

STUDENT GUIDE FOR EXCHANGE PROGRAM STUDENTS

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INTRODUCTION

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INTRODUCTION

WELCOME TO TOURS !

Dear student,

We are excited to welcome you for an exchange program at the University of Tours (UT) !

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 "departement".

The city 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 Les Deux Lions, Les Fontaines, Parc Grandmont).

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 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 !

We have gathered in this booklet every useful and practical information to help you prepare your stay at its best, and to benefit from it on every level : academic and personal. We hope you have an excellent experience in Tours ! We are here to help you before, during and even after your stay !

See you soon !

The International Relations Office 60 rue du Plat d'Etain, building A, ground floor (right hand corner) !



INTRODUCTION

THE CITY OF TOURS & THE UNIVERSITY : AN OVERVIEW

THE UNIVERSITY OF TOURS AT A GLANCE



CREATION OF THE UNIVERSITY OF TOURS

IN 1970 (initially named after François Rabelais)



PUBLIC MULTIDISCIPLINARY UNIVERSITY



30.000 STUDENTS



3200 INTERNATIONAL STUDENTS

standing for 130 nationalities including 500 exchange students

330 Erasmus agreements in 29 European countries with 200 partners

More than 160 agreements out of Europe



FILE 7 FACULTIES

Literature & Languages Arts & Humanities

36 RESEARCH LABS

Life & Health Sciences

Sciences & Technology

Human & Social Sciences

Law, Economics & Social Sciences

Sciences & Technology

Pharmaceutical Sciences

Medicine

Centre for Renaissance Studies

- + 1 Engineering School « Polytech Tours »
- + 2 Institutes of Technology (IUT)

THE CITY OF TOURS AT A GLANCE



140.000 INHABITANTS NAMED « TOURANGEAUX-TOURANGELLES » a dynamic human-sized city



LOCATED 1 HOUR FROM PARIS by high-speed train (TGV), in the heart of the Loire Valley



A CITY RENOWNED FOR ITS GASTRONOMY, ITS WINES AND ITS « ART DE VIVRE »



TEMPERATE OCEANIC CLIMATE summers are hot (~30°C max) and winters are mild (~0°C min)



HOME TO GREAT MINDS François Rabelais, Leonardo Da Vinci, Pierre de Ronsard, René Descartes, Honoré de Balzac...



THE CAPITAL OF THE TOURAINE AREA, where the River Loire - listed as UNESCO world heritage - flows



SURROUNDED BY SOME OF THE MOST Important castles of French History

Chenonceau, Chambord, Amboise, Azay-le-Rideau, Blois, Chinon...

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CONSIDERED AS THE HISTORICAL CRADLE OF FRENCH LANGUAGE

INTRODUCTION

ACADEMIC CALENDAR

1st semester : From September 7th to December 18th 2020 2nd semester : From January 11th to May 21st 2021

	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY
1		Welcome week		ALL SAINTS' DAY		NEW YEARS' DAY
2		/ Registrations				
3		for 1st semester				
4						
5 6						Registrations for 2nd
7						semester
8						
9		Start of Semester 1				
10		classes				
11				1918 ARMISTICE		
12						Start of
13						Semester 2
14						classes
15						
16						
17						
18						
19						
20						
21 22						
22					Holidays	
23 24						
25					CHRISTMAS	
26	Reopening of					
27	the University		Holidays (except			
28			Medicine &			
29			Pharmaceutical		Holidaya	
30			Sciences)		Holidays	
31						



NATIONAL HOLIDAYS

November 1 st	All Saints' Day	May 8 th	1945 Victory
November 11 th	1918 Armistice	May 13 th	Ascension
December 25 th	Christmas	May 23 rd	Sunday Pentecost
January 1 st	New Year's Day	May 24 th	Monday Pentecost
April 4 th April 5 th May 1 st	Easter Sunday Easter Monday Labor Day	July 14 th August 15 th	



CAMPUSES MAP





REAL MARKET AND A REAL MARKET

> DEAL WITH CONSULAR PROCEDURES
> FIND MY ACCOMMODATION
> ESTIMATE MY FINANCIAL PLAN
> ORGANIZE MY TRAVEL

> MY CHECKLIST

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MY ARRIVAL

DEAL WITH CONSULAR PROCEDURES

APPLY FOR A VISA

You are not from a European Union country?

You don't come from a country which is part of the European Economic Area?

Then you will need to apply for a Visa if you come to study at the UT.

This request will have to be done before your mobility program, through the French Embassy in your home country (nothing can be done once you are in France).

You will need to ask a long-stay Visa valid as a residence permit for students : VLS-TS «étudiant ».

This Visa will enable you to stay and study in France from 4 months to 1 year in France. It also entitles the holder to :

• travel freely in all the countries of the Schengen Area;

• work 964 hours per year, i.e. 20 hours per week, to supplement their financial resources;

• use the VISALE, the free security deposit service for students:

• receive a rental subsidy from the CAF, the family allowance fund (caisse d'allocations familiales);

· extend their stay beyond the period of validity of the issued residence permit.

https://france-visas.gouv.fr/web/francevisas/etudiants

CAMPUS FRANCE PROCEDURE

If you are an exchange student from a country outside of the European Union and which country is listed below, please follow the procedure on the « Etudes en France » web platform.

The file you will create will enable you to prepare your visa request.

Your Visa application will be automatically sent to the French consular authorities of your country of residence throught this online platform.

Countries concerned by the procedure :

Algeria, Argentina Benin Brazil Burkina Faso Burundi Cameroon Chile China Colombia Colombia Comores Congo Côte d'Ivoire Djibouti Egypt Gabon Guinea	India Indonesia, Iran Japon Kuwait Lebanon Madagascar Mali Morocco Mauritius Mauritania Mexico Nigeria Peru D.R. of Congo Russia Senegal Senegal	South Korea Taiwan Tchad Togo Tunisia Turkey United States Vietnam
	•	
Haïti	Singapour	

THE «OFFICE FRANÇAIS DE L'IMMIGRATION ET DE L'INTÉGRATION» (OFII) PROCEDURE

When applying for a visa in your country, you will need to attach an OFII (French Agency in charge of immigration and welcoming foreigners) request form. You will then be issued a stamped certificate.

You must validate your Visa within 3 months of arriving in France. The process is entirely digital, you will need to visit the following website :

https://administration-etrangers-en-france.interieur.gouv.fr

This simple procedure enables you to lawfully remain in France for your visa's entire validity period. You will need :

- a valid email address,
- · information on your visa,
- your date of arrival in France,
- your address in France,
- a bank card to pay for the fee online for issuing the residence permit (cost= $60 \in$)

If you don't validate it within 3 months after your arrival, your Visa won't be valid anymore and your status will not be legal anymore : should you travel out of the Schengen area , you would be obliged to apply for a new Visa to return to France !

You can find more information about the procedure on this link :

https://www.campusfrance.org/fr/comment-valider-votre-visa-long-sejour-a-votrearrivee-en-france

FIND AN ACCOMMODATION

UNIVERSITY RESIDENCE HALLS

There are 12 university residence halls spread accross the city's various neighbourhoods.

You will find their description, pictures and videos on the website of the «CROUS-Centre Régional des Oeuvres Universitaires et Scolaires» : CROUS is the public French organization that helps students with accommodations, catering, scholarships and much more.

https://www.crous-orleans-tours.fr/ logements/nos-residences/tours/

Who is entitled to these ?

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, interuniversity program).

- or in 2nd year Master or Doctorate, as an individual student

Type of accommodation - Budget required Rents (based on 2019-2020 rates) :

- 9 m² individual room (from 224€ to 255€ per month)
- 12 m² individual room
- (around 267€ per month)
- 18 m² individual studio apartment
- (from 355€ to 399€ per month)
- 30 à 40 m² apartment with cotenants
- (from 246€ to 276€ per person)

Deposit : 1 month's rent

Guarantor :

The guarantor is the person who would be paying your rent if you were not able to do so yourself. It is mandatory to have a guarantor who lives in the European Union.

For further details, refer to page 22, «What you need to know».

Duration of stav :

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.



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HOW TO APPLY TO A UNIVERSITY ACCOMMODATION ?

Caution ! 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

Applications for university accommodation need to be filled, at the latest, by :

- Mid June 2020 for students staying in Tours over the 1st semester2020-2021



- End of November 2020 for students staying in Tours over the 2nd semester 2020-2021.



Standard university room



My university accommodation's equipment

- 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 small fridge.

- 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 can be reached 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 vou

- Bed linen, continental guilts and pillows (but you may rent these from your residence, it's called a «kit literie» and it costs around 25€)

- Bath towels

- Dishes, kitchen utensils (but you may rent these from your residence, it's called a «kit vaisselle» and it costs around 15€)

- Household appliances such as kettles, coffee makers, radio alarm clock, desk lamp...

- Television
- Telephone

PREPARE MY DEPARTURE



FIND AN ACCOMMODATION

PRIVATE RENTALS

You can also choose to rent rooms or apartments, furnished or not, from private individuals.

For this type of accommodation, you will need to be autonomous and talk to the landlord directly. The University can't guarantee the quality of a private accommodation.

Search for an accommodation which is called «meublé/furnished» : this means that basic equipment is included so that the tenant can sleep, eat and live in a decent way. > STUDAPART



The University provides you with its own online accommodation platform to help you find a private room, apartment or flatshares. from applying to booking, take all your steps online on the platform.

The platform's asset ? All offers are checked and certified by Studapart so that you can avoid potential troubles !

https://univ-tours.studapart.com/en/

Once you sign up, if you are not a student of the University of Tours yet, enter the following code : «HOUSINGUNIVTOURS»

The name of the provider is « Studapart » and they have their own system of guarantor for the students.



> PRIVATE RESIDENCES FOR STUDENTS

There are also several private residences for students in Tours :

Les Estudines

- https://www.estudines.com/
- Odalys Campus
- https://www.odalys-campus.com/
- Nexity Studea <u>https://www.nexity-studea.com/</u>

> REAL ESTATE AGENCIES

You may choose to use a real estate agency which will help you find an accommodation that matches your expectations.

There are always agency fees. They usually amount to 1 month's rent.

Agencies always request a guarantor for renting a private accommodation from their base.

> CLASSIFIED ADS

You can also search for an accommodation by looking at ads in the local newspaper "La Nouvelle République" or on specialized websites. Be careful of scams because these ads are not checked !

Here are some websites dedicated to classified ads :

- 🛞 www.lanouvellerepublique.fr
- 🐞 <u>www.lokaviz.fr</u>
- www.housinganywhere.com
- <u>https://logement.studyrama.com/</u>
- 🛞 <u>www.paruvendu.fr</u>
- 🛞 <u>www.leboncoin.fr</u>
- 🐞 <u>www.pap.fr</u>
- www.appartager.com (apartment share ads)



A temporary accommodation could be useful to you :

- If you arrive too late in Tours to pick up your keys from the university residence hall office (refer page 32) ;

- If you do not wish to stay in a university residence hall and have not yet found a place to stay.

Here are some options you may consider for 1 night or even some days.

