



# INTERNATIONAL STUDENT GUIDE 2017/2018



# NEOMA

BUSINESS SCHOOL

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Dear international students,

**NEOMA**

BUSINESS SCHOOL

*On behalf of all of us here at NEOMA Business School it is my pleasure to welcome you to our school. We are delighted that you have chosen NEOMA Business School as your study abroad institution. No matter if you are here for a semester or if you will be completing your degree here, gaining international experience and connecting with other cultures is extremely important; it enriches your life and helps you prepare better for the world of work. Although NEOMA is a large business school, with over 9000 students and 200+ professors, you will quickly notice the true community spirit and feel at home very soon. With your selection for NEOMA Business School you are joining 2100+ foreign students coming from a large variety of countries spanning 5 continents.*

*NEOMA BS is a great school with lots of extracurricular activities such as, social gatherings, sporting events, and movie nights, has over 40 student associations, faculty are easily accessible after class hours and staff members are friendly, knowledgeable and always willing to help. We hope that, during your stay with us, you of course concentrate on your academic studies, but also make time to experience the French culture, talk with locals, experience the local food and enjoy the City life with its rich cultural history. Both, the Rouen and Reims campus are in close proximity to Paris.*

*This welcome guide is designed as a resource to help you get your bearings at the School and in the city. In addition, please feel free to contact our staff at the International Student Service Centre and at the Student Affairs. We wish you a great start of your program and time here at NEOMA BS!*

All the best,

Frank Bostyn,  
Director General

Lucienne Mochel,  
Director International Development



*Dear Students,*

*The International Student Service Centre and the Student Affairs will be your main contact before, during, and after your stay at NEOMA BS. We are here to provide you with all the information you need to make your stay as pleasant and fruitful as possible.*

*This guide has been designed to help you plan your stay with us, and to be your reference during your stay, by providing information on the place you will soon call home.*

*The International Student Service Centre is especially responsible for administrative procedures such as the housing option, immigration laws and procedures, and of course Arrivals.*

*The Student Affairs is specifically responsible for academic matters (course schedules, learning agreement...).*

*Please check your NEOMA BS e-mail account at least once a week until your arrival for instructions and assistance on our online applications and arrival procedures.*

*The ISSC and the Student Affairs teams wish you a great time in France !*

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ON ROUEN CAMPUS

ON REIMS CAMPUS

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PARIS



# FRANCE

THE LAND OF CHEESE, WINE AND ROMANCE.



# FRANCE



## FRANCE IN A NUTSHELL

The French Republic is located in Western Europe, and is one of the founding members of the European Union. It is also one of the world's top six economies. The French head of state is the President, currently François HOLLANDE, elected by universal suffrage: the president governs through a Council of Ministers and a parliament made up of two chambers, the National Assembly (lower house) and the Senate (upper house). Metropolitan France (France in Europe) has a population of slightly over 64 million.

## TERRITORY

### Surface area:

With a surface area of 547,030 km<sup>2</sup>, or 211,209 sq. miles, metropolitan France is twice the size of the UK, and slightly smaller than the state of Texas. It is the biggest nation in Western Europe. France has land borders with Belgium, Luxembourg, Germany, Switzerland, Italy, Spain and Andorra. It is also bordered by the North Sea, the English Channel, the Atlantic Ocean and the Mediterranean. France includes territories outside of Europe (the "DOM TOM", Guadeloupe, Martinique and New Caledonia, to name a few).

### Major cities:

The capital and the nation's largest city is Paris. Apart from Paris, other major cities include Lyon, Marseille, Lille and Toulouse.

### Administrative areas:

Metropolitan France (France in Europe) is divided, administratively, into 13 regions, and 96 counties, known as departments. The number of regions was reduced from 22 to 13 on 1st January 2016.



## CULTURE

### Language

The official language is French, though regional languages such as Breton and Alsatian are making a comeback.

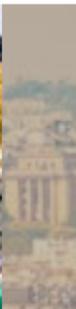
### National heritage

One of the oldest nations in Europe, France - which the Romans called Gaul - is also a country with a very rich cultural and environmental heritage.



## RELIGION

There is no official religion in France; France is a secular republic. However, about half of French people say they are Catholics, and 2% Protestants. Less than 10% of French Catholics are regular church-goers. Some 3% to 4% of the French population is Muslim. There are churches in all French towns and most villages.



# FRANCE - HISTORY

## **WE ARE PROUD OF OUR HISTORY AND KEEP TELLING OUR FOREIGN VISITORS ABOUT IT.**

1. The Roman conquest of Gallia. (121-51 B.C.E.) The incorporation of what is now France into the Roman sphere brought the Latin language and Rome's civilization to the Celtic tribes forever altering their culture and mores.

2. The death of Louis the Pious and the division of the Frankish Empire (20 June 840 C.E.) Louis divided his Kingdom into three parts which roughly corresponded to modern France and Germany with a narrow strip running from the North Sea into Italy (sometimes called Lotharingia). The history of Western Europe for more than a millennium would be affected by the struggle of France and the German states to resolve the ownership of Lotharingia.

3. The Norman Conquest of England (1066) The anomalous position of a vassal of the King of France becoming the King of England would take centuries to resolve.

4. Death of King Philip IV (1314 C.E.) The dynastic turmoil that resulted from the death of the last direct male heir of the Capetian kings was the cause of the Hundred Years War when combined with item 4 above, of slightly over 64 million.



5. The Edict of Nantes (13 April 1598) King Henry IV, whose conversion from Calvinism to Catholicism allowed him to ascend the throne, issued this decree of religious tolerance which marked the end of the French Wars of Religion (1562 - 1598).

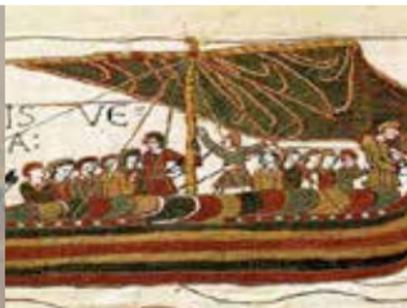
6. The French Revolution and the rise and fall of Napoleon (1789 - 1815): The French Revolution and its development into a military dictatorship (albeit a very progressive one) would influence not only French political thinking but that of the world for generations to come.



7. The Franco Prussian War (19 July 1870 - 10 May 1871) the loss of Alsace-Lorraine to the newly created German Reich would be the cause of war twice in the following century. The creation of the Third Republic and the suppression of the Paris Commune dictated the attitudes and alternatives in French politics even to this day.

8. World War I (August 1914 - November 11, 1918): Over 5 million casualties, the destruction of an entire generation of young men, spelled the beginning of the end of France as one of the dominant world power.

9. World War II (September 1, 1939 - September 2, 1945) France continues to struggle with the question of its performance in World War II. The fact of the collaboration of many and the relatively small numbers who were active in the Resistance still gnaws at many people. It is reflected in the impulse of some to dislike America (with its self-described role as savior) more than Germany (whose bestial behavior received help from an uncomfortably large number of Frenchmen).



# FRANCE

## MONEY

### Currency:

The Euro (€ or EUR) is the official currency of France and 19 other member states of the European Union since 2002. 1 Euro is equivalent to 100 cents.

### Cost of living:

The cost of living in France is fairly similar to neighbouring countries, though some things (like supermarket food) may be more expensive. Staying in Paris can be expensive - as can staying on the Riviera, particularly during the peak tourist periods. On the other hand, fruit, wine, travel, hotels and restaurants tend to be cheaper particularly in rural areas, and there are plenty of ways of avoiding tourist traps.

### Means of payment:

We recommend you to always have a little bit of cash with you in case credit cards are not accepted (for example to pay a taxi, buy public transport tickets, buy a "baguette", etc.). The Euro currency is represented by coins (0.01, 0.02, 0.05, 0.10, 0.20, 0.50, 1 and 2 Euros) and bank notes (5, 10, 20, 50, 100 and 200 Euros).

Credit cards (Visa, American Express, Mastercard and Eurocard) are accepted almost everywhere in France. You can withdraw money with your debit card from ATMs or pay with credit cards in most shops. You will have to key in your 4-digit pin code when paying with a French card.

It is very common in France to use a chequebook rather than credit cards and cash, but they are not accepted everywhere.

Western Union can be used to receive or send cash in every bank or post office.

Students can bring travelers' cheques in Euros or in other currencies such as US dollars, UK pounds, etc. However, note that you cannot pay with them in France. You will have to change your travelers' cheques into Euros in a French bank (with bank charges).

Remember to have enough money (cash and/or the possibility to withdraw money with your credit card) available for your arrival in France to deal with your first expenses (ex: the public transport fare, food, the housing deposit and insurance, the healthcare insurance...) as it can take up to three weeks to obtain a French debit card when you open a bank account in France.

### Exchanging money

To exchange money we recommend you to do so in the national banks or to withdraw money with your credit card to have the best rates.



## TIME

French standard time is +2 hours ahead of Greenwich Mean Time (GMT). Don't be confused as France has Daylight Saving Time. Daylight Saving Time starts on the last Sunday in March and ends on the last Sunday in October. It's wise to keep this in mind if you have classes on those days.

## CLIMATE

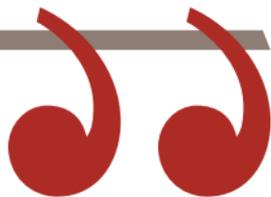
France is well and heterogeneous according to places (North and Mediterranean) and is generally dominated by a temperate climate, which is characterized by a rather warm Summer and a cold Winter.

## BREAD AND WINE

In spite of the great variety of food and cuisine to be found in France, some things like the «baguette» the famous French bread stick, change little from one region to another; you'll find baguettes of all qualities in all regions, varying from the absolutely delicious, to the hard and tasteless. Yet a fresh baguette, coming warm from a traditional bakery, is surely one of the most delicious forms of bread to be found anywhere in the world! There are many different types of French bread, but tasty baguettes can be bought all over France, and a trip to the local «boulangerie» is often one of the daily highlights of a holiday in France. But do not confuse the «boulangerie» with the bread-counter in a supermarket! Indeed, the pre-frozen «fresh-baked» bread counters in supermarkets are not even allowed, by law, to call themselves «boulangeries». Then there's wine. France is one of the world's greatest wine producing countries, and a country with a vast range of wines, from heavy Mediterranean reds to light fruity sparkling whites, via less well known varieties including «grey wine» (vin gris) and «yellow wine» (vin jaune). Bordeaux, Burgundy and Champagne are just the tip of the iceberg.



# FRANCE



## TOURISM

### City-breaks and short trips: Paris

Paris is Paris ... Staying in Paris for a couple of nights is a great way to discover France for the first time... or the second, or the third... Paris is a city that people easily fall in love with, it has masses of opportunities for cultural tourism, with some of the world's finest museums and monuments; it is one of the world's greatest shopping cities, and also arguably the finest city in Europe, a place where you can easily spend days just walking around, savouring the atmosphere, enjoying life. But don't be caught out by France's closing hours and public holidays. And staying in a hotel or youth hostel in Paris for a couple of nights won't break the bank. But, as they say in the rest of France, Paris is Paris, it is not the whole of France. So what about the rest of France?

### Travelling within France

You think France is very small and that by seeing Rouen or Reims you have already seen everything? Well, think once again, because we certainly have a lot to show for our foreign guests!

### The **Top 10 Must-See Hidden Treasures in France.**

Tourists visiting France will always be drawn to the star attractions like **the Mont St-Michel in Normandy** and **Palais des Papes in Avignon**, not to mention the numerous must-see places in the capital Paris. But there is much, much more to see in the world's most visited country than those sites often included in the «Top Ten» lists at the beginning of tourist guides. The simple fact is that many attractions in France are hidden away or simply not well known enough to pull in the crowds, but that doesn't mean they're not well worth a visit - quite the contrary. From villages in Provence to citadels in Alsace and the rutting season in the Loire Valley - here is our top 10 must-see hidden attractions in France.



### Neuf-Brisach, Alsace:

No foray into France is complete without a stroll around a citadel. Vauban built a load of them in France, but Neuf-Brisach on the French-German border is the one to target – it's the country's least-known Unesco World Heritage Site. Louis XIV commissioned the fortified town to be built in 1697 to bolster French defenses. Its red sandstone walls were constructed in the shape of an eight-pointed star and the sleepy Alsatian town sits inside. [www.tourisme-paysdebrisach.com](http://www.tourisme-paysdebrisach.com)

### **Nernier:**

Lake Geneva is not all Swiss. Much of its southern shoreline is French. And while tourism has made some in-roads – on sunny Sundays Genevans motor to the medieval walled chateau-village of Yvoire for lunch – this lakeside stretch is unchartered tourist territory. The sweet spot is Nernier, a shoreline village with cobbled streets, a pebble beach, and a quaint port where you can lunch at Restaurant du Lac and set sail on the lake in an old-fashioned steamer. [www.nernier.eu](http://www.nernier.eu)



### **Le Brame du Cerf, Domaine de Chambord:**

The autumnal rutting season at Château de Chambord is a fabulous way of rediscovering the most famous Renaissance chateau in the Loire Valley – sans crowds. There is nothing more magical than creeping into the dewy forest at dawn or dusk to watch serenading stags, boars and red deer from hidden watch towers. The domaine (estate) is Europe's largest hunting reserve (there for the exclusive use of the French government no less). <http://chambord.org>



### **Musée d'Art Moderne, Céret, Roussillon:**

It's been around since the 1950s, but this outstanding modern art museum in the Pyrenean foothills is one of those inspirational spaces where you can still lose yourself in a mind-blowing collection stuffed with Chagalls, Braques and Matisse. Picasso donated 57 works to the museum and the town itself is a compelling mix of sun-blazed old stone and bon vivant living over Catalan sangria and tapas. [www.musee-ceret.com](http://www.musee-ceret.com)



### **Refuge d'Art, Haute-Provence:**

The French Riviera is a magnet for modern art lovers, but few make it as far as the cinematic limestone ridges, ravines and gorges of the Réserve Géologique de Haute-Provence, a sun-blazed wilderness near Dignes-Bains in which British artist Andy Goldsworthy exhibits the largest public collection of his work. His dramatic outdoor works of art – rock hives, cairns, stone sculptures you can sleep in – are dotted along a 150km hiking trail. [www.refugedart.fr](http://www.refugedart.fr)

## Alésia MuséoParc, Alise-Sainte-Reine:

This remarkable historical site in Burgundy only opened last year and remains undiscovered by the non-French tourist set. Walking around the rebuilt fortifications in the reconstructed Roman camp of Alésia, it is amazing to think this was the very spot where Julius Caesar thrashed chief of the Gauls Vercingétorix once and for all in 52 BC. The actors dressed up as Roman legions and battle demonstrations are particularly entertaining! [www.alesia.com](http://www.alesia.com)



## Arbois & Pupillin:

Wine tourism is a big reason to travel in France and this little known twin-set of addresses in the remote Jura region in the east is pure, unadulterated joie du vin. Alongside a cellar full of regular wines, vineyards around Arbois produce rich nutty Vin Jaune (yellow wine) and Vin de Paille ('straw wine'), made from grapes laid out to dry on straw mats. End with a tour of the wine cellars in the village of Pupillin, built entirely from yellow stone.



