothèque Municipale**

**BU : Bibliothèque Universitaire**

**CAF : Caisse d'Allocations Familiales**

**CESR : Centre d'Études Supérieures de la Renaissance**

**CLOUS : Centre Local des Œuvres Universitaires et Scolaires**

**CMU : Couverture Maladie Universelle**

**CRL : Centre de Ressources en Langues**

**CROUS : Centre Régional des Œuvres Universitaires et Sociales**

**CUEFEE : Centre Universitaire d'enseignement du Français pour Etudiants Etrangers**

**ECTS : European Credit Transfert System**

**EDF : Electricité de France**

**DRI : Direction des Relations Internationales**

**EEE : Espace Economique Européen**

**ENT : Environnement Numérique de Travail**

**MOIP : Maison de l'Orientation et de l'Insertion Professionnelle**

**OFII : Office Français de l'Immigration et de l'Intégration**

**PCE : Passeport Culturel Etudiant**

**IUT : Institut Universitaire de Technologie**

**RU : Restaurant Universitaire**

**SUAPS : Service Universitaire d'Activités Physiques et Sportives**

**UE : Union Européenne**

**UEO : Unité d'Enseignement d'Ouverture**

**UFR : Unité de Formation et de Recherche (faculty)**

**VLS : Visa Long Séjour**



# *University François-Rabelais of Tours International Relations Office*

*international.univ-tours.fr*



*60 rue du Plat d'Étain - BP 12050  
37020 Tours cedex 1 - France*

*(+33) 02 47 36 67 04  
internat@univ-tours.fr*

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