You have several options :

A brand new **youth hostel** has opened in Tours on last September 2019. It is located at 84 avenue de Grammont. It's named «The People Hostel», and it mainly addresses to 20-35 people with low-cost rooms. The youth hostel possesses its own bar-restaurant, and is 10 minutes walk from the train station.

https://en.tphtours.fr/

- Many hotels can welcome you. Rates for a standard single room vary according to period and comfort but the average rate stands between 60€ and 90€ per night, breakfast not included. You also need to add the tourist tax of 0,99 € to 1.10 € a night per person.
- 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

PREPARE MY DEPARTURE

FIND AN ACCOMMODATION

WHAT YOU NEED TO KNOW ...

GUARANTOR

LEASE (OR RENTAL CONTRACT)

This is an official document that both you and the landlord will need to sign. A lease lasts for 1 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 1 to 3 months before leaving :

- > Furnished flat = 1 month
- > Non-furnished flat = 3 months

Should you not meet this requirement, the landlord may retain all or part of your deposit

INVENTORY OF FIXTURES

This document describes the state of the accommodation and its equipment when the tenant enters the premises.

There will be 2 copies of it, both signed on the premises by yourself and the landlord upon receipt of the keys : it's the entry inventory of fixtures.

Another inventory of fixtures is made when the tenant is leaving the accommodation and gives the keys back : it's the exit inventory of fixtures.

In the event of a dispute, the comparison between these 2 documents will enable to establish the responsabilities of each side.

Therefore, you must pay attention to everything and list the potential flaws or malfunctions of vour accommodation (even the small ones) on the entry inventory of fixtures !

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.

If you don't have a physical guarantor in France :

- the Visale system enables students aged under 31 to have a legal entity as a guarantor. In order to get access to Visale, the tenant has to obtain, before he signs the lease, a « visa » certified by « Action Logement » and offering the guarantee to the landlord that the tenant is eligible.
 - https://www.actionlogement.fr/lagarantie-visale/
- If you choose to rent a private accommodation via STUDAPART, you can suscribe to the option that enables you to use Studapart as your official guarantor.

https://www.studapart.com/en/our-F3 tips/finding-accommodation/guarantor/ what-guarantor

DEPOSIT

This is 1 month's rent amount 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 1 or 3 months' notice.

In university residence halls, you must set an appointment 1 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.

INSURANCE

In France, it is mandatory to have your accommodation insured. As a renter, you have to take out a comprehensive home insurance policy called in French "Multirisques habitation".

This insurance covers fire, water damage, theft and so on, and includes civil liability (see «Subscribe to my insurances», page 41).

SERVICE CHARGES

(does not apply to university residence halls)

Usually include cold water, cleaning of common parts, caretaking fees and heating when it's collective.

Service charges are added to the rent, except when they are said « comprises/included » : in this case, the mention «loyer charges comprises» will be precised in the ad.

Enquiring about heating costs and insulation quality is really important : if the place is not well insulated, heating invoices can be very expensive (above all if it's an electric heating !).

STANDING CHARGES

Electricity, gas, water, phone, Internet are to be paid by the renter. There are several electricity and gas providers, you are free to choose whichever. Here are the most important national suppliers :

LOCAL RESIDENCE TAX

once a year to the Tax Office.

halls)

owner.

homes in 2020.

(does not apply to university residence

This is a tax the renter is required to pay if

he/she was staying in the accommodation

on Jan. 1st of the current year. It is payable

You should ask the owner about the

amount before moving in the flat. You

should be able to arrange some monthly

payment included to your rent with the

N.B : A small aside on the 2020 local

- Electricity provider contact (EDF) : Call an EDF advisor 09 69 32 15 15 www.edf-bleuciel.fr
- Gas provider contact (ENGIE) : Call an ENGIE advisor 09 69 39 99 93 www.dolcevita.gazdefrance.fr
- Water provider contact (Véolia-Compagnie générale des eaux) : 0 969 323 529 www.service-client.veoliaeau.fr

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.

PLAN MY ARRIVAL

residence tax... The French government is gradually removing the local residence tax. Therefore, it is highly possible that you will be exempted because this tax should be totally cancelled for 80% of

ESTIMATE MY FINANCIAL PLAN

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

On the 1st month, this budget is double because you will face extra costs related to your settlement : deposit, additional equipment for your accommodation, insurances, OFII tax, etc...

You will find on the next page an example of a montly budget so that you can have in mind most of the expenses to be expected.



Should you face financial difficulties during your stay in Tours, feel free to contact the social worker of the University.

A professional social worker welcomes you by appointment at the University Office for Health/« Service de Santé Universitaire » (S.S.U.), located on the Plat d'Etain campus :

60 rue du Plat d'Etain - Building H

Phone: 02 47 36 77 08 Email: ssu@univ-tours.fr



GOOD TO KNOW!

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 near to the train station (60 rue Bernard-Palissy) and another one at the central post office (boulevard Béranger).

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

For security reasons, do not carry too much money in cash with you (watch out for pickpockets in stations or in airports !)

AN EXAMPLE OF A MONTHLY BUDGET

> OFII tax

> Pack'Sport

> Passeport Culturel Etudiant

> Books

		Estimated costs	My real costs
	ACCOMMODATION		
	> Room in a university residence hall	around 300€	
	> Private studio appartment	around 550€	
	FOOD		
T	> Meals at the University Restaurant (RU) (1/day)	75€	
	> Grocery shopping	150€	
	TRANSPORT		
- @ -	> Bus/tramway suscription	23€	
1	MISCELLANEOUS		
۲ E	> Telephone & internet	30€	
	> Laundromats	30€	
i	> Leisure (restaurant, excursions)	60€	
	•••••	•••••	
<u>ଇ</u> /	EXTRA COSTS ON THE 1 ST MONTH		
•	> Deposit	equivalent to 1	month's rent
	> Home insurance	around	d 30€ 🚦

60€

around 50-80€

8€

25€

ORGANIZE MY TRAVEL

Car, train, plane, bus... Depending on your budget, here are several options to reach Tours...

FROM PARIS...

> BY TRAIN (3) (3) > From Roissy-Charles de Gaulle airport

> BY BUS 🧕 🧕

Low cost bus lines run from Paris to Tours coach station located in the city center of Tours.

You can check out Flixbus or OuiBus companies. It takes about 5 hours between the 2 cities and it costs less than $20 \in$.

In Tours, all these buses' departures and arrivals take place at 168 rue Edouard Vaillant, which is 5 minutes walking from Tours train station.



🛞 <u>www.ouibus.com</u>

> BY CARPOOLING

There is a popular carpooling website in France called « Blablacar »

You can find a carpooling from the airport, or from Paris to Tours for about $20 \in$.

🛞 www.blablacar.fr

Caution ! Many public transports now demand that passengers wear masks (bus, trains, planes). Find out about these measures on your travel companies' websites ! The TGV train station is located in terminal 2, inside the airport. There are direct trains for Saint-Pierre-des-Corps only (and not to Tours station).

You can book a train for Tours station and when you get to Saint-Pierre-des-Corps you will take the shuttle (train). The fee with the SNCF « Carte Jeune » is between 30 and $70 \in$. The journey takes about 2 hours.

There is another possibility if there is no train which suits you : from the Roissy-Charles de Gaulle station in terminal 2, you can take a RER* and then a subway to Paris Montparnasse station or Paris Austerlitz station. From these stations, there are also trains to Tours. A RER B ticket to enter inner Paris costs $10,30 \in$.

* RER = suburban trains in the Parisian area, «Réseau Express Régional»

> From Orly airport

You can take the bus 91.10 (one ticket costs $2 \in$) either at Orly 1-2 exit 22 stop 8, or at Orly 4 exit 47, stop 3. It runs every 30 to 60 minutes and take you to Massy-TGV train station.

At Massy-TGV train station, there are direct trains for Saint-Pierre-des-Corps or Tours. It costs from 30 to $70 \in$.

Find all practical information about Roissy-Charles de Gaulle and Orly airports :

https://www.parisaeroport.fr/en/homepage

> From Beauvais airport

You can take a shuttle to Paris. The journey lasts about 1h15 and the shuttle takes you to Porte Maillot. It costs $15.90 \in$ online or $17 \in$ inside the bus.

Then you can take a subway to reach Montparnasse train station or Austerlitz train station. You can check the itinerary in Paris on the website of the « RATP » (Paris public transport network)

https://www.ratp.fr/en/titres-et-tarifs/ airport-tickets

Another option would be to take a bus or a cab from the airport to Beauvais train station and then a train to Tours. There will be a connection in Paris (you will need to change from train and train station).

> From Paris-Montparnasse train station

You can take a train from Paris-Montparnasse to Tours : rates vary from 15 \in to 60 \in with the SNCF «Carte Jeune». The journey lasts about 1 hour.

> From Paris-Austerlitz train station

You can take a train from Paris-Austerlitz to Tours : rates vary from $20 \in$ to $100 \in$ with the SNCF «Carte Jeune». The journey lasts about 1,5 hour.

> BY SHUTTLES 66

Lots of companies offer a shuttle service from the various airports to Tours (Pickmecab, Transpers, etc...). Count more than 200€ for 1 person.

www.pickmecab.fr

- www.transpers.fr
- 🛞 <u>www.evasion-transport.fr</u>

FROM TOURS AIRPORT TO TOURS TRAIN STATION (CENTER TOWN)

> By tram : walk about 15 minutes until « Terminus Vaucanson » stop and take the tram until « Gare Vinci ».

> By taxi : you can take a taxi directly outside the terminal. Usually, there are taxis waiting after each flight arrival. It costs from 15 to 30€ to go to Tours city center.



The name of the French railway network is « Société Nationale des Chemins de Fer » (SNCF). You can check the website to look at the timetables and book your ticket directly online.

You can also download the app OUI.sncf to check the timetable and buy your e-ticket without having to print it.

We advise you to buy the card « Carte Jeune » (for people between 12 and 27 years old) so you can have interesting rates all along your stay in France.

The card costs 49€ (please note that it does not replace the train ticket that you will still have to buy) and is quickly profitable if you take the train during your exchange semester/year.

There are 2 train stations in Tours :

- Saint-Pierre-des-Corps station It's located in the suburb of Tours and most of the TGVs (hig-speed trains) go through this train station.
- Tours station Located in the very center of Tours, it's a terminal.