## Postman Cheval's Palais Idéal:

One of France's strangest treasures, the Palais Idéal, in the Drôme department is an extraordinary example of architecture and the story behind it is just as astonishing.



The palace was built by postman Ferdinand Cheval, who had the idea after tripping over a stone in 1879. For the next 33 years he collected single stones to construct what he called a Temple of Nature. The palace was finally classified as a historical monument in 1969. [www.facteurcheval.com](http://www.facteurcheval.com)



### Abbaye de Valmagne, Languedoc:

This awe-inspiring abbey in southern France fuels two great French passions: wine and architecture. Built in the 12th century, it was inhabited first by Benedictine monks who cultivated vines on the estate. With the French Revolution, the abbey church was deconsecrated and sold to Monsieur Granier-Joyeuse, a wine grower who turned the soaring Gothic stone church into a magnificent wine cellar. Never has wine been tasting so good! [www.valmagne.com](http://www.valmagne.com)



### Ventabren, Provence:

The whole point of Provence in the south of France is to laze away inordinate amounts of time lunching - exceedingly well. Enter Ventabren, a drop-dead gorgeous Provencal hilltop village just 14km from tourist-rammed Aix-en-Provence. After roaming empty golden-stone lanes and chateau ruins, there is only one place to lunch al fresco with a sweeping view: La Table de Ventabren.

[www.latabledeventabren.com](http://www.latabledeventabren.com)

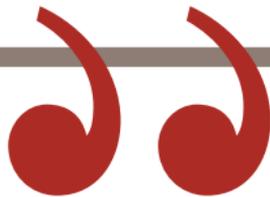


Public Holidays		
January 01	New Year's Day	Jour de l'an
May 1	Labor Day / May Day	Fête du Travail
May 8	WWII Victory Day	Victoire du 8 mai 1945
July 14	Bastille Day	Fête Nationale
August 15	Assumption of Mary	Assomption
November 01	All Saints' Day	La Toussaint
November 11	Armistice Day	Armistice
December 25	Christmas Day	Noël

### CLOSED TODAY...

Foreign visitors in France are sometimes surprised to find themselves faced with closed doors, on reaching a museum or a famous monument. So it is not a bad idea, before visiting France, to learn what is closed in France, and when? On Sundays, public holidays and holiday periods in general, shops, museums, businesses and public services may be closed. Museums are often closed on Tuesdays.

# FRANCE



## ELECTRICITY

The voltage in France is 220 Volts and the plugs are identified by two round pins spaced 19mm apart, with a hole for the socket's male grounding pin.

If the electricity system is different from what you have in your country, we recommend you to bring plug adapters and/or voltage converters with you or buying them once in France.



## PHONING

- To call a French number from an International phone:  
Dial: 0033 (or + 33 from a mobile phone) + the number after removing the first zero  
For example, to call the Reims Campus: 03 26 77 47 47 becomes 0033 3 26 77 47 47 or +33 3 26 77 47 47
- To call a French number from a French phone:  
Dial the 10-digit numbers, including the first zero.
- To call an international number from France:  
Dial: 00 + Country Calling Code + number



## MOBILE PHONE

To be able to easily call and be called, to keep in touch with friends or in case of emergency, it might be very useful to have a mobile phone. Two options:

1. Calling from your International mobile phone: You sometimes have to check with your home phone operator that you are able to make international calls.
2. Buying a French SIM Card (with French number): The easiest way to control your expenses is to buy a SIM Card that you can recharge with a prepaid card to top up.

You can also choose to buy a SIM Card + mobile phone at an interesting price to use with prepaid credit or with a monthly subscription.

In France, the four main companies are Bouygues, Orange, SFR and Free. To recharge your phone, you can either buy a prepaid card from the newsagent or do it using your credit/debit card.

Only on request our phone partner Transatel will mail you a SIM card for free just before your arrival.

## PUBLIC PHONES

With the arrival of mobile phones, public pay phones are sometimes a little bit more difficult to find than by the past years, but you can still find some around the city. Using one requires a phone card or “télécarte” of 50 units (7.50€) or 120 units (15€) which may be purchased at the Post Office or newsagents.



# FRANCE

## TIME FOR A QUIZ

1) Who built France?

- a. The Romans.
- b. The Gauls.
- c. The Celts.

2) Which countries have a common border with France?

- a. Germany, Switzerland, Italy...
- b. England, Germany, Portugal...
- c. Belgium, Germany, Denmark...

3) What animal represents France?

- a. Eagle
- b. Rooster
- c. Frog

4) What is July 14 in France?

- a. The National Day
- b. The date of the presidential elections
- c. The beginning of the Carnival

5) How many people live in France?

- a. 200000
- b. 64 million
- c. 430 million

6) What is the main religion in France?

- a. Islam
- b. Protestantism
- c. Catholicism

7) When did the French Revolution take place?

- a. 1782
- b. 1789
- c. 1791

8) Who is the current French president?

- a. Jacques Chirac
- b. Nicolas Sarkozy
- c. François Hollande

9) Napoleon was a/an...

- a. King
- b. Duke
- c. Emperor

10) What sea or ocean borders France to the West?

- a. The Baltic Ocean
- b. The Mediterranean Sea
- c. The Atlantic Ocean



## NOTES

A series of horizontal dotted lines for writing notes.







# LIVING IN ROUEN

WELCOME TO THE CAPITAL OF NORMANDY



# LIVING IN ROUEN

Rouen, the town in France with the most listed buildings per resident, is the gateway to Normandy for a large number of tourists. Discover this town and region, rich in diverse sites and monuments of historic interest and unique heritage.

Located less than two hours from Paris, Rouen and the Seine Valley are a heaven of peace for locals and foreigners. With its many monuments, the tallest cathedral in France, its cultural heritage, its gastronomy and local products, its events and its central location, only Rouen could be the capital of Normandy! We can't talk about Rouen without mentioning its symbolic figure Joan of Arc, who is given the place of honor in the city of a hundred Spires, with the History Museum among others. During your stay in Normandy, it will be difficult not to give into temptation to visit the famous abbey of **Mont Saint-Michel** and its bay listed as UNESCO world heritage site, **Honfleur** and its port with impressionistic touches, **Etretat** and its white cliffs, the landing beaches, places for true remembrance, or indeed **Deauville** and its legendary boardwalks along the beach and colourful parasols. All these unique places can be found a few dozen kilometers from **Rouen**, the ideal central departure point for your stays in Normandy.

So many reasons to visit the heart of Normandy and that guarantee visitors unique emotions.

## MEDIEVAL & SPIRITUAL

The history of Rouen, capital of Normandy is still tangible in the corner of every street. It is difficult not to feel this past so full of the events that marked the history of France. Nicknamed the "city of a hundred Spires" by Victor Hugo, the city of Rouen is endowed with many religious buildings illustrating the strong spirituality of the town.

**Joan of Arc**, the maid of Orleans, is one of the town's symbols of medieval and spiritual heritage. The **History Museum**, the dungeon or Joan of Arc Tower, the stake in **Place du Vieux-Marché** (the old market square) or the Joan of Arc church are the essential sites for tourists in Normandy.

The Abbeys Trail, starting at the **Church of Saint-Ouen** in Rouen all the way to the Abbey of **Saint-Pierre in Jumièges** via the Abbey of Saint-Georges in **Saint-Martin de Boscherville**, and the Abbey of Saint Wandrille, will give you an additional excuse to visit the magnificent Seine Valley and its incredible landscapes.

The architecture of the centre of Rouen with its pedestrianized streets interspersed with timber frame houses (the town has close to 2000 houses with this architectural characteristic) makes Rouen a cozy town to call home.



## BUS AND METRO

In Rouen, the metro and bus network is the most efficient way to travel. Furthermore, there are bus stops just in front of the NEOMA BS campus, making your trips to and from school even easier.

The metro and buses circulate from about 6am in the morning until about midnight.

The **Astuce** network is one of the largest urban transport networks in France. Three **TEOR** (Transports Est Ouest Rouennais) bus rapid transit lines provide comprehensive service across both sides of the river.

The capital of Normandy has two **subway** lines. These pass through five towns (Rouen, Petit-Quevilly, Grand-Quevilly, Sotteville-lès-Rouen and Saint-Étienne-du-Rouvray).

The **Filo'R** network is a transport on demand service available throughout the metropolitan region making it possible to visit places not served by regular bus routes.

There are different packages and fares available per trip or per day, making it an ideal option for visiting the city for a weekend or holiday.

For further information, feel free to visit the website: [www.reseau-astuce.fr](http://www.reseau-astuce.fr)

To take public transport, you must purchase and validate a ticket. Tickets are sold:

- at the **ASTUCE** boutique located on 9 Rue Jeanne d'Arc, 76000 Rouen, next to the Théâtre des arts metro stop
- in most of the tobacco shops
- at every metro station through the ticket machines (by cash coins or debit/ credit card)



### Ticket prices (2016 rates)

1 hour	1,60€
10 x 1 hour	8,30€
24 hours	4,80€
Monthly	26,5€ (-26years old)
Yearly	234€ (-26years old)
Others	Please check on the website

You must present your ticket to the sensor machine each time you get in a bus or metro, even when it is just a connection. When you travel by bus, the stopping is optional. At the bus stop, wave to the bus driver if you want him to stop. The boarding is only done by the front door. To get off, push the button « **arrêt demandé** » to inform the driver that you want him to stop at the next stop, and use the central or back doors by pushing the button to open them.

Controllers sometimes get in the tram/bus and ask you for your ticket. The non-possession of a valid ticket will subject you to a fine.

# LIVING IN ROUEN

## BIKING

For those more inclined to sports and ecological and sustainable transport, bicycle rental is another option for discovering Rouen and the Seine Valley. In the centre of Rouen, Cy'cl'ic is a bike rental system. Subscriptions can be purchased for 1 day, 7 days, six months or a year. The first half hour is always free regardless of your subscription. Rouen has 22 stations and 220 bikes are in service.

Explore the many cycle paths and enjoy your stay in Rouen and stay in shape, while discovering the city from a different perspective.

### Cy'cl'ic

0 800 087 800 (toll-free)

[www.cyclic.rouen.fr](http://www.cyclic.rouen.fr)

## TRAIN

Rouen has a railway station which is **served by numerous trains from national destinations** like Paris, Marseille, Lyon, Lille or regional destinations such as Le Havre, Vernon, Caen and Dieppe. The train station is located in the city centre, on the right bank of the Seine.

To book your trip, please visit the official website of the SNCF: [www.voyages-sncf.com](http://www.voyages-sncf.com)

### SNCF train station

1 Place Bernard Tissot 76000 ROUEN

Tel: 3635 (€ 0.34 / min)

[www.sncf.com](http://www.sncf.com)

Ticket office opening hours:

Monday to Friday: 05.05-21.15

Saturday: 05.45-21.15

Sunday and holidays: 06.45-22.10

## TAXI

Rouen has 11 taxi stations, including Place de l'Hôtel de Ville, the bus station, Charles Nicolle Hospital, Place des Emmurées, Place de l'Église-Saint-Sever, the Rouen-Rive-Droite SNCF station, and the Jacques Anquetil dock. If you do not have a car and do not want to have to take public transportation, Rouen taxis allow you to travel comfortably and safely. Day and night, Rouen taxi companies can meet your needs with professionalism and allow you to discover the city of Rouen as you wish. Reservations, useful numbers, and rates: here you will find all the practical information to book your taxi.

### Radio-taxis

8 Avenue Jean Rondeaux

76100 Rouen Tel: 02 35 88 50 50

[www.radiotaxi.fr](http://www.radiotaxi.fr)

### Taxis Blancs

18 rue Richard-Wagner

76000 Rouen

Tel: 02 35 61 20 50

If you are under the age of 26, you can buy an SNCF yearly pass called "Carte 12-25" which will give you discounts on every trip by train that you will do (discount from 25% to 50%).





### **CAR-SHARING**

Car-sharing is becoming more and more used due to the high price of the petrol or of public transportation. On the internet, lots of websites are offering this service. Check out <https://www.blablacar.fr/>.

We recommend you to stay vigilant, to prefer travelling accompanied by someone you know and not to accept going with someone you feel uncomfortable with.

### **CAR RENTING**

No car?

Why not consider renting?

[www.avis.fr](http://www.avis.fr)

[www.hertz.fr](http://www.hertz.fr)

[www.sixt.fr](http://www.sixt.fr)

### **DRIVING IN FRANCE**

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

Foreign drivers must become accustomed to the cycle paths and bus paths that have priority over cars. Drivers must therefore be very careful when they want to turn right. There is also a rule in the French driving code that gives priority to roads coming from the right hand side (priorité à droite); one has to slow down before a road on the right unless it is clearly marked that drivers on that road must give way.

France is very strict about driving laws and the consumption of alcohol or drugs. The maximum blood alcohol limit is 0.5 g/l. Concerning drugs, even «soft» drugs are not tolerated and it is illegal to consume drugs and drive. The speed limit indicated by road signs must be respected.

# LIVING IN ROUEN

## SOME DISTANCES



## PARKING

### Street parking

Ticket machines are found in the vicinity of parking spaces and operate throughout the year, Monday to Saturday from 09.00 to 19.00, free on Sundays and holidays.

### Pay-and-display Car Parks

Further information:

<http://www.rouenpark.com>

<http://www.q-park.fr>

<http://www.vincipark.com>

### Free Parking

On the outskirts of Rouen and close to public transport, these are the free car parks available in Rouen.

### Place du Boulingrin Car

Park 400 spaces near the subway.

Address: Place du Boulingrin, 76000 Rouen

### Mont Riboudet Park and Ride Car Park

865 spaces. Free for public transport users, directly linked to the TEOR bus rapid transit system

Address: Avenue du Mont-Riboudet, 76000 Rouen

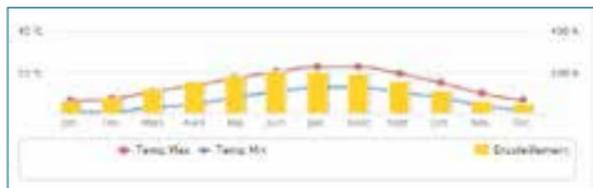


## WEATHER CONDITIONS

Rouen has a reasonably cold climate in winter time from December to February. It may freeze and snow occasionally. Sunny weather can begin before June, with temperatures exceeding 30°C (86°F) in the months of July and August.

Before or during your stay, keep yourself informed of the live weather in Rouen on the website:

<http://france.meteofrance.com>







# LIVING IN REIMS

WELCOME TO THE CAPITAL OF CHAMPAGNE



# LIVING IN REIMS

Reims is the largest city in the Marne area and the second largest in North-East of France (after Strasbourg) with roughly 210 000 inhabitants. Ideally located in France and central within Europe, Reims has naturally become an important historical, cultural and economic crossroads.

A human-size city, Reims is teeming with opportunities, places to relax, to learn something, to spend time with friends and to wander around the shopping areas in the city centre or the wide array of parks and gardens. The combination of all these resources means that Reims is a great place to live, appealing both for its inhabitants and to tourists.

Reims, an Art and History City, opens up to you with its three UNESCO World Heritage sites which should not be missed.

Stroll through the streets of Reims, by day or by night : many sites, monuments and museums show the history of Reims, from the Gallo-Roman to the modern era, going through the Art Deco period.

Coronation City, Champagne town... Reims is eager to show you the legacy of its glorious past and to lead you into a prestigious realm of the most celebrated and festive of wines.

## HEART OF THE CHAMPAGNE REGION

Reims is famous world-wide for its Champagne, sublimated by the well-known biscuits roses (pink biscuits). Enjoy the Champagne world in the well-known Champagne Houses which possess 250 km of cellars and Gallo-Roman galleries. They can be visited. Be sure not to miss the Champagne-tasting!

Go behind the scenes of the most prestigious wine, from its vineyard to the cellars of the houses that make it famous around the world.

How is the Champagne made? How do we choose it, taste it, keep it? When can we drink it? You will know everything about it, while travelling through the scenic Champagne Route and visiting the winegrowers.



## BUS AND TRAM

In Reims, the tramway and bus network is the most efficient way to travel. Furthermore, there are tram stops just in front of the Neoma BS campus 1 and 2, making even easier your trips to and from the school.

The trams and buses circulate from about 6am in the morning until about midnight.

To take public transport, you must purchase and validate a ticket.

For the tramway, you must first purchase a ticket at the tram station from the ticket machines (by cash coins or credit card).

Then, when you enter the tram or the bus, you have to validate your ticket by presenting your ticket in front of the validation sensor. A green light appears and you can see your credit left on the card.

From Champagne-Ardenne TGV, you are at the end of the line B. So you can take the first tram you see.

From Reims Centre train station, take the tram on the right side of the road when you leave the train station behind you: direction of "Bezannes Gare Champagne TGV" or "Hôpital Debré".

The tram stop is "Campus Croix-Rouge" if you want to go to Campus 1, the ACOBHA Residences or the CROUS "Résidence des Facultés". The stop is "Franchet d'Esperey" if you want to go to Campus 2 or the CROUS Residence Paul Fort. When you get there, you are no more than a five-minute walk from your objective!

Tickets are sold:

- at the **CITURA** boutique located on: 6 rue Chanzy, next to the Opera tram in most of the tobacco shops
- at every tram station through the ticket machines (by cash coins or credit card)
- in most of the tobacco shops
- in the buses by the drivers



 You must present your ticket to the sensor machine each time you get in a bus or tram, even when it is a connection.

When you travel by bus, the stopping is optional. At the bus stop, wave to the bus driver if you want him to stop. The boarding is only done by the front door. To get off, push the button « arrêt demandé » to inform the driver that you want him to stop at the next stop, and use the central or back doors by pushing the button to open them.

Controllers sometimes get in the tram/bus and ask you for your ticket. The non-possession of a valid ticket will subject you to a fine.

### Ticket prices (2016 rates)

1 hour	1,60€
2 x 1 hour	2,70€
10 x 1 hour	12,50€
24 hours	4,00€
Student Monthly	28,90€
Student Yearly	260,40€

# LIVING IN REIMS

## BIKING

Reims is a human sized city and you can go relatively quickly from one side to another by using a bike. The canal river enables you to cross the city from the North to the South part. Please remember that the Driving Code also applies for bikes.

## TRAIN

There are now four train stations in Reims:

- Gare Centre, town center (tram A, B or bus 2, 3, 4, 6, 7, 9)
- Gare Franchet d'Esperey, in front of Neoma BS Campus 2, (tram A, tram B or bus 7, 11)
- Gare Maison Blanche (bus 4)
- Champagne-Ardenne TGV, devoted to "high speed trains", located in Bezannes (tram B or bus 13)

You can see the train timetables and purchase tickets in Reims Centre and Champagne-Ardenne train stations or by internet on the website [www.voyages-sncf.com](http://www.voyages-sncf.com) or <http://www.tgv-europe.com>

⚠ In Franchet d'Esperey and Maison Blanche train stations, there is no information desk and ticket machine. You must buy your ticket before in other train stations, by internet or ask the ticket inspector when the train arrives.

### SNCF train station

Place de la gare - 51100 Reims

Tel: 3635 (€ 0.34 / min)

[www.sncf.com](http://www.sncf.com)

Ticket office opening hours:

Monday : 00.25 to 00.40 and 04.45 to 22.15

Tuesday, Wednesday and Thursday : 04.45 to 22.15

Friday : 04.45 to 22.45

Saturday : 06.00 to 23.15

Sunday : 06.45 to 22.45

## TAXI

You can mostly find taxis in the tourist places or near the train stations. If you want a taxi to come and get you somewhere specific in Reims, you can call companies such as:

### Taxis de Reims

1 Cour de la Gare  
+33 (0)3 26 47 05 05

### Taxis Sympa

2 rue du Mont Saint Pierre, 51430 Tinqueux  
+33 (0)3 26 03 03 00

## BUS

The Citura buses are going to Reims periphery and will allow you to access the bigger supermarkets, shopping precinct, restaurants, cinema, bowling, karting, etc.

Buses companies like Eurolines and iDBus can also have very good deals to travel in Europe.

If you are under the age of 26, you can buy an SNCF yearly pass called "Carte 12-25" which will give you discounts on every trip by train that you will do (discount from 25% to 50%).





### **CAR-SHARING**

Car-sharing is becoming more and more used due to the high price of the petrol or of public transportation. On the internet, lots of websites are offering this service. Check out <https://www.blablacar.fr/>.

We recommend you to stay vigilant, to prefer travelling accompanied by someone you know and not to accept going with someone you feel uncomfortable with.

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[www.hertz.fr](http://www.hertz.fr)

[www.sixt.fr](http://www.sixt.fr)

# LIVING IN REIMS

## SOME DISTANCES

Paris (A4): 149km



Lille (A26): 199km



Rouen (A26 A 29):  
282km



Strasbourg (A4):  
348km



Brussels (A26): 268km



Amsterdam  
(A27): 404km



London (A26): 434km



## PARKING

### Street parking

Ticket machines are found in the vicinity of parking spaces and operate throughout the year, Monday to Saturday from 09.00 to 19.00, free on Sundays and holidays.

### Pay-and-display Car Parks

Further information:

<http://www.parkopedia.fr/parking/reims/>

<http://www.vincipark.com>

### Free Parking

On the outskirts of Reims and close to public transport, these are the free car parks available in Reims.

### Esplanade Léo Lagrange / René Tys

400 spaces.

Near the arena soccer.

Address: rue Léo-Lagrange, 51100 Reims

### Clovis Car Park

80 free spaces.

Not far from the cathedral

Address: rue Clovis, 51100 Reims



## WEATHER CONDITIONS

Reims has a reasonably cold climate in winter time from December to February. It may freeze and snow occasionally. Sunny weather can begin before June, with temperatures exceeding 30°C (86°F) in the months of July and August.

For further information, please see the Reims weather forecast on the website:

<http://france.meteofrance.com>







# LEISURE AND CULTURAL LIFE

ROUEN CAMPUS



# NORMANDY, Land of Great events

## ENJOY THE MANY VIBRANT EVENTS ORGANIZED IN ROUEN AND THE SEINE VALLEY.

### Armada:

Organized **every five years** on the quays of the Seine, in the heart of Rouen, the Armada is a large gathering of sailing boats, ships and military boats. With this occasion, Normandy hosts one of the most significant global sailing events in the world.

The idea of creating such an event stems from the transatlantic race between Rouen and New York in 1986 that celebrated the 100th anniversary of the Statue of Liberty crossing the Atlantic. Additionally, the most beautiful sailing boats in the world responded by dropping anchor in Rouen in honor of the bicentenary of the revolution (1989).

This event is completely free and open to everyone, for amateurs and sailing enthusiasts to enjoy. It was an immediate success and the Armada has become a regular and unmissable event in the Seine valley. As the years have gone by, the number of boats invited has increased in particular to allow warships such as helicopter carriers, submarines and also more unusual boats such as barges.

During the event, the different neighborhoods of Rouen and the communes in the outskirts of Rouen are bedecked in the colors of the different nationalities of the boats invited, and more than 8000 sailors walk

around the streets of Rouen. Concerts and fireworks are organized every evening and particularly at the closure of the event.

At the end of the event, the boats go back down the Seine one after another for a majestic parade: starting in Rouen and travelling past La Bouille, Sahurs, Duclair and Jumièges, the residents, spectators and sailing enthusiasts gather along the banks of the Seine to salute the sailors one last time, until they reach the river's estuary between Honfleur and Le Havre.

The Rouen Armada is a unique moment that you can experience. The next Armada will take place in 2019.



### Normandy Impressionist Festival

The birthplace of impressionism, Normandy has already hosted two Normandy Impressionist Festivals. Rouen and the Seine valley share a strong history with the Impressionist masters such as Claude Monet, Camille Pissarro and Alfred Sisley, but also a very influential movement in the artistic world: the **École de Rouen**.

Temporary exhibitions, shows, dance-halls, recitals, concerts and conferences enliven the towns and sites in the area. The general theme of the festivities is different each year. The 2016 Festival will have a theme of portraits.

The first festival was of course marked by a major event, the exhibition "a town for Impressionism: Monet, Gauguin and Pissarro in Rouen" presented at the Museum of Fine Arts in Rouen. This brought a unique collection of works and public and private collections together, some of which had never been exhibited in France. Another highlight was the event "Monet as seen from the sky", bringing 1250 volunteers together to recreate a giant Monet painting, or the piece "Camille" by Arne Quinze on the Boieldieu bridge.

Along with the Armada, the Normandy Impressionist Festival is an essential event for the people of Rouen, Normandy and tourists to the Rouen area.

### Cathedral of Light

The Rouen Cathedral of Notre Dame is highlighted each year thanks to an incredible show of sound and light.

After a first show on the theme of Impressionism in 2015, Notre Dame will be dressed for a new show from 12th June to 27th September, based on two themes: Joan and the Vikings. Established in 911 by the Scandinavian chief Rollo, Normandy experienced some dark hours with the Viking invasions of the ninth century. Joan of Arc, a legendary character in France, tells her story on the facade of the tallest cathedral in France. The show is free and can be enjoyed by hundred thousands spectators throughout the season.



# TOP 5 TO SEE IN ROUEN

## THE JOAN OF ARC HISTORIAL

The Joan of Arc Historial, the largest site dedicated to the memory of Joan of Arc, is set in the heart of the Archbishop's Palace of Rouen. Closely linked to Joan of Arc's destiny, this site of exceptional architectural quality houses the remains of the room known as l'Officialité, the 'Official Room', where her sentence was pronounced in 1431, and where her rehabilitation trial took place in 1456.

## PANORAMA XXL

For the first time in France, a giant panoramic facility has been installed on the Seine at Rouen. German artist Yadegar Asisi has revived and renewed the panorama genre. His works are huge, spectacular and resolutely realistic and they give new life to lost or inaccessible places: exceptional natural locations, such as the summit of Everest, the Amazon forest, or historical sites.

## NOTRE DAME CATHEDRAL

In the heart of the historic city, the cathedral has been the epitome of the development of Gothic art, since the start of its construction in the 12th century on the foundations of a 4th century basilica and an 11th century Romanesque edifice. Destroyed during the Viking invasions in 841 and, partially, in 1944, by allied bombardments, the cathedral is a living structure, perpetually evolving. Its 19th century cast iron spire rises to a height of 151 meters (the highest in France).

## GROS HORLOGE

The famous Great Clock was fully restored in 2006. This architectural ensemble comprises a Gothic belfry, a Renaissance archway and clock face, and an 18th century fountain. The belfry houses the city bells and one of the oldest clock mechanisms in Europe, which was in operation from the 14th century to... 1928, i.e. more than five million hours without stopping once!

## THE MUSEUM OF FINE ARTS

The Museum of Fine Arts or Musée des Beaux Arts, boasts one of the most prestigious collections in France. Paintings, sculptures, drawings and objects of art produced by all schools, ranging from 15th century to the present are on display.



## PLACES TO BE

If you enjoy modern dance, you must go to Opera de Rouen or if you are more interested in music, try the 106.