Shuttles (trains) connect the 2 stations every 10 minutes approximately. The platform number is indicated on screens when you get out of the train in Saint-Pierre-des-Corps. It's a small train station, you will have the time to catch the shuttle.

https://en.oui.sncf/en/

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MY CHECKLIST

ARRIV
ONCE
ERSITY

	I checked the website of the University of Tours, especially the part dedicated to the exchange students and I read every point mentionned.
	I finalized my online pre registration (Mobility Online).
I	I completed and sent my accommodation request form in a residence hall or I found my own accommodation if I want a private one.
I	If I am a non european student, I applied for a visa at the French embassy of my country.
	I checked the list of the courses available at UT in order to prepare my learning agreement.
	I have sent an email to my future pedagogical coordinator to define my learning agreement.
I	I have made an appointment with Frédéric SOREAU (International Relations Office) for my final registration upon my arrival: incoming.mobility@univ-tours.fr
I	 I scanned all my official documents and uploaded them onto a cloud so that I can have access to them from anywhere in case of a situation : Passport/ID card Health insurance & medical documents (vaccinations) Copy of your birth certificate translated in French by an official translator (the list can be found on your embassy website) Copy of your last diploma Copy of your registration certificate in your home university (current year)
	ID photo (face picture)
I	I bought my travel ticket and I prepared my trip. I checked the itinerary and how I can reach Tours easily.
I	If I want to use my phone, I have checked that it will be working in France.
l	I talked to my family and friends and told them that I love them and that I will give them some news regularly 🕑
l	I smile as I am impatient to come and study in Tours. I keep positive vibes as I know everything will be fine

MOVE IN
FINALIZE MY UNIVERSITY REGISTRATION
MANAGE MY HEALTH INSURANCE
OPEN A BANK ACCOUNT
SUBSCRIBE TO MY INSURANCES
MY CHECKLIST



HOW TO REACH MY UNIVERSITY RESIDENCE HALL

Once you've reached Tours train station, you can walk, take a bus, or take a taxi.

Taxis are parked right in front of the train station.

www.taxis-tours.fr F'3

The bus company in Tours is called « Fil Bleu ». The fare is 1.60€ + 0.10€ for the creation of the reusable ticket.

Tickets can be purchased from the driver and can be used for 1 hour whatever bus or tram line you take.

Fil Bleu website and app enable you to get bus/tramway real-time schedules and also to create your itinerary depending on your own points of departure and arrival ! (refer to page 75 for more info)

www.filbleu.fr



HOW TO GET THE KEYS OF MY UNIVERSITY ACCOMMODATION ?

You must make an appointment on messervices.com

- If your arrive before 4:00pm, you will need to retrieve your keys from the office administering your residence hall.
- If you arrive after 4:00pm, you will need to go directly to a hotel to spend the night there (refer to "Temporary accommodation" page 21). It will be impossible for you to get your hall keys after office hours. University residence halls' offices are usually open during these hours : 9:00am to 12:00am / 2:00pm to 4:00pm.

Please also note that the residence halls do not have a welcome desk on weekends !

Pay attention, some university residence halls require you to retrieve your keys from a different office. We indicate in the next pages the name and address of the residence hall where you have to take the keys.



St Symphorien Hall

25 rue du pont volant 02 18 69 60 70 symphorien@ crous-orleans-tours.fr



9B - 10 - 11 + Tramway Stop « Place Choiseul »

Retrieve keys directly from St Symphorien's office

Tonnellé Hall

49 boulevard Tonnellé

02 47 60 17 60

tours.centre-ville@

crous-orleans-tours.fr

Bus : Lines 3B - 4

Stop « Tonnellé »

Retrieve keys from

Rabelais' office

Retrieve keys from St Symphorien's office

Croix Montoire Hall

8 place choiseul

02 47 42 57 68

croix-montoire@

crous-orleans-tours.fr

Bus : Lines 1A - 1B - 7 - 9A -



Tanneurs Hall

5 rue Bretonneau 02 18 69 60 70 symphorien@ crous-orleans-tours.fr



Bus: Stop « Tanneurs»

> Until August 30, retrieve keys at St Symphorien's office

> After August 30, retrieve keys directly at Tanneurs' office



Hélène Boucher Hall

9 rue Hélène Boucher 02 47 60 17 60 tours.centre-ville@ crous-orleans-tours.fr

Bus : Liges 3B - 4 Stop « Saint Francois »

> Retrieve keys from Rabelais' office



Sanitas Hall

Boulevard de Lattre de Tassigny 02 47 60 17 60 tours.centre-ville@ crous-orleans-tours.fr

> Bus : Lignes 7 – 10 Stop « Sanitas »

Retrieve keys from Rabelais' office



ONCE ARRIVED



Europa Hall

5 – 7 – 9 – 11 allée Thierry d'Argenlieu 02 47 60 17 60 tours.centre-ville@ crous-orleans-tours.fr

Bus : All lines Stop « Place de la Liberté » and Line 8, Stop « Sanitas »

> Retrieve keys from Rabelais' office



Grandmont Hall

Parc de Grandmont 02 38 22 70 16 residence.grandmont@ crous-orleans-tours.fr

Bus: > Lines 5-14-16 Stop « Arsonval » > Lines 3A-3B-Tempo 2 Stop « Bonamy » > Lines 5-13 Stop « Parc Grandmont »

Retrieve keys directly from Grandmont's office, Building A



Rabelais Hall

11 rue du Plat d'Étain 02.47.60.17.60 tours.centre-ville@ crous-orleans-tours.fr

> Bus: Line 5 Stop « Rabelais »

Retrieve keys directly from Rabelais' office



Technopole Hall

7 Allée Guy Charff 02 47 25 46 03 technopole@ crous-orleans-tours.fr

Tramway : Line A

Stop « Fac 2 lions » Bus: 1A - 1B - 5 - 6 Stop « 2 Lions »

Retrieve keys directly from Technopole's office

APPLY FOR A HOUSING SUBSIDY (CAF)

The « Caisse d'Allocations Familiales » (CAF=French Welfare Office) may provide you with a monthly housing subsidy to pav a part of your rent.

Christophe Colomb Hall

21 rue Christophe Colomb

02 47 60 17 60

tours.centre-ville@

crous-orleans-tours.fr

Bus : Line

Retrieve keys from Rabelais' office

To be entitled with housing subsidy, you need :

- to have a valid residence permit
- to rent a housing yourself and your name needs to appear on the lease
- to have a French bank account

(refer to «Open my bank account» page 40)

The CAF will also ask for some supporting documents :

- a university registration certificate

- a copy of your birth certicate translated in French by a sworn translator.

Make a simulation and check your eligibility online on the CAF website..

GOOD TO KNOW !

Apply to your housing subsidy as soon as possible ! CAF housing subsidy is available from the month which follows your application. The 1st payment usually reaches your bank account 2 months after your settlement.



Les Garennes Hall

Rue Gaspard Coriolis 02 38 22 70 16 residence.grandmont@ crous-orleans-tours.fr

Bus : Lines 5-14-16 Stops « Boulevard de Chinon » and « Arsonval »

Retrieve keys from Grandmont's office, Building A

www.caf.fr

caf•fr-

ONCE ARRIVED

Conference and Conference

UÉS EN FIN DE SIMULATION



EINALIZE MY UNIVERSITY REGISTRATION

1. CONFIRM YOUR REGISTRATION AT THE INTERNATIONAL RELATIONS OFFICE

Before you arrive, we will send you a « SUPERSAAS » link on which you will have to pick a time slot to come and meet us at the UT International Relations Service.

Our office is located at this address : 60 rue du plat d'Etain. Go to building A, our office is on the ground floor, on the right.

During the meeting, we will give you an administration file that you will have to fill. We will be there to help you complete it. You will need you bring :

- 2 copies of your ID
- 1 copy of your health insurance certificate

This will enable the creation of your student card which will be ready a few days later.

2. PICK UP THE MUST-HAVE AT THE ESN FREE GARAGE SALE !

At the start of each semester, the student organization "Erasmus Student Network Tours" (ESN Tours) offers the new students crockery, household appliance, bedding, decoration, books... which were left by the former exchange students for you ! Everything is for FREE.

You will receive more information about it after your arrival.

3. PEDAGOGICAL REGISTRATION

You will need to contact your pedagogical coordinator and meet him/her quickly in order to agree on a final learning agreement.

With his/her assistance, you will also fill out a "pedagogical contract" to register classes and exams. You will have to give this document to your administrative referent.

YOUR CONTACTS AT THE UNIVERSITY

The administrative coordinator

This is the person who will be in contact with you before, during and after your mobility. His name is M.Frédéric SOREAU. He will assist you in completing your online pre registration and will be in contact with the accommodation office. You will have to make an appointment with him to finalize your registration upon your arrival in Tours. He will give you all the information you need to start your mobility in the best way. Throughout your mobility, he will send you more useful information, on a regular basis. After the end of your stay, he will still be your contact for administrative matters.

The pedagogical coordinator

The COVID-19 won't allow

ESN Tours to organize this

free garage sale at 1st

semester. Let's hope it will

be possible at 2nd semester !

This a Professor of the University of Tours. You will receive his/ her contacts when your pre registration file is validated. Before your mobility, the coordinator can advise you and help you elaborate your learning agreement. You will have to make an appointment with him/her after the finalization of your registration. Your learning agreement wil be signed at that moment.

The administrative referent

The administrative referent will be your contact on your campus. If you have an urgent question or issue (if you are lost, if you can't find the classroom...) when you are on campus, vou can go to his/her office. Do not hesitate to ask for assistance to that person.

YOUR DEDICATED CONTACTS AT THE INTERNATIONAL RELATIONS OFFICE OF YOUR UNIVERSITY

Université de Tours DIRECTION DES RELATIONS INTERNATIONALES 60 rue du Plat d'Etain BP 12050 - 37020 Tours Cedex 1 FRANCE

Tél.: (+33) (0) 2 47 36 67 04

Email : international@univ-tours.fr

Website : international.univ-tours.fr

From Monday to Friday : 9h - 12h15 / 13h30 - 17h15

Ms. Sylvie Crochet

> Head of the International Relations Office

Mr. Frédéric Soreau

- > Support to international exchange students (Erasmus and on agreement)
- > University accommodation
- > Buddy system
- (+33) (0) 2 47 36 67 17 or incoming.mobility@univ-tours.fr

Ms. Aurore Leroy > Cultural program

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

Ms. Eun Jin Lee > Reception (+33) (0) 2 47 36 67 04 or international@univ-tours.fr PREPARE MY DEPARTURE

MANAGE MY HEALTH INSURANCE

REGISTER TO THE « SÉCURITÉ SOCIALE »

In France, being covered by a health insurance is mandatory.

If you don't possess a valid European Health Insurance card or any private insurance, then you must register to the French "Social Security".

The «Sécurité Sociale» system is ruled by the public institution called « Caisse Primaire d'Assurance Maladie (CPAM) ».

You can register online using the CPAM website dedicated to foreign students.

The registration is free. You must complete it right after your university's registration. This basic health coverage provides reimbursement up to roughly 70% of your medical care (medical consultations, pharmacy bills, medical analysis fees, hospital fees...).

etudiant-etranger.ameli.fr

A L'Assurance POUR VOUS INSCRIRE À LA SÉCURITÉ SOCIALE : ETUDIANT-ETRANGER.AMELLER

DOCUMENTS À FOURNIR

 Passeport / carte d'identité Titre de séjour Copie intégrale de l'acte de naissance / extrait de l'acte Attestation de scolarité pour l'année en cours
 Attestation d'autorisation parentale (-16 ans)

ameli.fr

ADDITIONAL HEALTH INSURANCE

To complement the reimbursements of the « Sécurité Sociale », you can take out an additional health insurance policy (called "mutuelle" in French).

This is not mandatory, but highly recommended, so that you can get the best reimbursement of your health related expenses.

The additional health insurance will reimburse the last 30% of healthcare expenses which are not covered by the «Sécurité Sociale».

There is a large number of additional health insurance companies and you are free to choose whichever you want !

For example, there are the SMERRA and the LMDE which stand as « student health additional insurances »: they are known to match students' needs at low prices.