### Theatres:

#### **Théâtre de L'Almendra**

1 bis rue Paul-Baudouin

76000 Rouen

Tél : 02 35 70 52 14

[www.myspace.com/almendra76](http://www.myspace.com/almendra76)

#### **Le Rive Gauche**

20 avenue du Val-l'Abbé

76800 Saint-Étienne-du-Rouvray

Tél : 02 32 91 94 94

#### **Espace culturel Beaumarchais**

13 rue de la République

76150 Maromme

Tél : 02 35 74 05 32

#### **Centre culturel Voltaire**

294 route de Dieppe

76250 Deville-les-Rouen

Tel : 02 35 68 48 91

#### **Espace culturel F. Mitterrand**

Boulevard Claude Monet

76380 Canteleu

Tél : 02.35.36.95.82

[espace-culturel@ville-de-canteleu.com](mailto:espace-culturel@ville-de-canteleu.com)

#### **Théâtre Charles Dullin**

Allée des Arcades

76120 Le Grand Quevilly

Tél : 02 35 68 48 91



# TOP 5 TO SEE IN ROUEN

## Concert Halls:

### Le Zénith

44 avenue des Canadiens

76120 Grand Quevilly

Tel : 02 32 91 92 92

Fax : 02 32 91 92 91

[info@zenith-de-rouen.com](mailto:info@zenith-de-rouen.com)

### Trianon Transatlantique

114 avenue du 14 juillet

76300 Sotteville-les-Rouen

Tél : 02 35 73 95 15

### Chapelle Corneille - Auditorium de Normandie

30 rue Bourg-l'Abbé

76000 Rouen

### Opéra de Rouen Haute-Normandie Théâtre des Arts

7 rue du Docteur-Rambert

76000 Rouen

Tél : 02 35 98 50 98

### Le Kalif 33

Route de Darnétal

76000 Rouen

Tél : 02 35 98 35 66

[www.lekalif.com](http://www.lekalif.com)

### Le 106 Quai Jean de Béthencourt

76100 Rouen

Infoline : 02 32 76 84 84

[contact@le106.com](mailto:contact@le106.com)



Most foreign films are dubbed in French, but some of them are shown in their original version with French subtitles.

A ticket is approximately 9 euros, however you can get students fare (7.50 €) by showing your student card. Programs and schedules on the website:

<http://www.allocine.fr/>

## Cinema:

Mainly there are two types of cinema theatres in Rouen:

- If you prefer noncommercial cinema the Omnia cinema is just for you.

### Omnia République Cinéma

28 Rue de la République,

76000 Rouen

<http://www.omnia-cinemas.com/>

- The latest and most popular movies can be seen at Kinopolis Cinema and Pathé Dock 76 Cinema.

### Kinopolis Cinema

Centre commercial Saint-Sever,

Place de la verrerie,

Avenue de Bretagne Rouen,

76100 Rouen

<https://kinopolis.fr/cinemas/kinopolis-rouen>

### Pathé Dock 76 Cinéma

Boulevard Ferdinand de Lesseps,

76000 Rouen

<http://www.cinemasgaumontpathe.com/cinemas/cinema-pathe-docks-76/>

## NOTES

A series of horizontal dotted lines for writing notes.

# NORMAN CUISINE

## FISH AND MEAT

When on the Norman coast, you must have a fish dish with fresh fish from the English Channel!

- Sole,
- Plie,
- Turbot.

One of our students' favourites is mussels and fries (or moules frites) that you can enjoy on a sunny day in Dieppe, Etretat, or Le Havre.

## NORMAN CHEESES

To mention our favorites: Neufchâtel, Camembert, and Pont l'Évêque, but you can try all and bring some back for family and friends!

- Neufchâtel
- Pont-L'Évêque
- Boursin
- Gournay
- Bricquebec
- Brillat-Savarin,
- Coeur de Bray
- Pavé d'Auge
- Petit-Suisse
- Camembert
- Livarot
- Bondon de Neufchâtel

- Duck cooked in cider, flambéed Calvados, or à la **Rouennaise**.
- Andouille de Vire.
- Bernay andouillette
- Neuf-Marché quenelles,
- Bayeux pig,
- **Tripes à la mode de Caen**.

## DESSERTS

Most Norman desserts are known for one thing: butter!. Gisors and Gournay are the capitals of the bun. Yport is the home to a sugar pie (with apple), Asnelles and Douvres-la-Délivrande cultivate shortbread, and Rouen has the sugar apple and Paillardises. The teurgoule, milk rice cooked in baked, with a hint of cinnamon, is enjoyed for its slice with an egg and cream bun. The apple, which is queen in Normandy, offers smooth supplement. Coated in bread dough, it is called Douillon or Bourdelot. Cooked in cider, it adorns the Norman pies.



## DRINKS

The Trou Normand is a small glass of calvados drunk in one go or with an apple sorbet. Cider? Fermented apple juice.

### French apple tart recipe

Pastry:	Frangipane:
1/3 cups all-purpose flour	1/2 cup butter, softened
1 pinch salt	1/2 cup white sugar
1/2 cup butter, softened	1 egg, beaten
1 egg yolk	1 egg yolk
3 tablespoons cold water, or as needed	1 tablespoon apple brandy
	2/3 cup ground almonds
	2 tablespoons all-purpose flour
	4 medium sweet apples - peeled, cored, halved and thinly sliced
	1 teaspoon white sugar for decoration
	1/4 cup apricot jelly



# NORMAN CUISINE

## DIRECTION:

In a medium bowl, stir together 1 1/3 cups of flour and salt. Add the butter, 1 egg yolk and water, and stir until the mixture forms large crumbs. If it is too dry to press a handful together, stir in more water. Press the dough into a ball, and wrap in plastic wrap. Flatten slightly, and refrigerate for at least 30 minutes, or until firm. This part can be done up to three days in advance.

To make the frangipane, cream together the butter and 1/2 cup of sugar in a medium bowl until light and soft. Gradually mix in the egg and the remaining egg yolk one at a time. Stir in the apple brandy. Stir 2 tablespoons of flour into the ground almonds, then mix into the batter. Set aside.

Roll the pastry dough out to about a 12 inch circle on a lightly floured surface. Fold loosely into quarters, and center the point in a 10 inch tart or pie pan. Unfold dough, and press into the bottom and up the sides. Prick with a fork all over, and flute the edges. Return pastry to the refrigerator to chill until firm.

Preheat the oven to 400 degrees F (200 degrees C). Place a baking sheet inside the oven while it preheats.

Spoon the frangipane into the chilled pastry, and spread into an even layer. Arrange the apple slices in an overlapping spiral pattern. Each slice should have one edge pressed into the frangipane until it touches the pastry base, and then overlap the previous slice. Start at the outside edge, and work towards the center.

Place the pie plate on top of the baking sheet in the preheated oven. Bake for 15 minutes, or until the filling begins to brown. Reduce the oven temperature to 350 degrees F (175 degrees C). Bake for another 10 minutes, then sprinkle sugar over the top of the tart. Return to the oven for 10 more minutes, or until the sugar caramelizes slightly.

Cool the tart on a wire rack. A short time before serving, warm the apricot jelly. Add some water if necessary to make it a liquid consistency. Brush onto the tart for a nice shine.

<http://www.foodnetwork.com/recipes/ina-garten/french-apple-tart-recipe.html>





# NORMANDY

## PUBS

Rouen is full of lovely places to spend on evenings. All night you can stroll from bar to bar tasting different kind of drinks, listening to different kinds of music, meeting your friends or even playing table football.

## SHOPPING

### Supermarkets:

Supermarkets are open all week and usually from 9 am to 8 pm approximately, except on Sundays only in the morning. Most common supermarkets: CARREFOUR, SUPER U, MONOPRIX, SIMPLY MARKET, LIDL...

### Nearest Shopping Centre & Supermarkets to NEOMA BS and residences

#### Carrefour

Zone Activité de la Vatine, 76130 MONT SAINT AIGNAN

Opening hours Monday - Saturday: 9:00 am-9:00 pm

#### Super U

Centre Commercial Coquets, 76130 MONT SAINT AIGNAN

Opening hour Tuesday - Saturday: 09h00-19h30

Sunday 09:00 am-12:00 pm

### Supermarkets and Grocery shops in the City Centre

#### Monoprix

73 rue Gros Horloge, 76000 ROUEN

Opening hours Monday- Saturday: 9:00 am - 9:00 pm

Sunday 09:00 am - 1:00 pm

#### Simply Market

7 r Jeanne d'Arc, 76000 ROUEN

Opening hours Monday- Saturday: 8:30 am - 9:00 pm

Sunday 09:00 am - 12:00 pm

### Shopping malls:

Shopping Malls are open all week (except on Sundays) and usually from 9 am until 9 pm approximately. They offer a wide range of products (clothes, shoes, cosmetics, home equipment, books etc.) and services (banks, bars, restaurants, laundry, cinema, etc.)

### For more information:

<http://www.docks76.com/>

<http://www.rouenstever.com/>

## MARKETS

### On Campus

Place Colbert: every Wednesday from 8:30 am to 12:30 pm

Au Village, place des Tisserands: every Thursday from 8:30 am to 12:30 pm.

Place Coquets : every Friday from 4:00 pm to 7:00 pm.

### Off Campus

Place Saint-Marc, Tuesday, Friday and Saturday from 6 am to 6 pm, Sunday from 6 am to 1:30 pm

Rue Cauchoise Friday from 8:00 am to 6:00 pm

Place du Vieux-Marché: Tuesday through Thursday and Sunday from 7am to 1 pm and Friday from 7am to 6pm. Flea market on Saturday from 7am to 6pm.



# NORMANDY

## HEALTH

### Doctors:

A visit at the general practitioner's will cost you 23 € and this amount must be paid directly during your medical checkup. Medical expenses will then be refunded by the French National Health Insurance or the European Health Coverage (about 70% of the amount). The following general practitioners speak English:

#### **Docteur SENAN**

2 parc Varenne  
76130 Mont Saint Aignan  
02 35 74 09 24

#### **Docteur BAHADUR**

52 avenue du Mont aux malades  
76130 Mont Saint Aignan  
02 35 75 09 57

**Furthermore, a doctor is available to ALL STUDENTS on the Rouen University Campus (in the Maison de l'Université: « médecine préventive - Place Emile Blondel - 76130 Mont Saint Aignan »). This service is FREE for all students, so you must have your student card with you at each appointment.**

Upon your arrival, you will soon be asked by the HUB to make a small contribution (about 5€) to continue this free service for students.

For emergencies, go to the nearest hospital CHU Charles Nicolle or dial the 15 (the equivalent of 911) if you cannot move from where you are.

### **Centre hospitalier universitaire de Rouen**

1 Rue de Germont, 76000 Rouen  
02 32 88 89 90

### Pharmacies:

In almost all bigger supermarkets you can find a pharmacy. Remember that you can only buy some medicines on doctor's prescription.

#### **Pharmacy Guy Taurin**

Place Colbert, 76130 MONT SAINT AIGNAN

#### Opening hours

Monday - Friday: 9:15am-12:30pm / 2:30am-7:30pm

Saturday 9:15 am-12:30pm / 2:30 pm-6:30 pm

You will find here all the emergency numbers you might need. Don't panic, many public and private services are available throughout the territory of the capital of Normandy to meet your needs or your everyday worries. With these useful numbers on hand, enjoy your stay in Rouen in peace of mind and safety. If you need any other number

or emergency service, the advisors at ISSC are also at your disposal in our offices for more information.

**Ambulance: 15 / 112**

**Fire: 18 - Police: 17**

**Police Headquarters: 9 Rue**

**Barneville Brisout, 76100 Rouen,**

**France Tel: 02 32 81 25 00**

**Police Station: 44 Boulevard de l'Yser 76000 Rouen,**

**Tel: 02 35 07 85 70**

**Emergency number for the deaf and hard of hearing: 114**

## POST OFFICE

In France the post boxes are yellow. You can buy stamps from the tobacco-newsagents shops or in the Post Offices called "La Poste".

<http://www.laposte.fr/>

## NEXT TO THE SCHOOL:

### La poste

#### Place des Coquets

76130 Mont Saint Aignan

Opening hours Monday- Friday: 9:30 am -12:30 pm 2:00pm-5:30 pm

Saturday 09:30 am-12:30 pm

### Hairdresser

You will find lots of hair and beauty salons. Do not hesitate to enter and ask for the prices. Haircuts cost approximately 15 € for men and 25 € /30 € for women (basic shampoo, cutting and drying).

### Bookshops

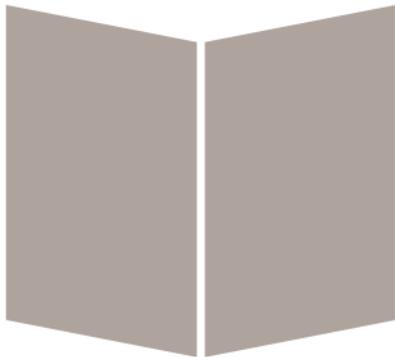
#### Librairie Universitaire Colbert

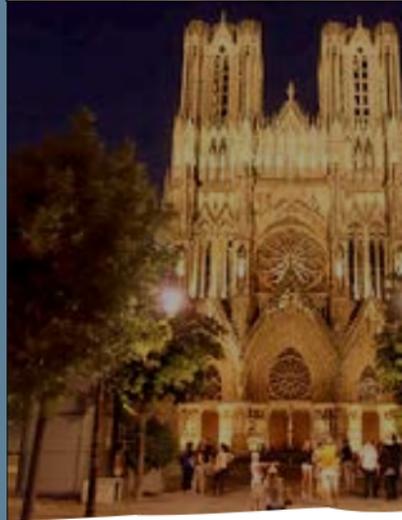
1 Place Colbert, 76130 Mont-Saint-Aignan

#### Fnac Rouen

8 Allée Eugène Delacroix, 76000 Rouen

Most of the shops are generally closed on Sundays and bank holidays (except restaurants, bars and cinemas).







LEISURE AND  
CULTURAL  
LIFE

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REIMS CAMPUS



# Major events

## YOU CAN ENJOY THE MANY LARGE EVENTS ORGANIZED IN REIMS AND AROUND.

### The Joan of Arc Festival (Les Fêtes Johanniques):

#### In June

The city of Reims celebrates the Fêtes Johanniques («Johannique» referring to Joan of Arc). This annual festival commemorates the coronation of Charles VII of France, which, thanks to military victories led by Joan of Arc during the Hundred Years' War, took place in Reims Cathedral on 17th July 1429.

Highlights of this festive weekend will include the Grand Coronation Parade with over 2,000 people in medieval costume who accompany «Joan of Arc» and «Charles VII» to Notre-Dame Cathedral.

The whole city goes back in time for this medieval festival, with numerous free events and street performances, parades, brass bands, a medieval market, historical reconstruction, a medieval encampment with knights, artisans and minstrels strolling the streets of Reims.