HOW TO REGISTER TO THE «SÉCURITÉ SOCIALE» ON THE WEBSITE ETUDIANT-ETRANGER.AMELI.FR

I FILL IN THE COMPULSORY DATAS

- name/first name(s) •
- birthdate/birthplace
- e-mail address
- mailing address
- phone number

I UPLOAD THE COMPULSORY DOCUMENTS

- ID card/passport
- valid residence permit
- university registration certificate
- French bank datas (IBAN)
- full copy of birth certificate copy or extract of birth certificate showing filiation (delivered by a consulate)
- Some international conventions and agreements can require other documents (Quebec or Andorre)

I DOWNLOAD MY TEMPORARY CERTIFICATE OF SOCIAL SECURITY REGISTRATION

I have now access to the reimbursement of my healthcare costs by the French « Assurance Maladie ».



I DOWNLOAD MY FINAL CERTIFICATE OF SOCIAL SECURITY REGISTRATION

I CREATE MY ONLINE «AMELI» PERSONAL ACCOUNT

This is the personal space that will enable you to ckeck your reimbursements, download your certificates, contact an advisor by email...

I APPLY FOR MY HEALTH INSURANCE CARD (CARTE VITALE)

I show it to my doctor or to my pharmacist: my healthcare reimbursements are now automated

I DECLARE MY PRIMARY CARE PHYSICIAN («MÉDECIN TRAITANT»)

during a first appointment with a doctor in France, in order to be well reimbursed (refer to page 78)

OPEN A BANK ACCOUNT

SUBSCRIBE TO MY INSURANCES

Subscribing to a civil liability is mandatory in

France : this is an insurance policy that enables

vou to compensate injuries or material damages

Most of the time, it is included in the

accommodation insurance (refer below) but it

Enquire to know what damages and repairs your

A civil liability certificate is requested to

obtain your student card and practice a

you could cause to another person.

can be a limited civil liability.

insurance policy includes.

Opening a bank account in France is highly rcommended and even requested in some cases !

A French bank account will allow you to :

- easily pay for your regular expenses (rent, electricity, internet, phone or bus suscriptions, etc...)
- receive your CAF housing subsidy
- receive your healthcare reimbursements by the Social Security...

Any foreigner residing for over 3 months in France may open a bank account to get a checkbook and/or a bank card.

There are 2 types of bank cards :

- Debit cards used only to withdraw money from your bank's Automatic Teller Machines 24/7 ;

- Credit cards used to withdraw money from any ATM and to pay for your purchases in shops.

Banks charge you around 30-40 $\!\!\!\!\!\!$ per year (student rate).



HOW TO PROCEED TO OPEN A FRENCH BANK ACCOUNT?

1. Schedule an appointment at the bank of your choice. Here are some banks located in Tours : Banque Populaire, Caisse d'Epargne, CIC, Crédit Agricole, HSBC, Société Générale...

Banks' rates are more or less identical but they can have different offers and options (type of bank card, online services, authorized overdrafts...).

Among the selection criteria to consider, you can also choose a bank close to your home or campus.

2. Prepare the following documents :

- an ID document (passport, Visa...)
- a proof of where you live
- (phone or electricity bill, rent receipt...)
 a university's registration certificate or a student card
- documents to show proof of your incomes

At last, the bank will ask you a $20 \in$ deposit to open your bank account.

At the end of the semester/year, do not forget to close your bank account before you leave and get back the money eventually left.

HOME INSURANCE

sport.

CIVIL LIABILITY

In France, it is compulsory to subscribe to a home insurance for any accommodation : you won't be able to rent a flat without this insurance cover.

It covers domestics incidents or accidents such as fires, flood, burglary, or vandalism. It costs around 30€ and can be bought online or upon your arrival.



You can subscribe to a customized insurance contract with the company of your choice.

Here are some insurance companies that can be found in Tours : AXA, GMF, MAAF, MACIF, MAIF, MATMUT...

Banks can also provide insurance offers when opening a bank account : it can be time-saving to open your bank account and to subscribe to your insurances at once !

Dont' hesitate to ask the bank for more information. In all cases, pay attention and carefully read the contracts before signing it !

We recommend to use a physical bank rather than an online bank for this kind of banking/insuring package.

Here are some banks available in Tours : Banque Populaire, Caisse d'Epargne, CIC, Crédit Agricole, HSBC, Société Générale...

MY CHECKLIST

I collected the keys from the residence hall office and moved in.
I subscribed to a housing insurance (mandatory).
If needed, I opened my EDF/ENGIE account to that I can have the electricity in my accommodation.
I completed my online CAF file (for a financial aid regarding the accommodation) with the help of the staff at the residence hall.
If I don't have a health insurance, I registered online on : https://etudiant-etranger.ameli.fr/
I finalized my registration at UT and met Frédéric SOREAU (I made an appointment with him first) and I had him sign my arrival certificate if I have one.
I collected my student card.
After my registration, I made an appointment with my coordinator.
I met my coordinator and he/she signed my learning agreement.
If I want to take the French courses at the CUEFEE, I asked Frédéric SOREAU to have me registered to the placement test. I took the placement test and collected my results during the CUEFEE information meeting.
I attended the mandatory information meeting organised by the International Relations Office.
I visited my campus prior the start of the courses to get used to it and I found the office of my on-campus administrative referent who will help me in case I need it.
If I have a visa, I definitly validated it online, after my arrival in France, by following the procedure that can be found here : https://administration-etrangers-en-france.interieur.gouv.fr
I started attending the courses (The attendance is mandatory !).
I participated to the first activity organized by ESN so that I can get to know the other international exchange students.
If I wish to be part of the buddy system, I completed the online form sent by email by Frédéric SOREAU.
I subscribed to a phone/internet offer.
I opened a bank account (I made sure I made an appointment first).
I breathe deeply and quietly, I am fine and I feel well surrounded in Tours. 🙂

STUDY AT THE UNIVERSITY

> **BASICS**

- LMD system
- Campuses
- How courses are organized
- How to select courses
- Exams
- Administrative referents
- Improve my French language level

> MY STUDENT LIFE

- Orientation week for new students
- Information meeting at the beginning of the year
- My academic tools
- European Student Card
- Libraries
- Sport & Culture
- Meet new people

LMD SYSTEM

BASICS

Universities in France, also called "fac" (short for "faculty"), are governed by a system that meets the European standards for higher education : it's the «LMD system», standing for Licence/Bachelor's - Master/Master's - Doctorat/PhD.

This system has been launched to standardize degree courses and organize a mutual recognition of degrees and diplomas between member countries. It facilitates student mobility in Europe as well as in the rest of the world.

The LMD degree graduation is based upon the number of study semesters completed from the entry to higher education. Each semester allows the validation of 30 ECTS (European Credits Transfer System) credits which are recognized from one European country to another one.

A « Licence/Bachelor's » requires the validation of 6 semesters, equivalent to 180 ECTS. You need to add 4 semesters to complete a Master's with 120 more ECTS. A PhD is completed with 16 semesters and the validation of a total of 480 ECTS, in 8 study years minimum.



CAMPUSES

The University of Tours owns different campuses spread accross the city of Tours.



UNIVERSITE F. RABELAIS SITE FROMON

Tanneurs Campus 3 rue Tanneurs

Faculties of Letters & Languages, Arts & Human Sciences, Centre Universitaire d'Enseignement du Français pour Etudiants Etrangers (CUEFEE)

> Bus : Line 4 or Tramway Stop « Fac des Tanneurs » or « Porte de Loire »,



Fromont Building

Additional building to the Tanneurs Campus

Bus: Line 5 Stop « Arago »



Centre d'Etudes Supérieures de la Renaissance (CESR) 59 rue Néricault Destouches



ÉTUDIER À L'UNIVERSITÉ DE TOURS

BASICS







Tonnellé Campus 10 boulevard Tonnellé

Faculty of Medicine

Bus : Line 4 Stops « Tonnellé » or « Bretonneau »

Clouet Campus

5 rue François Clouet

Faculty of Music

& Musicology

Bus : Line 3. 4 or 17 Stop « Ursulines »

Portalis/2 Lions Campus

50 avenue Jean Portalis

Faculties of Law, Economics, Social Sciences & Management, and Polytech Tours

> Bus: Line 5, Stop « 2 Lions » Tramway : Stop «Fac 2 Lions»

STITUT UNIVERSITAIRE DE



University Institute of Technology (IUT), Tours



Blois Campus



University Institute of Technology (IUT), Blois Department of Computer Sciences from the Faculty of Sciences & Technology Branch of the Faculty of Law



Grandmont Campus Avenue Monge, Parc Grandmont



Faculties of Sciences & Technology, Pharmaceutical Sciences, Department of Electrical Engineering & industrial IT of the IUT (University Institute of Technology), University Sports Service (SUAPS) and Maison de l'Etudiant.



Bus : Line 2 Stop « Faculté de Grandmont » or Line 5 Stop «Arsonval»

29 rue du Pont Volant

Bus : Line 2 Stop « IUT »

STUDY AT THE UNIVERISTY



BASICS

HOW COURSES ARE ORGANIZED

> LECTURES OR « COURS MAGISTRAUX » (CM)

The lectures/« cours magistraux » in French, also shortened to « CM », take place in hall lectures/amphithéâtres so that a large number of students can attend it. During the CMs, the professor speaks non-stop before the students. You need to wait for the end of the course to ask your questions. The CMs usually last 2 hours but can go up to 4 hours.

> TUTORIALS OR « TRAVAUX DIRIGÉS » (TD)

Unlike CMs, tutorials allow students to ask questions, to be questioned, to participate to the debate and to do some practical exercices. 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.

TDs are held in classrooms with no more than 40 students.

> PRACTICAL WORK OR « TRAVAUX DIRIGÉS » (TP)

In some courses, you will also have practical work/« travaux pratiques » (TP) in French. TPs are carried out in laboratories (research labs, language labs, computer labs) in small groups.

Contact vour teachers

"Office hours" do not really exist in France in the same obligatory nature as in other countries.

However, teachers are generally happy to answer questions and to discuss problems before or immediately after class. Individual appointments can also be made.

Do not hesitate to email them if you need to. You can find their e-mail adress on the university directory :

www.univ-tours.fr/annuaire/ 2%



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.

EXAMS

The academic year starts from September and ends in May or June. It is divided in 2 semesters of approximately 12 weeks (see the calendar page 10).

Each semester counts equally to obtain ECTS credits and access to the following academic level.

The exams of the 1st semester take place in December and the exams of the 2nd semester are held in May.

There are 2 types of assessment :

 continuous assessment ("contrôle continu" or CC) throughout the whole semester

Credits may be awarded for your attendance, 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), also called " partiel" in French

As you can tell from its name, this test takes place at the end of the semester (either in December, or in May and June).

In order to pass, you have to succeed both semesters. However, should you 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 in June.

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

If the student has already left to reach back his/her country at the time of the retakes, some alternative exam procedures may be found (visioconference, research work...)

HOW TO SELECT CLASSES

You must prepare a learning agreement before your arrival.

The course catalogue (CCES) lists the most popular courses for exchange students.