### Musical Summer Strolls (Flânerie Musicales de Reims)

#### Mid-June to Mid-July

Almost 100 concerts by the greatest names in classical music and jazz light up Reims summers. For the most part free, these concerts take place at prestigious or unusual sites, such as Saint-Remi Basilica or the city's parks.

### Cathedral lights show (Rêves de Couleurs)

#### From May to mid-September

If you have not seen this wonderful show on the facade of the cathedral is until September. Spectacular illumination on the Cathedral's facade to mark its eighth centenary. The statuary will regain its original colors and finest details, and thanks to new video-projection technology, you'll be right at the very heart of the show. It's breathtaking!

We'll be dreaming in color...



## Run in Reims Marathon

### In October

Each year, more than 16,000 runners take part in this marathon which boasts the best performances on French soil. A half-marathon and 10-Km run are also organized.

## A Champagne Christmas (Noëls de Champagne)

### From end of November to 3 January

50 towns and villages of the Champagne welcome you to the nativity scenes.

Crib exhibition, Christmas markets, shows and street entertainment, illuminated villages, concerts ... Cross the Champagne between Reims, Epernay, Châlons en Champagne, Fismes Sézanne and Montmirail to discover a thousand and one ways to celebrate Christmas. The 3<sup>rd</sup> largest Christmas market in France.

## The Monte Carlo Historic Rally

### In January

Numerous collectors leave Reims for Monaco behind the wheels of their legendary cars. The perfect opportunity to come and see these marvelous machines.

## TOP 5 SEE IN REIMS

### Notre Dame Cathedral

This masterpiece of Gothic art dates from the 13th century. As a reminder of the christening of Clovis, the cathedral was the site of 25 coronations.

Adorned with over 2,300 statues, this is the only cathedral to display angels with open wings, including the famous Smiling Angel on the western façade of the north portal. The exceptional stained-glass windows mix styles from the Middle Ages until the 20th century. Not to be missed is the absolutely unique reverse side of the façade - which is as wide as the nave - and the kings' gallery with its magnificent statues.



# TOP 5 TO SEE IN REIMS

## PALACE OF TAU

Residence of the bishops and then the archbishops of Reims, this palace is now the museum of the architectural construction of the cathedral. Visitors can still see how the palace was in the 16th century and certain originals of the earliest statues from the cathedral are still in place. The displays include the history of royal coronations from 1223 - 1825, 15th and 16th century tapestries in the Salle du Tau, the robes of the coronation in the Charles X room, the hall of small statues, the hall of Goliath (the cathedral's largest statue) and of the Crowning of the Virgin and of course the treasury, where unique pieces from different coronations are displayed.

## SAINT-REMI BASILICA AND MUSEUM

This Romanesque-Gothic abbey church has been built in the 11th century in order to host the holy ampulla and the relics of Saint Remi, the bishop who baptized Clovis in 498. St-Remi Basilica is a collection of history and art which should not be missed, with its Roman and Gothic spans, the collection of 16th century statues surrounding St Remi's tomb and the retable used for three christenings.

Adjoining the Basilica, the museum is situated in a former 17th and 18th century Benedictine abbey listed as a UNESCO World Heritage Site. The abbey was keeper of the holy phial used in the coronations of kings of France. Around the cloisters, different rooms are devoted to history, from prehistory to the Renaissance, to Gallo-Roman archeology, to 16th century tapestries and to regional military history since the Gallish Wars. The magnificent chapter house should not be missed.).

## CHAMPAGNE HILLSIDES, HOUSES AND CELLARS

The property encompasses sites where the method of producing sparkling wines was developed on the principle of secondary fermentation in the bottle since the early 17th century to its early industrialization in the 19th century. The property is made up of three distinct ensembles: the historic vineyards of Hautvillers, Aÿ and Mareuil-sur-Aÿ, Saint-Nicaise Hill in Reims, and the Avenue de Champagne and Fort Chabrol in Epernay. These three components - the supply basin formed by the historic hillsides, the production sites (with their underground cellars) and the sales and distribution centres (the Champagne Houses) - illustrate the entire champagne production process. The property bears clear testimony to the development of a very specialized artisan activity that has become an agro-industrial enterprise.



## MUSEUM OF THE SURRENDER

On Monday 7 May 1945 at 2.41 am in the War Room of General Eisenhower's supreme headquarters (S.H.A.E.F.), which occupied part of what was Reims' technical college, the Allied Forces put an end to the Second World War in Europe by obtaining the unconditional surrender of the Third Reich's armed forces. This momentous news was broadcast simultaneously the following day, 8 May, at 3 pm in the capital cities of the allied nations. The site was subsequently turned into a museum in 2005, including its Salle de la Signature (Signing Room), which has remained intact.

### PLACES TO BE

#### Theatres:

##### **La Comédie**

3 Chaussée Bocquaine  
51100 Reims  
Tel. : 03 26 48 49 00

##### **L'Opéra de Reims**

4 Cours Jean-Baptiste Langlet  
51100 Reims  
Tel. : 09 83 31 87 57

##### **Le Manège**

2 Boulevard du Général Leclerc  
51100 Reims  
Tel. : 03 26 47 30 40

#### Concert Halls:

##### **La Cartonnerie**

84 rue du Docteur Lemoine  
51100 Reims  
44 avenue des Canadiens  
Tel : 03 26 36 72 40  
<http://www.cartonnerie.fr>

##### **Le K**

18 rue Nicolas Appert  
51430 Tinquieux  
Tel : 03 26 06 11 11  
<http://le-k-reims.com/>



# PLACE TO BE

## Cinema:

Mainly there are two types of cinema theatres in Reims:

- If you prefer noncommercial cinema the Opera cinema is just for you.

### **Opera**

30 rue Théodore Dubois

51100 Reims

<http://www.cinemasreims.com/>

- Newest and most popular movies can be seen at Gaumont Cinemas.

### **Gaumont Reims Parc Millésime**

Parc Millésime, RN 31

51370 Thillois

<http://www.cinemasgaumontpathe.com/cinemas/cinema-gaumont-parc-millesime/>

### **Gaumont Reims Centre**

72 place Drouet d'Erlon

51100 Reims

<http://www.cinemasgaumontpathe.com/cinemas/cinema-gaumont-reims/>



Most foreign films are dubbed in French, but some of them are shown in their original version with French subtitles.

A ticket is approximately 9 euros, however you can get students fare (7.50 €) by showing your student card.

Programs and schedules on the website:

<http://www.allocine.fr/>



## NOTES

A series of horizontal dotted lines for taking notes.

# CUISINE, GASTRONOMY AND DRINKS IN CHAMPAGNE

While champagne continues to be its most famous product, Reims has numerous culinary treasures. The history of the City of Coronations is rich in delicious episodes.

## THE BISCUIT ROSE (PINK BISCUIT) OF REIMS

It is one of the oldest French biscuits and one of the last genuine «bis-cuits». The inhabitants of Champagne are fond of dipping it into their glass of champagne (in the past, it was essentially enjoyed by dipping it into a glass of red wine). It has a very distinctive feature in that it doesn't break, even when moistened!

Why pink? Although they were initially white, the biscuits became pink to hide the tiny black particles extracted from the vanilla pod that speckled their color.

They are still concocted by some of the city's passionate pastry cooks and Maison Fossier. A traditional biscuit factory fashioned by two and a half centuries of history that offers a wide variety of biscuits, including croquignoles, macaroons, etc. The biscuit-making tradition dates back to the end of the 17th century. Towards 1690 bakers from the Champagne region invented a recipe intended to take advantage of the heat of the baker's oven after the bread had been baked, to bake and re-bake sweet delicacies. These were the very first biscuits (twice baked).

## HAM FROM REIMS

The first ingredient of a good ham from Reims is good pallets of local pork. After resting for one week in a well salted brine, the meat is then placed into a well flavored stock, with vegetables where it is left to simmer for two hours.

Once cool, the pallets are then stripped, the fat is removed and then cut into strips. The cook then places the meat in rectangular metal molds, of which the base is covered in warm gelatin. Once full, a further layer of gelatin covers the whole, which the cook then gently presses down. The preparation then sits in the refrigerator for twenty four hours.

After removal from the mold, the cook covers the ham with a thick layer of breadcrumbs. It is then ready to be enjoyed. It is best served with good bread, salad, cherry tomatoes, gherkins and silver skin onions.

This can be found sold at Rue de Mars and Place du Forum; and is served up at the Café du Palais.



## AND DO NOT FORGET

Mustard is often linked to Dijon. Although true, it is not simply in Dijon where good mustard is made. Reims also has a great tradition in production of condiments, vinegar and mustard. These have been produced since the 18th Century and sold under the Clovis brand. Ingredients – overflow wine and mustard grains – are exclusively French.

For several centuries also, rose lentils from champagne have appealed to gourmets, especially fish lovers. After almost having been forgotten, it was not until 1983 that this became cultivated once more by around thirty farmers who were passionate about this and produced around one hundred tons.



# CUISINE, GASTRONOMY AND DRINKS IN CHAMPAGNE

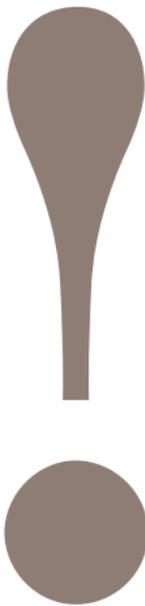
## Reims Almond Cake Recipe

### Ingredients:

- 20 g of almond powder
- 70g of butter
- 160g of sugar
- 3 eggs
- 12 pink biscuits of REIMS (crushed into powder)
- 1 lemon zest
- 1 teaspoon of vanilla sugar

### DIRECTION:

1. Preheat the oven to 180°C (350°F)
2. In a bowl, mix the sugar, egg yolks, and lemon zest with a whisk until smooth.
3. Add the powder of the Pink biscuit of Reims, almond powder and melted butter
4. Mix for 5 minutes or until smooth, and put aside
5. Beat the egg whites until stiff peaks form and incorporate delicately into the first preparation
6. Put into a cake pan and bake at 180°C (350°F) for 20 minutes





# CHAMPAGNE

## PUBS

In the evening, the 'Place d'Erlon' is the main area for entertainments and miscellaneous events.

Themed bars attract people every day, with a peak on Friday and Saturday nights. Thursday parties are also known for being very appreciated by Reims students



## SHOPPING

### Supermarkets:

Supermarkets are open all week and usually from 9 am to 8 pm approximately, except on Sundays only in the morning. Most common supermarkets: CARREFOUR, SUPER U, MONOPRIX, SIMPLY MARKET, LIDL...

### Nearest Shopping Centre & Supermarkets to NEOMA BS and residences

#### Dia Discount

Avenue d'Eprenay, 51100 REIMS

Opening hours Monday-Saturday:

9.00am -12.30pm / 02.30pm - 07.30pm

#### Intermarché

Boulevard Wilson, 51100 REIMS

Opening hours

Monday - Saturday: 08.30am - 08.00pm

Sunday: 09.00 am-12.30 pm

#### Carrefour Market

4 bis Avenue d'Eprenay, 51100 Reims

Tuesday - Saturday: 8.30am-8pm

Sunday: 9am-12pm

### Supermarkets and Grocery shops in the City Centre

#### Monoprix

34 rue Jeanne d'Arc, 51100 Reims

Monday- Saturday: 9am-8pm

Sunday: 9am-1pm

#### Carrefour City

131 rue de Vesle, 51100 Reims

Monday- Saturday: 7am-9pm

Sunday: 9am-1pm

### Shopping malls:

Shopping Malls are open all week (except on Sunday) and usually from 9 am until 9 pm approximately. Wide range of products (clothes, shoes, cosmetic, home, equipment, books and etc.) and services ( banks, bars, restaurants, laundry, cinema, and etc.)

Look for more information:

<http://www.espacederlon.com/>

<http://www.carrefour-tinqueux.fr/>

## MARKETS

From 6am to 1pm

- Friday: Wilson (boulevard Wilson)
- Saturday: Boulingrin (place du Boulingrin)
- Sunday: Jean-Jaurès (avenue Jean Jaurès) and Sainte-Anne (rue de Louvois)



# CHAMPAGNE

## HEALTH

### Doctors:

A visit at the general practitioner's will cost you 23 € and this amount must be paid directly during your medical checkup. Medical expenses will then be refunded by the French National Health Insurance or the European Health Coverage (about 70% of the amount). The following general practitioners speak English:

**Maison Médicale  
(Docteurs MORELLE, DUNTZE and DE THESUT)**

19 bis avenue d'Épernay  
51100 Reims  
03 26 04 06 26

**Cabinet Medical Pont Paris  
(Docteurs MAS, RICCIARELLI)**

46 Avenue d'Épernay  
51100 Reims  
03 26 84 08 08

For emergencies, go to the nearest hospital CHU Robert Debré or dial the 15 if you cannot move from where you are.

### Centre hospitalier universitaire de Reims

45 Rue Cognaq Gay, 51100 REIMS  
03 26 78 78 78

### Pharmacies:

In almost all bigger supermarkets you can find a pharmacy. Remember that you can only buy some medicines on doctor's prescription.

#### Pharmacy PICARDAT

10 avenue du Président Kennedy, 51100 Reims

Opening hours

Monday- Friday: 9am-7pm

Saturday: 9am-12pm / 2pm-7pm

You will find here all the emergency numbers you might need. Don't panic, many public and private services are available throughout the territory of the capital of Normandy to meet your needs or your everyday worries. With these useful numbers on hand, enjoy your stay in Reims in peace of mind and safety. If you need any other number

or emergency service, the advisors at ISSC are also at your disposal in our offices for more information.

**Ambulance: 15 / 112**

**Fire: 18 - Police: 17**

**Police Headquarters:**

**Bd Louis Roederer, 51100 Reims**

**Tel: 03 26 61 44 00**

**Police Station: 2 Place Jean**

**Moulin, 51100 Reims**

**03 26 07 52 94**

**Emergency number for the deaf  
and hard of hearing: 114**

## POST OFFICE

In France the post boxes are yellow. You can buy stamps from the tobacco-newsagents shops or in the Post Offices called "La Poste".

<http://www.laposte.fr/>

## NEXT TO THE SCHOOL:

### La poste

2 rue Pierre Taittinger

51100 Reims

Opening hours

Monday- Friday: 9:00 am -12:00 pm / 2:00pm-5:00 pm

Saturday 09:00 am-12:00 pm

### Hairdresser

You will find lots of hair and beauty salons. Do not hesitate to enter and ask for the prices. Haircuts cost approximately 15 € for men and 25 € /30 € for women (basic shampoo, cutting and drying).

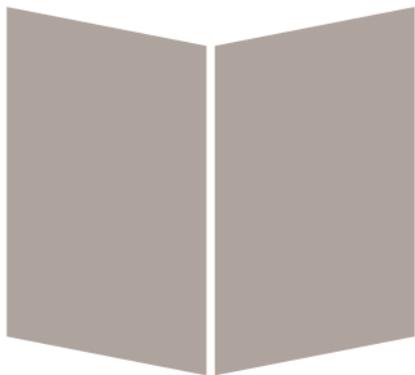
### Bookshops

#### Chapitre GUERLIN

70/77 place Drouet d'Erlon, 51100 Reims

Monday-Saturday: 10.00am - 07.15pm

Most of the shops are generally closed on Sundays and bank holidays (except the restaurants, bars and cinemas).



# COST OF LIVING

## COMPARE PRICES IN FRANCE AND YOUR COUNTRY (EUR)

1 French bread = une baguette 0.90 €

1 L of milk = du lait 0.80 €

A pack of 6 eggs = une boîte d'oeufs 1.20 €

1 kg of pasta = des pâtes 1.50 €

1 kg of rice = du riz 1.50 €

250 g of butter = du beurre 1.50 €

A pack of 4 yogurts = des yaourts 1.30 €

250 g of coffee = du café 2.50 €

1 chocolate bar = une barre chocolatée 1.20 €

3 kg of oranges = des oranges 2.80 €

1 kg of apples = des pommes 2.20 €

A pack of cereal = un paquet de céréales 2.30 €

A pack of 6 beers = des bières 3.00 €

A bottle of Champagne = du Champagne 18.00 €

300 g of ham = du jambon 2.30 €

100 g of minced beef = de la viande hachée 2.70 €

Canned tuna fish = une boîte de thon 1.30 €

1 Big Mac = un Big Mac 3.00 €

Food prices are subject to change!

## LIVING EXPENSES

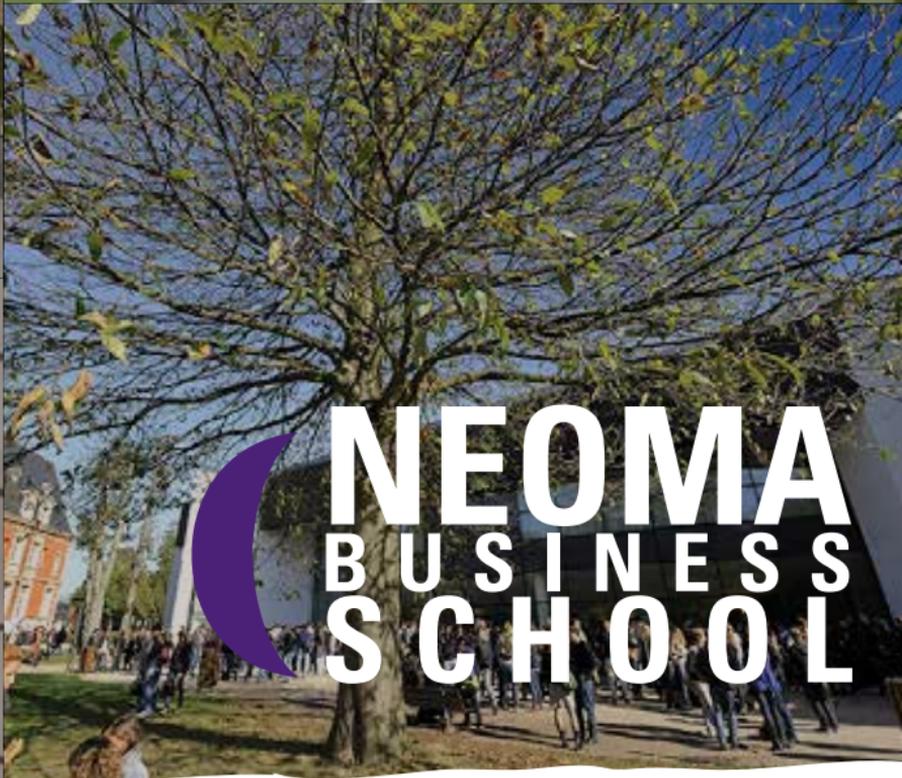
Be realistic while planning your expenses for your stay in Reims. It is essential that you have enough money for the whole duration of your study period. It is quite complicated to find a part-time job in France.

Estimated average living expenses for a single person for one month in on-campus residences.

Cost of living/ per month/ per person ( EUR)	
Accommodation	400
Food	150
Material for studies	20
Social/leisure	75
Public transportation	25
Hygiene goods	30
Other	50
<b>TOTAL</b>	<b>750</b>







# NEOMA Business school



## WELCOME TO NEOMA BUSINESS SCHOOL

### Do you know that...?

Founded in 2013, **NEO** (new) **MA** (management) embodies the ideal combination of a young and innovative spirit with a trustworthy and rich history that stems from its two foundational organizations, **Reims Business School** (1928) and **Rouen Business School** (1871). Each year, over 1500 non-French students make the choice to study at one of the three campuses located in the historic cities of **Reims**, **Rouen** and **Paris**.

### Key Facts & Figures:

- 8,500 students, of which 30% are international
- 300 international partner schools around the globe
- 200 permanent faculty members
- 45,000 graduates
- Over 1,000 corporate partners
- 3 campuses: Reims, Rouen, Paris
- 3 international accreditations: EQUIS, AACSB and AMBA

## WHY NEOMA BUSINESS SCHOOL?

### NEOMA Business School

Belongs to the ten best business schools in France, ranked in the Financial Times as one of the best European schools, and holds 3 top international accreditations: **EQUIS**, **AMBA** and **AACSB**.

This is the opportunity to study in historical French cities along with students from all over the world. Students benefit from the expertise of highly qualified professors and gain both French & international perspectives on a large variety of topics related to their academic, professional and personal development. They benefit from the small class sizes that stimulate sharing of knowledge and learning through rich and in-depth group discussions. They discover the French way of living and develop extra-curricular skills by becoming a member of one of the 60 student associations of the school. Finally, they will enjoy the rich academic and cultural events that are organized on campus and in town (conferences, debates, international gatherings, etc.), along with the natural and historical beauty that surrounds them. Both Reims and Rouen are close to Paris, easy to reach by train and a perfect starting point for travels to other parts of France and Europe.

Also, **NEOMA Business School** is proud to host the 1st **Confucius Institute for Business** in France (7th in the world) on the Rouen Campus ([www.confucius.neoma-bs.fr/](http://www.confucius.neoma-bs.fr/))

For every international student it is useful to know some facts about NEOMA BS education system.

## PROGRAMS AT A GLANCE

Below is an overview of all the programs offered on the 3 campuses. Some of the programs are campus-specific but almost all of them are open to exchanges and some offer double degree opportunities.

UNDERGRADUATE SCHOOL	: Bachelor in Business Administration (BBA)	: Bachelor of Science (BSc) in International Business	: CESEM (double degree)	: Bachelor in Retail Management ECAL
GRADUATE SCHOOL	: Master in Management - Grande Ecole	: TEMA	: Specialised Masters ans : Master of Science	: MBA
EXECUTIVE EDUCATION	: Executive MBA	: Inter-compagny certificats awarding programmes	: Customised training	
DOCTORAL SCHOOL	: DBA		: PhD	

### A portfolio of programs:

- Coherent
- Adapted to the needs of the market
- Internationalized content

All executive education is taught at the Paris Campus and includes NEOMA's executive MBA as well as short, customized non-degree programs.

### ACADEMIC INFORMATION *only for Exchange student*

Students have access to a wide range of courses offered on both campuses (Reims & Rouen) at the Bachelor (undergraduate) and Master (graduate) level. Most courses are offered in English and in French. Students may choose to attend a full program (30 ECTS credits per semester) in either French or English, or a mix, depending on the home university requirements and the students' abilities. Exchange students at NEOMA Business School do not have to be proficient in the French language indeed, some do not speak French at all. However, it is recommended that students take French language and culture classes (offered free of charge) during their stay in France.

Class Format	Lecture, tutorials, case studies, extensive group work, numerous oral presentations, papers and proects.
Attendance	Compulsory; a mark for participation is general for all classes.
Language	To study in french: B2 minimum (CERF); or TEF score of least 500. To study in english: B2 minimum (CERF); minimum TOEFL score of 85, or IELTS score of least 6.
Participation	Part of studen's final grade
Grading	In addition to the final examination, classes are assessed continuously (participation, small projects, papers, etc...). Field projects require written reports sometimes accompanied by an oral exam. All courses are graded on a scale of 0 to 20. The minimum pass mark is 10/20. Home universities receive academic transcripts under the ECTS grading standard. Responsibility for the translation of these grades into the local grading system rests with the student's home institution.
Course Load	International students generally take a course load equalling 30 ECTS credits per semester.

# NEOMA Business school

## ACADEMIC CALENDAR

The academic year at **NEOMA BS** has two semesters:

Fall and Spring.

Fall: From September to December.

Spring: From January to June.

**NEOMA BS** has set up a range of services dedicated to your professional and personal well-being in order to guide and accompany you throughout your intensive studying experience at the school.

## SERVICES AND INFORMATION CENTRE

A team of advisers is available at the HUB to help you with a diversity of services to facilitate your integration and student life on our campuses:

- Formalities related to your stay
- Health formalities (student social security, medical care...)
- Administrative formalities (student card, general information...)
- Reception of documents (internship reports, medical certificates...)

### How to contact the HUB?

#### Rouen:

Ground Floor Building G

E-mail: [hub.rouen@neoma-bs.fr](mailto:hub.rouen@neoma-bs.fr)

Phone: +33(0)2.32.82.57.00

#### Opening Hours

Monday - Friday: 7:45am - 6:30pm

Saturday: 8:00am - 1:00pm

#### Reims:

Campus 1 & Campus 2

E-mail: [hub.reims@neoma-bs.fr](mailto:hub.reims@neoma-bs.fr)

Phone: +33(0)3.26.77.47.47

#### Opening Hours

Monday - Friday: 7:45am - 6:30pm

Saturday: 8:00am - 1:00pm

Campus 2 closed on Saturdays



**HUB**

NEOMA BUSINESS SCHOOL

A team of dedicated advisers is available on campus, devoted to answer any academic questions you may have relating to your studies as well as any special needs or psychological help.

Assisting your integration in the school, **NEOMA Business School** is committed to raise the awareness concerning the equality of opportunities and care for the disabled. The Student Affairs team will also deal with any sensitive psychological situation and act whenever you feel you may need support.

## FOR STUDENTS WITH SPECIAL NEEDS

Students with disabilities are advised to contact the Student Affairs to discuss their need for support as soon as possible.

## PSYCHOLOGICAL COUNSELLING

Sometimes students feel stressed and sad while adapting in a new international environment. The aim of psychological counseling is to help a student to understand and tackle personal and interpersonal difficulties related to everyday life and ensure psychological wellbeing. It can help to reduce stress, anxiety, negative thoughts and feelings, as well as gain self-confidence.

## LIBRARY: CONNECT, DISCOVER AND INNOVATE

High standard education is backed by a cutting-edge technological infrastructure and 100% multimedia educational environment (on-line Moodle platform, Cross Knowledge e-learning modules, etc.)

### Rouen:

#### Building A, ground floor

#### Opening Hours:

Monday to Thursday: 9:00am - 10pm

Friday: 9:00am - 8:00pm

Saturday: 9:00am - 5:00pm

Online access through INSIDE or @ <http://libraryrouen.neoma-bs.fr/>

### Reims:

#### Campus 1, ground floor

#### Opening Hours:

Monday to Thursday: 9:00am - 10pm

Friday: 9:00am - 8:00pm

Saturday: 9:00am - 5:00pm

Online access through INSIDE or @ <http://libraryreims.neoma-bs.fr/>



**STUDENT AFFAIRS**

NEOMA BUSINESS SCHOOL



**TEACHING & LEARNING  
CENTRE**

NEOMA BUSINESS SCHOOL

# NEOMA Business school

## CAMPUS CAFETERIA

### Rouen:

There is a cafeteria in buildings C and H. You can choose to have a complete meal or rather opt for a sandwich. There are vending machines in the corridors which provide various snacks and hot/cold beverages. A meal will cost you about 4 € per person (price: 2015/2016). On a sunny day, you may also sit outside and have your lunch on the terrace!

- 1) **Building H** (main cafeteria)
- 2) **Building C** (snack and sandwich bar)

Opening Hours (Monday-Friday):

- Coffee/snack service: 9:00am - 6:00pm
- Hot meal service: 11:30am - 2:00pm  
(no homemade food allowed in cafeteria during this timeslot)

Payment in cash or with your student card  
(charged beforehand on INSIDE)

### Reims:

There is a cafeteria and snack & sandwich bar on each campus. You can choose to have a complete meal or rather opt for a sandwich. There are vending machines in the corridors which provide various snacks and hot/cold beverages. A meal will cost you about 4 € per person (price: 2015/2016). On a sunny day, you may also sit outside and have your lunch on the terrace!