You can access it by clicking on this link :

http://cces.univ-tours. fr/?language=EN

You can choose the classes you want in any faculty (except in the faculty of Medicine) from the moment that these classes are validated by your home university.

You can also contact directly your administrative referent to ask for more information about the subjects you are interested in.

You can also download detailed pdf documents available on our website.

At your arrival, you will be able to make some adjustments, with the agreement of your home university referent and your pedagogical coordinator in Tours. (see chapter « Finalize my university registration » page 36)

STUDY AT THE UNIVERISTY

BASICS

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ADMINISTRATIVE REFERENTS

You will find below a list of administrative referents who can help you. There is 1 per faculty.

List of administrative referents for foreign exchange students (customized orientation, grade reports, link with International Relations Office)

Faculty	Name	First name	Phone	Email	Office
Arts & Human Sciences / Letters & Languages	Avice	Marielle	02 47 36 65 21	marielle.avice @univ-tours.fr	Tanneurs Campus, 2 nd floor, office 201
CESR	Jossec	Marie- Christine	02 47 36 77 86	marie-christine. jossec @univ-tours.fr	CESR, Building N, 1st floor
Medicine	Godeau	Florence	02 47 36 62 04	florence.godeau @univ-tours.fr	Faculty of Medicine, Building J, Office J1240
Sciences & Technology	Guignabaudet Breton	Coralie Sophia	02 47 36 70 32 02 47 36 70 54	coralie. guignabaudet @univ-tours.fr sophia.breton @univ-tours.fr	Parc de Grandmont, Building H, Office 12
Pharmaceutical Sciences	Garel	Lucie	02 47 36 73 17	lucie.garel @univ-tours.fr	Parc de Grandmont, Building Y, Office B110
Law, Economics & Social Sciences	Thibault	Emmanuel	02 47 36 11 02	emmanuel. thibault @univ-tours.fr	Portalis Campus, Building B - 2 nd floor, Office 226
Polytech Tours	Nour	Annabelle	02 47 36 14 91	annabelle.nour @univ-tours.fr	Portalis/Lesseps Campus, Ground floor, Office 20
IUT Tours	Leclerc	Nathalie	02 47 36 75 81	nathalie.leclerc- maury @univ-tours.fr	IUT Tours, Pont volant Building A, ground floor Welcome desk
IUT Blois	Mirq	Nathalie	02 54 55 21 18	nathalie.mirq @univ-tours.fr	IUT Blois, 15 rue de la Chocolaterie Office 011

IMPROVE MY FRENCH LANGUAGE LEVEL

> AT THE UNIVERSITY CENTER FOR TEACHING FRENCH TO INTERNATIONAL STUDENTS / « CENTRE UNIVERSITAIRE D'ENSEIGNEMENT DU FRANÇAIS POUR LES ETUDIANTS ETRANGERS » (CUEFEE)

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.

The CUEFEE 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 living in.

Exchange program students need to enrol per semester. You can take up to 3 classes at the CUEFEE. Each class lasts 2 hours and is equal to 4 ECTS.

You will be able to ask the CUEFEE secretariat for a language level attestation at the end of the semester.

For more information about the CUEFEE, you can go on this webpage :

https://international.univ-tours.fr/learningfrench-275937.kjsp

> AT THE CRL (« CENTRE DE RESSOURCES EN LANGUES » / LANGUAGE RESOURCE CENTER)

The « Centre de Ressources en Langues » stands as an innovative language learning center which enables students to study at their own pace, according to their level, thanks to multimedia devices. It aims at improving your French language level in a playful and autonomous way.

The CRLs are built around 5 working areas :

- Audio (podcast)
- Video/TV (VOST movies and documentaries)
- Reading (novels, magazines, newspapers in original language versions)
- Computers (learning softwares)
- Coversation/Chat rooms

You can freely choose the resources you want to use or follow the program your teacher may have established for you.

There is also an on-site team of teachers and instructors to guide you with the use of resources, throughout your learning experience.

There are currently 7 CRLs, one per campus.

https://www.univ-tours.fr/formations/acquerir-des-competences-supplementaires/ centres-de-ressources-en-langues/



HOW TO REGISTER TO CUEFEE FRENCH CLASSES ?

If you want to attend the French classes offered by the CUEFEE, you will first need to take a placement test at your arrival.

You will be able to sign up for this test during your university final registration with Mr. Frédéric Soreau.

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MY STUDENT LIFE

ORIENTATION WEEK FOR NEW STUDENTS

An orientation week for newcomers takes place at the beginning of September. During this week you will have a presentation of the university and of the educational system.

It will take place from August 31^{st} to September 5^{th} 2020.

Several activities will take place during this week. Check your emails regularly !



MY ACADEMIC TOOLS

> DIGITAL WORK ENVIRONMENT /

« ENVIRONNEMENT NUMÉRIQUE DE TRAVAIL » (ENT)

The University of Tours provides you with a personalised Digital Work Environment that gives you access to a set of online tools and services :

- mails
- timetables
- student file
- documentary resources

ent.univ-tours.fr

- Calendars and exam results
- online classes

INFORMATION MEETING AT THE BEGINNING OF THE YEAR

At the beginning of each semester, the International Relations Office organizes an information meeting in order to introduce the different university services.

It's also a great opportunity to outline the semester cultural program which you can participate to.

You will be able to visit the region, learn more about its history, its heritage, its traditions... meanwhile spending some fun time with other exchange students from different countries all over the world.

> MY ELECTRONIC ADDRESS

It is personal and noted on your student card : prenom.nom@etu.univ-tours.fr Check your mail as soon as the courses start via the ENT. All year long, you'll receive important information regarding courses and student life.

> LE WIFI

EDUSPOT is the University secure network available to all students on each campus.

> COMPUTER LABS

As a student registered at the University of Tours, you can freely access over 70 computer labs all across the university campuses.

Walk around the corridors, you will find these rooms easily !

GOOD TO KNOW !

Binding, color photocopies and printing : you can go to specialized shops such as COPIFAC (34 rue des Tanneurs) or COREP (2 rue des Tanneurs).

> PRINT & COPY

Thanks to your refilled student card,

you can use the photocopiers and printers (black & white) available in the

university computer labs or corridors.

imprimer.univ-tours.fr



MY TIMETABLE

As an exchange student, you will not be able to have a full timetable on the Environnement Numérique de Travail (ENT) since you will take classes in different faculties and in different areas, and of different levels.

However, you can access the classes planning and therefore see the time and place of the classes you have picked by following this step by step :

Go on the ENT : <u>http://ent.univ-tours.fr/</u> and enter your login and password (which you will receive after the registration, once you receive your student card)

Click on « Emploi du temps étudiant », pick the year « planning 2020-2021 »

In the column « liste des ressources » in the left, click on this button to unroll « Etudiants »

Select the Faculty (Lettres et Langues, Droit...) using this button \triangleright Then, select the Department (Anglais, Arts du spectacle...) using this button \triangleright

Now, select the Level of the class (L1, L2, L3, M1 or M2), still using \triangleright

You can now find the place and time of the class which interests you !

MY STUDENT LIFE

EUROPEAN STUDENT CARD

After your registration, you will get your European Student Card : it formalizes your student status in France but also in the European universities which already recognize this device !

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

It also enables you to :

- Borrow documents from the university libraries
- Print in the computer labs of the University
- Use University photocopiers
- Pay for your meals at the Crous University Restaurants (RU) thanks to the online refill system.



Indeed, your student card contains a secured e-wallet which can be filled using your credit card.

To (re)fill your student card :

App « Izly » or on <u>www.izly.fr</u> Your ENT > Carte Multiservice

Should you lose it, should it be stolen from you, you will need to stop your
e-wallet by going on the Izly 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.



ABOUT THE EUROPEAN STUDENT CARD PROJECT ...

Since 2016, 4 countries pioneered the development of the « Student Card » project : Ireland, Germany, Italy and France.

The goal ? Give a European dimension to the traditional student card in order to facilitate student mobility thanks to data transfers between higher education institutions.

To learn more about the European Student Card project :

https://dai.ly/x6lm3ud

LIBRARIES

> UNIVERSITY LIBRARIES / « BIBLIOTHÈQUES UNIVERSITAIRES » (BU)

Every campus has its own university library.

The 6 BUs allow you to read freely and to borrow books at no charge. BUs are also great places to work, alone or in group.

You will need your student card to borrow books.

Find here all the useful information :

8 www.univ-tours.fr/bibliotheques

You can check the library schedule and real-time occupancy if you download the free app « Affluences » (see page 86).

> MUNICIPAL LIBRARIES / BIBLIOTHÈQUES MUNICIPALES (BM)

BMs are located throughout the city and their access is free of charge.

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

Registration is free for students under the age of 25 and costs 11.50 ${\ensuremath{\in}}$ for 25-year-olds and over.



MY STUDENT LIFE

PHYSICAL ACTIVITIES AND SPORTS

Thanks to the University Sports Service / SUAPS (Service Universitaire des Activités Physiques et Sportives), you can practice different sports during the 1st and 2nd semesters. All you need to do is sign up on ENT (Environnement Numérique de Travail, see page 54) for classes and activities you are interested in.

Please consult the SUAPS website for further information :

<u>www.univ-tours.fr/campus/sport/</u>

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

There are 2 types of sport classes :

- leisure classes, that you can take with the Pack Sport
- classes with assessment, also called « sport bonifiant » in French, which allow the validation of some ECTS credits.



The « Pack'Sport » is essential to your sporting life on campus !

The Pack Sport offers a priority and unlimited access to all the physical and sports activities. It also gives you numerous advantages.

Thanks to it, you can access a wide range of sport classes conceived by the University Sports Service (SUAPS).

You can take part in sporting events (badminton night, U ride a bike, event weekends), challenges and competitions in general.

You will also get discounts at our different sports partners' outside campus (various sports clubs, fitness/weight lifting clubs...).

The Pack Sport costs $25 \in$. You can get it when you come to finalize your administrative registration at the International Relations Office. You will receive a ticket that will enable you to get your Pack Sport. Then go to the office 3210, located in the same building than the International Relations Office, 3rd floor : it's opened from Monday to Thursday 8:30 - 12:00am / 13:30 - 16:30pm, and on Friday 8:30 - 12:00am.

Don't forget to register at the beginning of September for the 1st semester and at the beginning of January for the 2nd one !

CULTURAL AND ARTISTIC ACTIVITIES OFFERED BY THE UNIVERSITY CULTURE SERVICE

The University Culture Service organizes a large amount of cultural events all year long : concerts, performances, conferences...

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 and writing workshops are offered each year. Students can also join EVUT (Ensemble Vocal Universitaire de Tours) if they pass the audition :



Thanks to an agreement, « l'Ecole des Beaux-Arts de Tours » can propose to international students artistic activities that are not available at the university.

The University Orchestra – OUT : « Orchestre Universitaire de Tours » - is a students' association for musicians of all levels – please note that there is no evaluation :



For more information, please contact the Cultural Office (Tanneurs Campus, Office 109 bis) !

THE CULTURAL PROGRAM OFFERED BY THE INTERNATIONAL RELATIONS OFFICE

The University International Relations Office organizes a program of cultural outings dedicated to exchange program students.