Opening Hours (Monday-Friday):

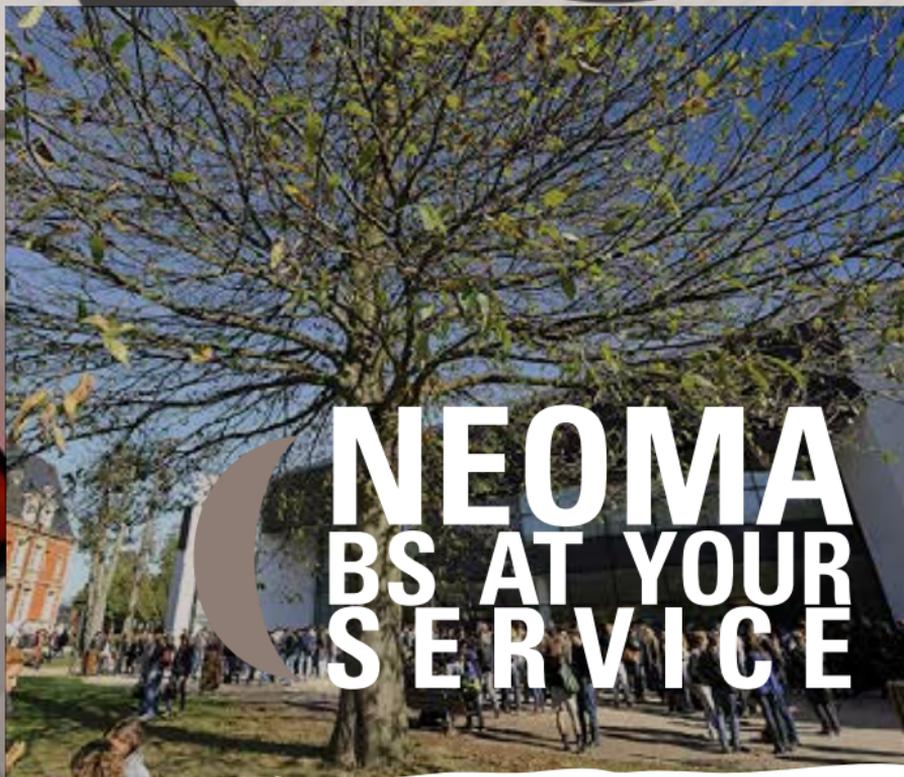
- Coeur de Blé (snack bar): 7.00am to 6.30pm
- Cafeteria: 11.30am to 2.00pm
- Payment in cash or with your student card (charged beforehand on INSIDE or @ Coeur de Blé snack bar)





Once admitted to **NEOMA BS**, you should be well prepared to avoid unpleasant surprises during your stay here! You will find basic information on services you may use inside and outside the business school.





**NEOMA**  
**BS AT YOUR**  
**SERVICE**



# NEOMA BS AT YOUR SERVICE

## IT FACILITIES & SERVICES

We offer several computer labs in each of our buildings. Computers have free and unlimited Internet access and are equipped with the **Windows Office Pack** (Word, Excel and PowerPoint).

As computer rooms are also classrooms, they may sometimes be reserved by the professors during the day. So please consult the room's schedule on each door.

French keyboards are in **AZERTY mode - not QWERTY!** You may find it confusing at the beginning but you will get used to it quickly. However, we strongly advise that you bring your own laptops with you.

## THE STUDENT PORTAL 'INSIDE'

All information about your courses, timetables, classrooms, IT news, etc. will be found on the student portal INSIDE. The school is equipped with the wireless access to the Internet. We recommend that you bring your own laptop. Before your arrival, the school will provide you with your username and password details.

[www.inside.neoma-bs.fr](http://www.inside.neoma-bs.fr)

## Login Info

Your user name: `firstname.lastname.16@first`

Your e-mail address: `firstname.lastname.16@neoma-bs.com` (16 = incoming year)

## Personal information on INSIDE

- Change your password
- Download / modify your photo
- Block / request a student card
- Charge your student card to pay at school cafeterias

## Academic Information on INSIDE

- Your timetable
- Transcripts
- Syllabi
- Registration certificate



## Applications & Services

### Moodle

- Library services
- SPIC Portal
- Webmail
- Outside the campus : personal work zone (VPN)

### Webmail

<http://webmail.neoma-bs.fr>



## INTERNATIONAL STUDENT IDENTITY CARD (ISIC)

A student card will be given to you upon your arrival, provided that your duly completed registration file is received and your photo have been received. The card is valid for one full academic year.

If you lose the card you can obtain a new one by ordering it on INSIDE for a cost of 10€.

At the Reims Campus, your student card is also an Access Card which allows you to enter both campuses. Presenting your student card allows you to get lots of **discounts** in France, but also in Europe. Do not hesitate to ask touristic places and shops if they have special rates for students. For example, you will get an additional burger in some fast-foods, reduced prices for museums, concerts and cinema tickets.

- Use it to pay for meals at all the cafeterias on campus; charge it on INSIDE using a credit or debit card
- Use it to print copy and scan documents on all the photocopy machines in the school (color, black/white copies and scans).
- Use it to identify yourself at school, and to enter exams
- Use it to get student discounts in France, and all over the world!



# NEOMA BS AT YOUR SERVICE

## ACCOMMODATION

One of the most important issues to arrange before your study period starts is accommodation. As an international student you may apply for accommodation in a residence or you may make your own arrangements. We assist all International students coming to study at our business school, and hope that you will find the type of accommodation that suits you best.

To begin, you have four different types of accommodation to choose from:

International students tend to stay at the on-campus residences. They are conveniently located close to the school, allow you to meet other students and make new friends more easily and are cheaper and easier to reserve than private rented accommodation which means that you don't have to hunt for a flat in an area you don't know well.

A housing application will be sent to all new international students in May for September arrivals, and in November for January arrivals.

Applications for on-Campus and off-Campus residences will only be accepted through the housing application.

### On-Campus Residences

**Rouen campus:** residences are located in Mont-Saint-Aignan near the campus, and are managed by the CROUS, a public organization. A variety of rooms and studios are available on campus, for all budgets and preferences.

**Reims campus:** residence ACOBHA is located in Reims near the campus, and a variety of studios are available.

### Off-Campus Residences

**Rouen campus:** Off-campus residences are privately owned and managed. They are situated in or near the Rouen city center (Rouen campus), and have a very limited amount of rooms and studios available. Priority is generally given to full year students.

**Reims campus:** Off-campus residences are managed by the CROUS, a public organization. They are situated near the campus. A variety of rooms and studios are available, for all budgets and preferences.

## SCAN THIS CODE FOR MORE PICTURES AND INFORMATION ABOUT HOUSING

Please note that the following plans and photos of rooms are meant to give you an idea of the layout of each room; they are non-contractual and non-binding.

**Rouen campus:**



**Reims campus:**



### Host Families (Rouen campus only)

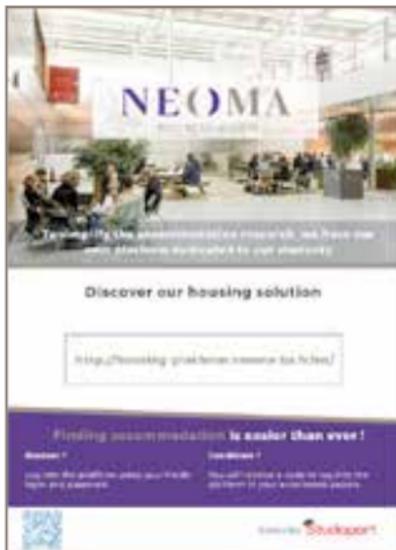
Living with a host family is a great opportunity to improve your French language skills, and to have a privileged look at French culture by sharing the daily life of a French family. Select families living in the Mont-Saint-Aignan and the Rouen areas offer various housing options, ranging from "full" service (accommodation + breakfast + dinner) to simple accommodation. Prices vary from 450€ to 600 € per month.

### Private housing

Students who do not choose any of the housing options proposed by the school are considered independent. Independent students prefer to find and reserve their own accommodation for the period of their studies in Rouen. The school does not assist Independent students in their search, but we do offer a starting point for your housing hunt...

<http://housing-platform.neoma-bs.fr/en/>

**You will need your @first login and password to enter this platform, where you can find private housing offers, host families, French students looking for roommates, etc.**



### HOUSING INSURANCE

An Housing Insurance is mandatory. Indeed, you are required to provide your responsibilities. This mandatory insurance covers damage.

You have to take out insurance covering rental risks of fire, explosion and water damages. You must provide proof of such insurance to get your accommodation keys (not for private residences, the housing insurance is included in the rent).

You have to subscribe online before your arrival, and to print a copy of your housing insurance contract to be presented to your residence upon arrival.

[http://www.imrh.net/souscription/donnees.php?C\\_PROD=8GVE&N\\_APP=172&N\\_](http://www.imrh.net/souscription/donnees.php?C_PROD=8GVE&N_APP=172&N_)

# NEOMA BS AT YOUR SERVICE

## HOUSING TERM GLOSSARY

- **Assurance habitation / Housing Insurance:** mandatory by French law, this insurance covers damage in the accommodation, such as water damage made by a leak.
- **Bail / Lease:** a contract by which the landlord conveys a housing unit to another for a specified time, in return for a periodic payment (rent).
- **Bailleur / Landlord:** owner of a housing unit.
- **Caisse d'allocations familiales (CAF):** French national organization whose role is to help people pay their rent.
- **Caution or Dépôt de garantie / Security Deposit :** an amount corresponding to 1 or 2 months' rent paid to the landlord upon signature of the lease as a guarantee ; returned within 2 or 3 months after departure from housing unit.
- **Caution solidaire or Garant / Joint and Several Guarantee or Guarantor:** the person or people who guarantee the payment of your rent. They must reside in France or in the European Union.
- **Charges locatives / Rental Fees:** collective costs for whole apartment building (ex. maintenance of common areas, operating costs of lift, sometimes water, heating or tax on furnished accommodation).
- **Charges comprises (CC):** indicates that rental fees are included in the rent (may not include electricity or gas).
- **Centre régional des oeuvres universitaires et scolaires (CROUS):** French national organization dealing with student accommodation, student cafeterias, etc.
- **F1 (or T1):** apartment with kitchen, bathroom and 1 room (living room and bedroom in one)
- **F2 (or T2):** apartment with kitchen, bathroom, 1 living room and 1 bedroom
- **F3 (or T3):** apartment with kitchen, bathroom, 1 living room and 2 bedrooms
- **F4 (or T4)...**
- **Habitation à Loyer Modéré (HLM):** rent-controlled social housing.
- **Loyer / Rent:** monthly payment for the rental of your accommodation (tip: ask if rental fees are included in rent).
- **Préavis / Notice:** a letter sent by registered mail (lettre recommandée) to landlord to warn him/her of your departure from the accommodation (must be sent 1 to 3 months before departure - check your lease for details).
- **Relevé d'identité bancaire (RIB):** slip provided by your bank with your French bank account details.
- **Taxe d'habitation:** tax applied to any person living in a housing unit, on the accommodation occupied (takes into account size, location of accommodation, etc.).
- **Toutes taxes comprises (TTC):** indicates that tax is included in the price.

## NOTES

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# ALLOCATION FAMILIALE

## Vitale

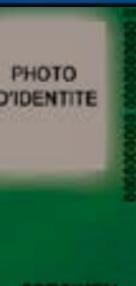
carte d'assurance maladie



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# PREPARING YOUR ARRIVAL

APPLICATION PROCEDURES DEADLINES



# PREPARING YOUR ARRIVAL

## KEY DATES FOR EXCHANGE STUDENTS ONLY; ARRIVAL AND ACADEMIC DATES FOR DEGREE-SEEKING STUDENTS WILL BE COMMUNICATED SEPARATELY

	Fall Semester	Spring Semester
Settling into residences & Arrivals	1st week of September	1st week of January
Welcome Day & Forum	1st week of September	1st week of January
Orientation Day	1st week of September, on Saturday	1st week of January, on Saturday
Intensive French Session	1st week of September, on Saturday	1st week of January, on Saturday
Lectures (including exams)	The dates vary by semester. Information will be provided by the ISSC.	

**FALL Semester:** September–December (exams included) /

**SPRING Semester:** January–June (exams included)

Your exam schedule will be posted **one month before exams**, so please don't take any risks by booking your flight before the semester's end. Exchange

students will have the possibility of resitting exams, but only in person, at NEOMA BS. If you can not be present for the resit exam, no special arrangement will be made. **Distance exams will not be proposed.** If you cannot make it on campus by Arrivals, we will need an e-mail from your home university informing us of why you will arrive late.

## PREPARING YOUR ARRIVAL STEP BY STEP

The months leading up to your arrival at NEOMA BS may be a little hectic, so be sure that you do not miss any of these vital steps! Pre-Arrival PROCEDURES

		Fall Semester	Spring Semester
Step 1	For non-european students Visa Application@ French Embassy or Campus France Office near your place of residence	As soon as you get your acceptance letter	
Step 2	NEOMA BS Online Registration	Mid-April	Beginning of November
Step 3	Housing Application	Mid-May	Mid-November
Step 4	Arrival Travel Plan	July	Beginning of December
Step 5	Course Registration	August	December

During Arrival Days, you will be welcomed by members of our international student association, the **HUB**, and the **International Student Service Centre**. You will receive your student card, a welcome pack, and have your passport and visa checked for validity.

A **Forum will be held in the beginning of the semester** that will bring a bank, a complementary health insurance company and the public transportation service to our campus, to facilitate these procedures upon your arrival.

Your first few days with us will be jam-packed with social activities, workshops, a campus visit, and the **French Intensive Session**, so be ready to meet plenty of other international students and local French students, and to start a new and exciting chapter in your lives!

Further details about arrivals, travel plans, and shuttles will be communicated closer to your arrival date.

# PREPARING YOUR ARRIVAL

## GETTING TO ROUEN CAMPUS

To get to the NEOMA Business School Rouen Campus from the Roissy Charles de Gaulle, Orly, or Beauvais airports, you have two possibilities: take a shuttle or a train.

### Getting here by SHUTTLE (approx. 3 hours)

To help you to organize your transport from the airport to Rouen campus, you can book a shuttle on our partner website.

The shuttles could be collective (car for 1 to 8 persons). The trip from Paris CDG and Orly Airports to Rouen lasts approximately 3 hours and the price for 1 person is 90€ to be paid directly by credit card online.

- Your booking must be validated online as soon as you know your flight details, at least two weeks before your arrival.
- No fees will be refunded
- Be sure about your flight information

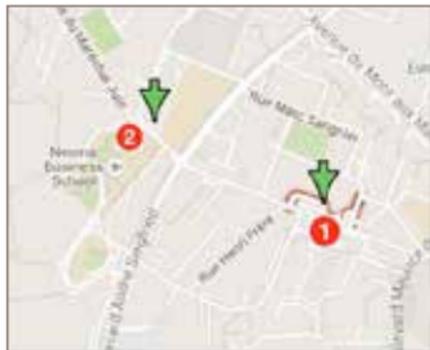
### Getting here by BUS (approx. 3 hours)

The FLIX BUS will take you from the Paris Charles de Gaulle Airport or from downtown Paris (Porte Maillot metro station) to Rouen (3602, Quai du Havre) in 2.5 hrs to 3 hrs.