This program aims at helping you to learn about the heritage, history, gastronomy, architecture... in short how rich the Touraine and the Loire Valley are !

The International Relations Office will introduce this program to you during the information meeting 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 :

international.univ-tours.fr/profils-en/exchange-students/admissions/10-culturesports-749715.kjsp?RH=1325532132049



THE « PASSEPORT CULTUREL ETUDIANT » (PCE)

It comes in the form of a little sticker on your student card. Once purchased, it will make your cultural outings so easy !

It will give you access to many theaters, exhibitions, shows, festivals entrances, music and dance events at low prices and sometimes even for free !

Get it from the University Culture Service (Tanneurs Campus, Office 109 bis).

The PCE costs $8 \in$ and it requires a passport-size photo because 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

LIVE IN TO

STUDY AT THE UNIVERISTY

58

MY STUDENT LIFE

MEET NEW PEOPLE

> BUDDY SYSTEM / « PARRAINAGE »

Each semester, the International Relations Office organizes the buddy system, also called « parrainage » in French. It is a matching system between a French student from the University and an exchange student in Tours for an academic semester or year.

It will enable you to easily meet a French student who will help you discover the city and the University !

It is a also a very good way to discover the habits of the French people in a genuine way !

For their part, French students are happy to meet people from all over the world and to guide you for a good integration within the French life.

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.

A "Meet your buddy party" is organized by the student organization Erasmus Student Network Tours (ESN Tours) at the beginning of the semester. Check your emails for the invitation to this welcome party.



Unfortunately, the COVID-19

won't enable ESN Tours to

organize a «Meet your buddy

party» at the 1st semester.

An alternative solution will

be offered.

Contact Mr. Frédéric Soreau at the International Relations Office :

incoming.mobility@univ-tours.fr or parrainage-ri@hotmail.fr

> STUDENT ORGANIZATIONS

The University has numerous student organizations ! You can sign up and enjoy their activities but you can also become a volunteer ! It is a wonderful way to develop your social life in Tours !

You will be able to discover the various student organizations during the « Village Associatif », which is an event organized at the beginning of September.

You will find a list of student organizations on the university website :

https://cutt.ly/0yCNO9V

> VOLUNTEERING

Being a volunteer is an excellent way to meet new people and help someone at the same time.

Be sure to have enough time available in a regularly way and a sufficient French level.

Then you can go on the website "France Bénévolat", select the city and the mission type you are interested in :

www.francebenevolat.org/benevoles

If you wish to meet people from other

countries and speak other languages, you can go to the « Café des Langues » on

It is located in the pub « Crafty BrewPub », which is 18 place de la Résistance in Tours.

> THE « CAFÉ DES LANGUES »

Wednesdays from 8:30pm.

Unfortunately, still for health reasons, the « Village Associatif » will not happen at the 1st semester.

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ESN Tours organization

Erasmus Student Network Tours is a student organization committed to improve the integration of the University's international exchange students : in short, this is YOUR organization !

ESN Tours offers many activities (cultural outings, international dinners, French cooking masterclasses, guided visits of Tours and its heritage, cinema, karaoke parties...) all year long!

The membership is only 7€ and gives you access to attractive discounts on all the ESN activities but also on the cultural excursions organized by the International Relations Office !



3 @esntoursofficiel



The courses you will attend are also a good way to meet French or foreign students.

When you find yourself in small groups, in tutorials for instance, take this opportunity to start up a conversation and to introduce yourself.

Dont' hesitate to make the first step because French students won't make it necessarily ! And if you are afraid to speak in French, remember that French people are not famous for being fluent in foreign languages ! :)

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II

The The

> FRENCH CULTURE

- Habits & Social codes
- Legal system : a few things
- Safety tips
- Culture shock

> EVERYDAY LIFE

- Food
- Shopping
- Communication
- Transportation
- Health
- Work in France

FRENCH CULTURE

HABITS & SOCIAL CODES

> MEALS OF THE FRENCH

As you may know, the gastronomy is an integral part of what France is ! Meals are considered as a moment of pleasure and sharing.

French people usually take 3 meals a day :

- The breakfast is rather based on sugary food and is taken at home before going to work.
- The lunch is taken around 12:00/1:00pm and can be eaten at home, at work or in cafeterias. Traditionally, French have a full sit-down meal (see below) but people with a busy schedule often eat a sandwich bought in the street.
- The dinner is taken around 7:00/8:00pm, and also consists in a full sit-down meal but is rather lighter than the lunch.

A traditional full meal includes :

- a starter (crudités, cold meats, small fishes): - a main dish based on meat/fish served with
- some vegetables and/or starchy foods;
- some cheese or a dairy product;
- a dessert, which can be simple (fruit, yaourt, compote) or more sophisticated depending on the occasions (slice of cake, patisserie, icecream...).

The meal is usually ends with a coffee or any other hot beverage very frequently.

> « BONJOUR » OR « SALUT » ?

To greet one another, French people usually say « bonjour » to an unknown person or in a professional or academic context.

When meeting friends, the use of « salut » is more common. This term can be used equally for saying hello and goodbye !

The term « bonsoir » is often seen as complicated for non French-speacking people. « Bonsoir » is to be used at the end of the day but the precise slot is very personal to each person ! Let's say that the social convention agrees to use « bonsoir » from 6:00pm and midnight. But never fear, should you say «bonjour» after 6:00pm, nobody would blame you !

> « FAIRE LA BISE » OR SHAKE HANDS ?

You may have heard that French people are not just saying « bonjour » and shaking hands, they also kiss on both cheeks : this is called « se faire la bise ». This tradition is often difficult for foreigners to grasp and it is quite normal ! We do not kiss everyone's cheeks and sometimes the number of « bises » changes depending on your location in France !

Overall, the French people kiss their friends and families' cheeks but they will shake hands with their teachers, doctors, or people they meet for the first time.

In Tours, we do 2 « bises » and we start by showing our right cheek to the other person !

> « TU» OR « VOUS » ?

Among the French social codes, the informal address « tu » (« tutoiement » in French) and the formal address « vous » (« vouvoiement ») are important notions you need to master when coming to France.

If you meet someone for the first time or if the person you encounter seems older than you, then you must use the formal address and say «vous ». It will be the same for your teachers and staff of the University.

In contrast, when you are with friends or vound people, the « tutoiement » is more appropriate.

Of course the use of « tu » or « vous » can depend on your environment and very much on the people : some people will authorize you to call them « tu », then don't hesitate !

In French, the formal address « vous » is both singular and plural. You will equally say « vous » for addressing a stranger alone or a whole group of friends that you could individually call « tu ». For instance : « Voulez-vous m'aider pour un devoir ? » would be suitable for addressing your teacher but also your classmates !

> THE PUNCTUALITY

In France, it is rather considered impolite to be late for a class, an appointment or a professional meeting !

When we are invited at friends', it is less strict and a little late is even admitted. In Tours, it's called the «quart d'heure tourangeau» : it consists in 15 minutes' late which are socially tolerated !

IS IT OK TO DRINK TAP WATER ?

Yes ! Tap water is safe to drink in Tours !

However, pay attention if you find public water points in the city and in France : the words « drinking water / eau potable » must be written to drink safelv.

> THE NATIONAL HOLIDAYS

In France, the national holidays are often linked to the Catholic religion (Easter, Pentecost, All Saints Day ...) or linked to French history (8 May, 11 November). The French National Day is celebrated on 14 July.

Most of the time, these national holidays imply the closure of shops and public administrations. However, some shops for daily need products such as supermarkets remain open (except on May 1st).

Moreover, there are no class on national holidays. Public transportation can also be stopped or slowed down so it is important to be well informed before any travel.

You can find the list of French national holidays on page 11.



Campus France has selected a list of the best videos explaining (and mocking!) with humour the French habits and clichés :

https://www.campusfrance.org/ en/French-customs-traditionscliches

LIVE IN TOURS

PREPARE MY DEPARTURE

FRENCH CULTURE

HABITS & SOCIAL CODES

> WHAT TO DO WITH MY WASTE ?

In France, the system of selective waste sorting (or « tri sélectif » in French) has been adopted. This system consists in several categories :

- The yellow garbage : you can throw away everything that can be recycled such as paper, cardboard, plastic bottles, metal cans...
- The black garbage : you can throw away everything which CANNOT be recycled such as household waste, food leftovers, vegetable peels, and some plastic products (refer to the packaging)
- The green garbage : is dedicated to the glass, which must not be thrown away in your daily bin! There are green garbages all around the city so that it's recycled as much as possible. Attention, you must remove lids and caps before throwing your glass in the garbage.
- Some particular waste cannot go in your daily bin, such as lights bulbs, batteries, cartridges, old household appliances... You will need to put it the special containers which can be found in supermarkets halls.



If you possess outdated or unused medication, don't throw it away in the daily black garbage ! You must bring it to the pharmacist's. You will find garbages in each neighborhood and around each university residence hall : you will notice them for sure when walking around !

You will find a lot of useful information on this website : when is the garbage collected? where can I find the different types of garbage in my neighborhood (glass, textile..) ?

https://www.tours.fr/services-infospratiques/313-dechets.htm#par1556

> HOW TO KNOW IF MY WASTE CAN BE RECYCLED ?

When you buy products, look at the packaging : it is precised if the product must be thrown away (black garbage), recycled (yellow garbage), or put in a special container such as glass or batteries for instance.

Sometimes a single product is made of several materials and it requires to sort the different pieces which then have to be put in the appropriate bins.

Simple, efficace et prêt à l'emploi, la nouvelle signalétique :



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In France, the purchase, possession and consumption of any type of drug is prohibited. This is an offense punished by a fine or a criminal penalty.

Support is provided to people using drugs in order to help them stop their consumption.

In case of an addiction, do not hesitate to consult doctors at the University Health Service, it is free of charge. (see page 78).

LEGAL SYSTEM : A FEW THINGS

> CAN I SMOKE IN PUBLIC SPACES ?

No. Since the law adopted in February 2007, smoking is prohibited in all enclosed public places and workplaces. Smoking is also forbidden in public transportation and when driving a car.

However, smoking may be authorized on cafes terraces, when it is an outdoor space. Should you smoke in these places, ensure you do not bother anyone around you, this is a matter of respect towards non-smoking people.

Attention, smoking can also be forbidden in some outdoor spaces just like train stations for example.

Most of the time, this sign is clearly displayed : there is no doubt anymore !



Décret nº 2006-1386 du 15 novembre 2006 fixant les conditions d'application de l'interdiction de fumer dans les lieux affectés à un usage collectif



> CAN I DRINK ALCOHOL ON THE STREETS ?

No, public alcohol drinking and public drunkenness are prohibited in France. You risk to be questioned by the police and to receive a fine. We remind you that the alcohol abuse is dangerous for health.

Should you drink some alcohol, be sure to be surrounded by people you can trust.

In case of a problem, it is recommended that someone from your group of friends stays sober to help efficiently (you need to choose this person before the evening starts). LIVE IN TOURS

FRENCH CULTURE

SAFETY TIPS

Tours is not a dangerous city but just like everywhere, you still need to be careful. You must be aware that you are in an unknown city, in a foreign country : you are potentially more vulnerable.

> I AM CAREFUL

> I DON'T GO HOME ON MY OWN

It is safer to go home with a friend when it's late, and above all if you are tipsy.

After midnight, it is more secure to take a taxi instead of waiting for the night bus or tram. Taking a taxi with other friends should not be that expensive.

> I WATCH OUT FOR PICKPOCKETS

When you go for a stroll in the city, or when in a party, always keep your personal belongings (ID documents, wallet...) close to vou. Don't leave your bag lying around so that anybody could steal it.

If you go to nightclubs, you will find lockers to put your stuff in : it will enable you to enjoy the evening with total peace of mind !

> I KEEP A CLOSE EYE ON MY DRINK

When in a bar or a nigtclub, pay a particular attention to your drink : keep it close to you and don't ever leave it unattended. Some people with bad intentions could pour illicit substances into your glass without your knowledge.

As a precaution, it is better to avoid some particular places at night, after 10:00pm such as the Loire riverbanks or the train station area.

- Avoid walking alone in the back streets
- Never keep large amounts of money with vou
- Always keep a list of emergency phone numbers with you (see page 80)
- Keep an online copy of all your ID documents (passport, Visa, ID card...) : this could be extremely useful in case of a theft.



In case of a problem, do not hesitate to speak with Mr. Frédéric Soreau, at the International Relations Office. Your discussion will remain confidential.

If needed, you can also contact the University Health Service (see the chapter « Health » page 79).

In case of an emergency, contact the Police : dial 17 on the phone.

For your information, Tours Central Police Station is located 70 rue Marceau.

CULTURE SHOCK

> I AM HOMESICK

Leave for another country is a wonderful experience : you are given the chance to be open to the world, to discover a new culture and to share moments with international students from all over the world. This opportunity you decided to seize, will constitute a turning point in your life. Should you be a wise traveler, or leaving the family home for the first time, you will certainly experience the well-known « culture shock ».

This culture shock is happening when you go to another country, especially for living while living there for a few months. You have to forget your habits and learn new ones, related to the customs and practices in the country. You also have to discover a new area and try to make it yours. All these sudden changes will make you go through different states of mind. The culture shock can be divided into 3 phases :

- The « honeymoon » phase : With the arrival in a new country comes the excitement of discovery and new experiences. You tend to idealize this new life, you do not even see all the disadvantages you may face, you just want to live each moment to the full. This is the euphoria of the first days and of all the new experiences you are about to make. Your trip is such a wonderful adventure and everything is positive.
- The « culture shock » phase : Here comes the stage of frustration. You compare your home country to your new country of living, you find it hard to adjust to your new environment and you are not at ease with a new routine. You miss your family and friends and you are now wondering if moving abroad was a good choice. You can go through anxiety and sadness moments. You may also tend to shut yourself away and have difficulties to open up to people you meet. Do not be shy and do not hesitate to speak about it : it is a common phase a lot of international students go through so they may feel the same !
- The « adjustment/acceptance » phase : Finally, you meet new people who become close friends to discover the country with : you create nice memories together. You feel happier and you now experience new things with a positive attitude. You feel more comfortable with the local culture, the gastronomy and the language. You now enjoy your stay to the most !

> HOW TO OVERCOME CULTURE SHOCK ?

The culture shock is a normal process that most of international students will experience. It is important to speak freely about it with people you will meet, and to keep in contact with your family.

Here are some ways to ease the culture shock :

- Before choosing your destination, it is important to be well-informed about the country, its climate, its gastronomy, its cost of living... so that the shock is reduced when you arrive.
- Blend in the culture and learn the national language to better integrate your new country.
- Avoid comparing your home country with your new country of residence. You came to discover a new culture and live an experience different from your everyday world so enjoy your adventure as much as possible !

EVERYDAY LIFE

FOOD

> UNIVERSITY RESTAURANTS (« RU »)

You can eat for a low price in the university restaurants (shortened to « RU » in French) ruled by the CROUS.

A meal (starter, main dish, cheese and dessert) costs 3,25€ in a university restaurant.

Every campus has its own university restaurant (RU). They are open during the academic year from 11:30am to 1:30pm, Monday to Friday.

The list is available on the CROUS website :

🛞 www.crous-orleans-tours.fr/restauration



Pay for your meals at university restaurants with your student card ! (see page 56) To refill your card :

<u>www.izly.fr</u>

> BAKERIES & SMALL SHOPS

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

Count 4€ minimum for a sandwich bought in a bakery.

> GROCERY SHOPPING

There are different types of shops :

« Supérettes »

The superettes 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 (Lidl, Monoprix, Intermarché). Usual opening hours are 9-10:00 in the morning to 7-8:00 in the evening.

Hypermarkets, supermarkets

Major chains like Carrefour or Auchan are usually located in malls (Petite Arche, Les Atlantes, Chambray) where you'll find shops of all kinds selling any item you may need (clothes, shoes, jewels, decoration, household goods, computer/hi-fi..).

They stay open longer and sometimes until 9:00pm.

These malls are located in the suburbs of the city, but buses can take you to them (see chapter « Transportation » page 75).

GOOD TO KNOW !

To shop in supermarkets, don't forget to take a shopping bag or basket, as shops do not provide plastic bags anymore for environmental reasons.

Shops located in the city center are open from 10:00am to 7:00pm (closed on Sundays and Monday mornings) whereas suburban shops are open until 9:00pm (from Mondays to Saturdays).



As every town in France, Tours hosts numerous outdoor markets where local producers come to sell their fresh products.

You will be able to find there : fruit and vegetables, meat, fish and cheese...

There are many in the city center, usually open from 8:00am to 12:30pm :

- Place Velpeau on Thursday and 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 1st Friday of each month, Place de la Résistance from 4:00pm. to 8:30pm.

www.tours-tourism.co.uk/food/markets



France has a great cooking tradition and especially something called "un terroir" : products that are 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, its "rillettes and rillons" (made with cooked pork meat), its goat's cheese (Sainte-Maure-de-Touraine), its "poires tapées" (pears candied in wine), its fine chocolates, its "Nougat de Tours" and so on...

EVERYDAY LIFE

SHOPPING

In the city center, the main shopping streets are :

- rue Nationale.
- rue des Halles,
- rue de Bordeaux
- rue Colbert
- rue du Commerce

As mentioned previously, shopping malls are rather located in Tours suburbs but you can easily reach them using the city buses (see page 75) :

- Carrefour shopping mall « Les Atlantes » in Tours
- Auchan shopping mall « La Petite Arche » in Tours Nord
- Auchan shopping mall «Tours Sud Chambray » in Chambray les Tours
- Shopping mall « La Petite Madelaine » in Chambray les Tours

You will find most of the things you need in hypermarkets or malls.

Here on the next page are some examples of a few things you may need and the stores where to find them.

WHERE TO FIND THE PRODUCTS I NEED

PRODUCTS

Bed linen (continental guilts, pillows, Hypermarkets such as Auchan, • sheets)

- Bathroom linen (bath towels)
- Household appliances (coffee maker, kettle, hair dryer, alarm clock...)
- Luggage (backpacks, suitcases, • traveling bags...)
- Crockery and kitchen ustensils
- School & computer materials . Cleaning gear
- Food •
- Sport related products : clothes, Décathlon, Go Sport, Intersport shoes, camping gear, hiking stuff, rollerblades, bikes...
- Household appliances •
 - Furniture . Interior decoration items
 - Crockery •
 - Household appliances
- Computers •
- Hi-fi . Mobile phones
- Video •
- Books

(\$)

Miscellaneous at low price !

Ikea, Conforama, Fly, But, Casa, Maisons du monde, Hema

FNAC, Cultura, La Boîte à Livres,

Unithèque/La Boite à Livres de l'Etranger, L'oiseau-Lire...

Food discounters : Aldi, Lidl

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, Stokomani in Tours North & South...

FNAC, Boulanger, Darty

STORES

Carrefour ou Leclerc

LIVE IN TOURS

EVERYDAY LIFE

COMMUNICATION

> CELL PHONE

Keeping your phone subscription can be very expensive.

Therefore, we advise you (if you don't have portability) to buy a prepaid SIM card and then, either refill it when you need credit or make another subscription with no commitment.

It will enable you to have a French phone number and, to spend less than if you had kept your phone subscription.

The main phone companies are Orange, SFR, Bouygues Telecom and Free (low cost).

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

Please ask the welcome desk staff at the residence hall for more information.

People renting an apartment from a private individual can have a phone line through an internet provider (called "fournisseur d'accès à internet"/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 $40 \in$ a month and the different FAI are Orange (often a bit more expensive than the others), Free, SFR, Bouygues Telecom.

Check the time period to which you commit yourself and cancellation fees when you leave France at the end of your stay.

And finally the most economical option will always be to take advantage of the University various computer rooms put at your disposal on every campus.

> POST OFFICE



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

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

You will find post offices in many neighborhoods of Tours.

The post office located on Boulevard Béranger is open Monday through Friday from 9:00am to 6:30pm, and on Saturday from 9:00am to 1:00pm.

TRANSPORTATION

> AROUND TOURS



BUS & TRAMWAY

Buses are the most efficient way to move around Tours. The local bus/tramway company is called « Fil Bleu » and its network runs throughout the city and its suburbs.

Buses operate from 6-7:00am to approx. 1:00am.

A single ticket can be used on all routes. It costs $1.60 \in (+ 0.10 \in \text{to create the reusable}$ contactless ticket) and is valid for 1 hour. You have to purchase it on the bus or at the ticket machines you will find in the street.

You can also purchase a book of 10 tickets $((14 \in +0, 10 \in \text{to create the contactless ticket}).$

We recommend you to subscribe a monthly student pass (« Pass 19-25ans ») : it costs 23€/month + 2€ to create the card.

In addition to this, a monthly pass gets you some discounts and student rates at Fil Bleu partners in Tours : Mc Donald's, movie theaters CGR, Auchan, Ikxis coiffure, Cultura, Burger King, Bowl Center Tours, Marionnaud, Go Sport, etc...

Regarding the tramway, the ticket is the same as the bus ticket. The tramway runs 7 days/7. from 5am to 00:30pm.

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 have to validate your bus ticket everytime you step in a different bus or tram. If you don't validate it, you will have to pay a fine !



LA POSTE

EVERYDAY LIFE

• BIKE

You can also rent a bicycle from Fil Bleu (this service is called Vélociti) for only $3 \in$ / month (subscribers) or $5 \in$ / month (non subscribers). You can rent it from 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).

http://www.mobilite.tours-metropole.fr/ index.php?idtf=17

There is also a company called Indigo Weel in Tours. It offers self-service bikes you can only book via your smartphone with an app. It costs $0.50 \in$ for 30 minutes, $5 \in$ for a day, $59 \in$ for 6 months and $79 \in$ for a year.

🛞 www.indigoweel.com

CAR RENTAL

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://tours.citiz.coop

TAXIS

The main taxi rank is located in front of the Tours train station. This service is particularly useful as buses do not operate after 1:00am.

02 47 20 30 40







www.uber.com/fr/cities/tours/

Uber Smartphone App « Uber »

> OUTSIDE TOURS

To move outside Tours, you can consider several options.

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 30% discount on fares depending on the time periods you're traveling. It costs $49 \in$ and is valid for 1 year.

It also entitles you with car rental discounts at SNCF partners (Avis) and also luggages transport (Mes Bagages).

www.oui.sncf/train/carte-abonnementtrain/jeune

If you do not want to buy the card, the SNCF website (www.oui.sncf) displays special offers called "découvertes 12-27".

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 3 months in advance.

As mentioned in its name, first arrived, first served : you 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, and 2,5/3 hours to go to Bordeaux.

Attention ! It is now mandatory for passengers to wear a mask in many public transportation. Find the information on your transportation companies' websites !

• BUS

You can also use the extensive bus service that runs outside the town. REMI buses will take you within the "département".

<u>www.remi-centrevaldeloire.fr</u>

Eurolines, Ouibus and Flixbus have routes that operate all over Europe at very attractive prices.

The bus station is based at 166 rue Edouard Vaillant.



PLANE

The city of Tours has an airport (Tours-Val de Loire Airport) which operates to different cities in France and Europe : Figari, London, Dublin, Marrakech, Porto, Marseille, Ajaccio...

www.tours.aeroport.fr

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 !

CARPOOLING

You can also share your car or somebody's car with other people. The most popular carpooling website in France is « Blablacar ».

Carpooling rates are usually much cheaper than traveling by train.



LIVE IN TOURS

PREPARE MY DEPARTURE

EVERYDAY LIFE

HEALTH

> DOCTORS

You may choose a doctor close to where you live by looking one up in the Yellow Pages (phone directory where people are listed according to their jobs: <u>www.pagesjaunes.fr</u>).

You can also make an appointment on the phone or on internet thanks to Doctolib website :

www.doctolib.fr

A consultation at a general practitioner's usually costs 25 € and you will be partially or totally refunded according to your health insurance.

Please keep in mind that you will have to make an appointment before going to the doctor's office.

If you are totally unable to move to the doctor's, if you are sick on a Sunday or on a national holiday, you can call a service named « SOS Médecins » : 02 47 38 33 33. However, please note that in that case, the doctor's fees will be higher.

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

DECLARE A PRIMARY CARE PHYSICIAN / « MÉDECIN TRAITANT »

If you registered to the French « Sécurité Sociale » (see page 38), you will need to declare a primary care physician, also called «médecin traitant» in French. The primary care physician is the doctor you will choose to consult during your whole stay in France.

Download and print the form available on the «Sécurité Sociale» website «Ameli». During the 1st consultation, ask your doctor

to sign this form. Then, send it by postmail to the « Caisse Primaire d'Assurance Maladie » (CPAM):

Caisse Primaire d'Assurance Maladie 36 rue Édouard Vaillant 37035 Tours Cedex 9

Declaring a primary care physician will enable the « Sécurité Sociale » to reimburse vour health costs at the best !

Infos and form to download :

https://www.ameli.fr/indre-et-loire/assure/ remboursements/etre-bien-rembourse/ medecin-traitant-parcours-soinscoordonnes

Y GOOD TO KNOW !

If you need to go to a pharmacy on a Sunday, Monday morning, national holiday or during the night, just call the Police (17) : you will get the name and address of the pharmacy on duty. You can also check at this website :

www.3237.fr

> UNIVERSITY HEALTH SERVICE

The University has its own Health Service, called « Service de Santé Universitaire (SSU).

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

You can also have specialized consultations, most of them are free :

- psychological support
- psychiatry
- sexology
- vaccinations
- dental hygiene
- dietetics & nutrition
- gynecology & contraception & STDs (Sexually Transmitted Diseases)
- dermatology
- sports medicine & health monitoring of top athletes

Please make an appointment beforehand.

60 rue du Plat d'étain - Building H 02 47 36 77 00

www.univ-tours.fr/campus/sante/ service-de-sante-universitairessu --152125.kjsp



THE REIMBURSEMENT OF MY HEALTH COSTS WITH THE « SÉCURITÉ SOCIALE »

If you have your final certificate of Social Security's registration

> At the doctor's

Show the doctor your final certificate of Social Security registration. He/She will give you a « feuille de soin » document when you pay. You will need to fill it in and send it to the « Caisse Primaire d'Assurance Maladie » (CPAM). Later on you will receive some reimbursement directly onto your bank account.

> At the pharmacist's

Show the pharmacist your final certificate of Social Security registration. Keep the receipts of the medication you bought. Then, send by postmail the receipts with the doctor's prescription to the « Caisse Primaire d'Assurance Maladie » (CPAM).

If you have your Health Card / « Carte Vitale »

> At the doctor's AND at the pharmacist's

Show your « Carte Vitale » to the doctor or to the pharmacist. Everything is automated now : you don't need to send your documents to the CPAM anymore ! You will receive your health costs reimbursements directly onto your bank account.

The doctor will give you a prescription

with the medication you need to buy from the pharmacy.

> PHARMACISTS

If you registered to the « Sécurité Sociale » and if you subscribed an additional health insurance (see page 38), most of the time you won't have to pay anything.

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

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EVERYDAY LIFE

> STUDENTS WITH DISABILITIES

The University of Tours has a special office which offers an individualized support to students facing health issues or disabilities : this office is called « Mission Handicap ».

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, student life (courses, culture, sports, social life) and optimize his/her autonomy.

The "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

EMERGENCY PHONE NUMBERS

European Emergency Number	112
SAMU (Health Emergency Service)	15
Police	17
Fire Department	18
« SOS Médecin » (to be used only if you can't move)	02 47 38 33 33
« SOS Dentiste » (dental emergencies only)	02 47 05 67 20

HOSPITALS

Hôpital Trousseau (Tours South) / Bretonneau (Tours citycenter)

02 47 47 47 47

LISTENING

SOS amitié SOS Help (English speaking) 02 47 54 54 54 <u>www.sos-amitie.org</u> 01 46 21 46 46 <u>www.soshelpline.org</u>

There are specific regulatory measures

If you request those, you must make an

appointment at the "Mission Handicap" 1

month at the latest before the beginning of

60 rue du Plat d'Etain

Building H, 1st floor - 37000 Tours

02 47 36 68 39 Open from 9:00am to 5:15pm

(preferably by appointment)

www.univ-tours.fr/l-universite/nos-

valeurs/mission-handicap/mission-

handicap-253422.kjsp

regarding tests and exams.

your exams :

More info here :

WORK IN FRANCE

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

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) or 482h if you stay for 1 semester only. Otherwise, the Préfecture will withdraw the temporary residence permit.

• Students from the European Economic Area (EEA) and Switzerland, (except for Bulgarian and Romanian students)

You can hold a job during your studies in France without any specific requirements. You do not have to get a residence permit or work permit.

• Students from countries outside the European Union

You can be hired simply by showing your temporary residence permit marked "Student" or by showing a receipt for its renewal (without having to request a work authorization).

Your hiring can only be done once the employer has filled out a form :

- to the Préfecture of the place you live in, if you possess a « Visa Long Séjour valant titre de séjour » (VLS-TS),

- or to the Préfecture that issued your student's residence permit.

This must be done by the employer at least 2 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, and the foreseen date of hiring.

To get further information :

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

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PREPARE MY DEPARTURE

TTTU HOR

> MY CHECKLIST

PREPARE **MY DEPARTURE**

I booked my return ticket and I made sure to stay until the official end date as my presence is mandatory until the end and I have to take the exams in Tours.

I announced the date of my departure at least 1 month before leaving to the residence hall staff or to my private landlord.

I took all of my exams.

One week maximum before leaving, I went to the International Relations Office to announce my departure and have my documents signed if required (certificate of departure...).

- A few days before the date of my departure, I made an appointment with the residence hall staff or with my landlord in order to establish the apartment inventory and condition report before leaving.
 - I brought some objects I don't need anymore (Plates, glasses, cups, forks, spoons, cooking devices...) to the International Relations Office. Those objects will be given for free to the next students during the ESN give away fair J (I made sure I washed the objects before bringing them...).
- I closed my bank account.
- I cancelled all of my subscriptions (Insurances, phone, internet, electricity, Fil Bleu/Bus...)
- I warned the CAF office about my departure date.
- I joined the ESN team goodbye party !
- I took plenty of photos of Tours, of my friends to keep a lot of fun souvenirs/ memories.
- (: :)I bought some local gifts from Tours for my family and friends.

... AFTER MY DEPARTURE

I become an ambassador of the University of Tours ! I talked to other students and to my friends and tell them how great my experience in Tours was. I convince my friends to come as well so that I can come and visit them and use this excuse to come back to Tours !

I send a postcard to the International Relations Office to make them discover my city or my country. Added to this, my postcard will help them decorate their office !

I wait patiently for my transcript of records. It will be sent either in February (for the 1st semester) or in July (for the 2nd semester).

I keep on smiling. This was so great. (:)

USEFUL APPS

LIFE IN TOURS



TM TOURS : This app gathers a wide range of local updated and customizable information such as cultural agenda, cinemas, libraries, swimming pools, bus/tram/train real-time network, garbage collection...)



Tours 360° : Discover emblematic and surpising places in Tours through 360° guided visits !

MOVE



Fil Bleu : Get the real-time hours of Fil Bleu buses and tram.



Indigo Weel : Rent a bike with this self service bike rental application.



Taxis Tours : Book a taxi.



Oui.sncf : Book your French train tickets easily from your smartphone. No need to print your ticket, the QR code given by the app will be enough in case of a control.



Flixbus : Bus travels at cheap prices, departure from Tours to move in France and Europe.



Blablabus/Ouibus : Bus travels at cheap prices, departure from Tours to move in France and Europe.



Blablacar : The most popular carpooling website In France. Enables you to travel in someones's car at a low price.



RATP : The app to manage your moves while in Paris. You can plan your itinerary in any Parisian transport (metro, RER, bus).

CAMPUS LIFE



Izly : Refill your Izly account to pay for your meals at university restaurants or print documents with your student card.



CROUS Mobile : Get the menus of university restaurants, practical infos about university residence halls and many other services offered by the CROUS !



Affluences : Is the place you plan to go crowded ? Is it open ? Affluences gives you a real time answer for partner libraries and museums !

PRACTICAL TOOLS



Erasmus + : This app will support you throughout the administrative steps, during and after your mobility. For instance, it enables you to have your learning agreement signed online or to access the OLS platform to get your foreign language level assessed.



CamScanner : Very convenient to take a picture of a document and turn it into a scanned copy.



My Study Life : An app to help you manage your schedule !

HEALTH & FOOD



Too Good to Go : This app geolocates unsold food products of storekeepers and allows you to buy it at a very low price. You save money and you fight against food waste at the same time !



Doctolib : Search, then book online your appointments at doctors, general practitioners and specialists.

- 🚽 📜
STOP
COVID

StopCOVID : This app was created by the French government to fight against COVID-19. It warns you if you come accross someone tested positive for COVID-19. Thanks to this alert, you can isolate, consult your doctor and have access to a test if needed.

This guide is offered to you thanks to the support of Erasmus +, and the Région Centre-Val de Loire.



Université de TOURS



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(+33) (0) 2.47.36.67.04 international@univ-tours.fr



Monday to Friday : 9:00 - 12:15am / 13:30 - 17:15pm



international.univ-tours.fr