It will also cost you the least: around 9€ for a one-way trip. Please reserve your tickets online at: <https://www.flixbus.com>

To get to NEOMA BS from the Flix Bus stop in Rouen, please take the T1 bus in the direction of Mont-Saint-Aignan/Mont-aux-Malades and get off at the Place Colbert bus stop.

From the Place Colbert (1) it's another 5-minute walk along rue Jacques Boutrolle to NEOMA BS (2) see map:



# PREPARING YOUR ARRIVAL

## GETTING TO ROUEN CAMPUS

### Getting here by TRAIN (approx. 4 hours)

This journey is done in three stages:

Airport ⇨ Gare St-Lazare (train station)

Go to the 'Aéroports de Paris' website:

<http://www.aeroportsdeparis.fr/ADP/en-GB/Passagers/Home/>

Click on the corresponding airport, and then choose your mode of transportation.

If you choose 'By Public Transportation':

from the Charles de Gaulle airport, we suggest you take ROISSYBUS (get off at the Opéra stop) + métro (line #3 towards Pont de Levallois, and get off at Saint-Lazare);

From the Orly Airport, take ORLYBUS (get off at the Denfert-Rochereau stop) + métro (line #6 towards Charles de Gaulles Etoile, and get off at Pasteur, then take the line #12 towards Front populaire and get off at Saint-Lazare).

You can find the map of the métro here: [http://www.ratp.fr/informer/pdf/orienter/f\\_plan.php?fm=pdf&loc=reseaux&nompdf=metro](http://www.ratp.fr/informer/pdf/orienter/f_plan.php?fm=pdf&loc=reseaux&nompdf=metro)

A taxi may cost you 50€ or more to get to the Gare St-Lazare.

Gare St-Lazare ⇨ Gare de Rouen R. D. (about 1.5-hour train ride, 10-25€ per ticket)

Reserve your ticket at: <http://en.voyages-sncf.com/en/>

Or buy it at the station before boarding.

Gare de Rouen ⇨ Rouen Campus (10 minute taxi ride, about 10 €)

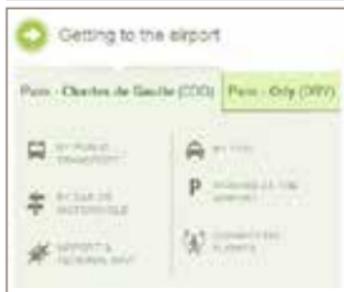
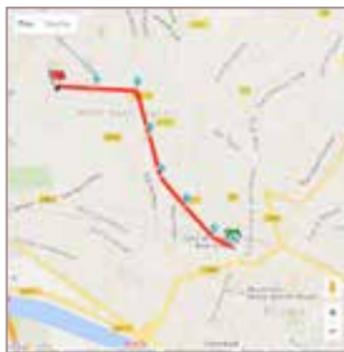
There is a taxi parking lot just outside the Rouen train station, to the right as you walk out the main entrance.

You will probably be too tired to take a bus, but if you decide to do so, you can find more information here:

[http://www.crea-astuce.fr/presentation/?rub\\_code=118&thm\\_id=16&gpl\\_id=](http://www.crea-astuce.fr/presentation/?rub_code=118&thm_id=16&gpl_id=)

One bus ticket will cost you 1.60€, and you'll have a choice of taking: bus #8 (direction: Mont-Saint-Aignan, stop: Business School) or bus #F2 (direction: Mont-Saint-Aignan, stop: La Varenne).

Now follow the "NEOMA Business School" signs to get to the Château!



## Getting here by CAR

We suggest that you type our address directly into your GPS, or indicate it as the final destination on <http://fr.mappy.com>.

Street: 1 rue du Maréchal Juin

Postal Code: 76130

City: Mont-Saint-Aignan

Country: FRANCE!!

### USEFUL WEBSITES:

Airports:

[www.aeroportsdeparis.fr/ADP/en-GB/Passagers/Home/](http://www.aeroportsdeparis.fr/ADP/en-GB/Passagers/Home/) CDG & Orly Airports

[www.aeroportbeauvais.com/index.php?lang=eng](http://www.aeroportbeauvais.com/index.php?lang=eng) Beauvais Airport

Paris : [www.ratp.fr/en/ratp/c\\_21879/tourists/](http://www.ratp.fr/en/ratp/c_21879/tourists/) Metro Information

Train reservations:

[www.voyages-sncf.com/](http://www.voyages-sncf.com/) SNCF rail company (FR)

Rouen:

[www.rouentourisme.com/Default.aspx?tabid=2508&language=en-US](http://www.rouentourisme.com/Default.aspx?tabid=2508&language=en-US)

Rouen, the city

[www.rouenbs.fr/en](http://www.rouenbs.fr/en) The Rouen Campus!

<http://www.reseau-astuce.fr/> The TCAR, Rouen public transportation company

Hotels / Hostels:

[www.hotels.com](http://www.hotels.com/) / [www.booking.com](http://www.booking.com)

[www.hifrance.org/auberge-de-jeunesse/rouen.html](http://www.hifrance.org/auberge-de-jeunesse/rouen.html) (only one hostel in Rouen, but very comfortable and clean)

French for Travelers:

<http://unravelled.travellerspoint.com/25/>

[www.tripadvisor.com/Travel-g187070-s604/France:Important.Phrases.html](http://www.tripadvisor.com/Travel-g187070-s604/France:Important.Phrases.html)

<http://about-france.com/>



# PREPARING YOUR ARRIVAL

## GETTING TO REIMS CAMPUS

### GETTING TO REIMS CAMPUS

To get to the NEOMA Business School Reims Campus from the Roissy Charles de Gaulle, Orly, or Beauvais airports, you have two possibilities: take a shuttle or a train.

#### Getting here by SHUTTLE (approx. 2 hours)

To help you to organize your transport from the airport to Reims campus, you can book a shuttle on our partner website.

The shuttles could be collective (car for 1 to 8 persons). The trip from Paris CDG and Orly Airports to Reims lasts approximately 2 hours and the price for 1 person is 90€ to be paid directly by credit card online.

- Your booking must be validated online as soon as you know your flight details, at least two weeks before your arrival.
- No fees will be refunded
- Be sure about your flight information

Note that the driver may require you to wait for other Reims students arriving on the same day around the same time. Please be patient. It's thanks to the other passengers that you pay less for the ride.

#### By car rental

At every airport, you can find car rental companies like **Hertz**, **Avis** and **Europcar**. From CDG Airport to Reims campus:

- Follow A1/E15/E19 panel sign A3 and A104
- Continue driving on A104 until you see the panel sign indicating A4/E50 showing METZ, NANCY and REIMS directions

The car trip will take about 1 h 45 min. Toll fee of approximately 10€.

We suggest that you type our address directly into your GPS, or indicate it as the final destination on <http://fr.mappy.com>.

Street: 120 avenue d'Epervain (campus 2)

Postal Code: 51100

City : Reims

Country: FRANCE!!

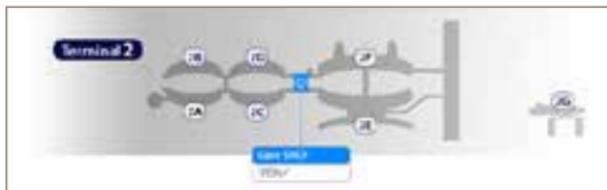


## By public transport / TGV

### From Paris Charles-De-Gaulle airport

Since 2007, TGV train is the fastest train allowing travellers to arrive from Paris CDG Airport to Reims (Champagne-Ardenne TGV station) in 30 minutes. After collecting your luggage, follow the signs "Gare SNCF"/"Railway station" to make your way to the TGV (Train à Grande Vitesse or "High Speed train") station.

The TGV station is underneath Terminal 2 (between terminals 2C/2E and 2D/2F). Platforms are on level 1 while ticket purchase office/information is available at level 2.



More information about the TGV train station location in the airport on: <http://easycdg.com/>

### From Reims train stations to NEOMA Business School

Once arriving to Reims train stations "Reims Centre" or "Champagne-Ardenne", you are only 15 minutes away from NEOMA Business School (Reims campus) so you can either take a taxi or the tramway.

By taxi: you can usually get a taxi right directly in front of the station or call a taxi by phone (we recommend you to call Taxi Sympa at +33 (0)3 26 03 03 00 or Taxi de Reims at +33 (0)3 26 47 05 05). It will cost you approximately 8€. Please also note that you cannot go and wait for a taxi to stop on the street!

By tramway (also called "tram"): you can find it just outside the train stations. You can buy a "one-hour" ticket at a cost of 1,60€ (price of the fare 1,30€ + rechargeable ticket 0,30€). From Champagne-Ardenne TGV, you are at the end of the line, so you can take the first tram you see. From Reims Centre train station, take the tram on the right side of the road when you leave the train station behind you: direction of "Bezannes Gare Champagne TGV" or "Hôpital Debré".

The tram stop is "Campus Croix-Rouge" if you want to go to Campus 1, the ACOBHA Residences or the CROUS "Résidence des Facultés". The stop is "Franchet d'Esperey" if you want to go to Campus 2 or the CROUS Residences Paul Fort and Berlioz. When you get there, you are no more than a five-minute walk from your objective!

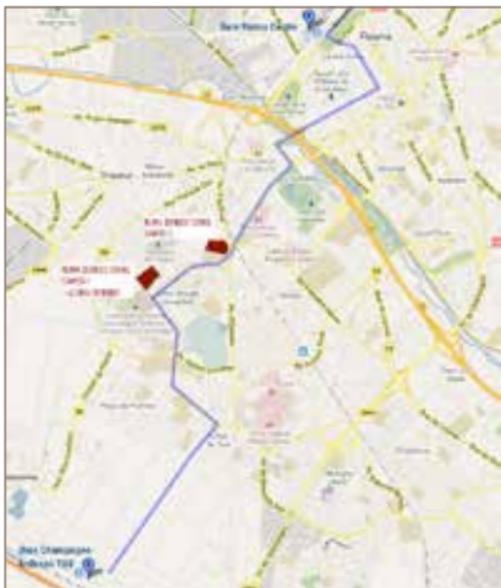
### From Orly airport

From Orly Airport, take a shuttle bus to the "RER C" train at Antony station, then head towards the Gare du Nord; the Gare de l'Est is a 10-minute walk away. From the Gare de l'Est take a train to Reims Champagne-Ardenne TGV or Reims train station.

# PREPARING YOUR ARRIVAL

## GETTING TO REIMS CAMPUS

### Neoma BS Location @ Reims



### USEFUL WEBSITES:

Airports:

[www.aeroportsdeparis.fr/ADP/en-GB/Passagers/Home/CDG & Orly Airports](http://www.aeroportsdeparis.fr/ADP/en-GB/Passagers/Home/CDG%20%26%20Orly%20Airports)

[www.aeroportbeauvais.com/index.php?lang=eng](http://www.aeroportbeauvais.com/index.php?lang=eng) Beauvais Airport

Paris: [www.ratp.fr/en/ratp/c\\_21879/tourists/](http://www.ratp.fr/en/ratp/c_21879/tourists/) Metro Information

Train reservations:

[www.voyages-sncf.com/](http://www.voyages-sncf.com/) SNCF rail company (FR)

Reims:

<http://www.reims-tourisme.com/>

Hotels / Hostels:

[www.hotels.com](http://www.hotels.com)

[www.booking.com](http://www.booking.com)

<http://www.cis-reims.com/>

French for Travelers:

<http://unravelled.travellerspoint.com/25/>

[www.tripadvisor.com/Travel-g187070-s604/France:Important.Phrases.html](http://www.tripadvisor.com/Travel-g187070-s604/France:Important.Phrases.html)



## NOTES

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# PREPARING YOUR ARRIVAL

## VISAS (FOR NON-EUROPEAN CITIZENS ONLY)

Please see your **local Campus France** bureau, **French Consulate** or **French Embassy** for information on the exact visa requirements and procedure to follow to obtain your visa to study in France.

Students are generally required to provide two documents from us during their visa application: the **Acceptance Letter** and a **Housing Certificate**.

Acceptance letters will be sent to your home university's International Office (for exchange students) or to your home address (for degree-seeking students).

An electronic copy of your Housing Certificate will be sent to you once the Housing Application results have been published. This document is not necessary to start your visa application; you will only need it during your interview at the French Embassy.

If you choose to find accommodation in France on your own, you will need to obtain this certificate of accommodation from your future landlord. Otherwise, you may use a hotel reservation in France as proof of accommodation.

## WHAT MY VISA REALLY SAYS

- If your stay in France **does not exceed 3 months** (90 days), you will have **no particular immigration procedures** to attend to once in France.
- If your visa indicates "**DISPENSE TEMPORAIRE DE TITRE DE SEJOUR**", you will have **no particular immigration procedures** to attend to once in France.
- If your visa **indicates "ETUDIANT CESEDA R311-3 6"** on it, and you will stay in France for **over three months**, will need to register with the **local French Office of Immigration and Integration (OFII)** upon arrival in France. In order to comply with this requirement, students will need to do the following once on French soil.

**NEOMA BS will help you with these procedures by giving instructions and support. More information will be provided upon your arrival.**

Students cannot miss these medical appointments.



## VISAS AT GLANCE

	European students (+ Switzerland)	Non European students - stay less than 90 days	Non European students - stay more than 90 days - 1 semestre	Non European students - stay more than 90 days - 1 year and more	Non European students - stay more than 90 days - Minor student	Non European students - Visa Concours : visa for entrance exams for French schools	Non European students - Short stay visa if or 3 months	Non European students - Return visa for 3 months
Type of visa	No need - Just have a valid passport or ID card	Visa de court séjour - Visa Shenghen (Short-stay visa)	Visa de long séjour temporaire (long stay visa) - Visa D - Visa D : dispense temporaire de carte de séjour	Visa de long séjour temporaire (long stay visa) - Visa D : CESEDA R311-3 6° AUTORISE TRAVAIL LIMITE 60% DUREE LEGALE	Long stay visa or type D mineur scolarisé	Short stay visa C - visa concours	Short stay visa D for 3 months - carte de séjour à solliciter dans les deux mois suivant l'arrivée (resident permit to be applied for within 2 months after the arrival)	Visa de retour / return visa (for students who already have renewed their first visa or residence permit but couldn't get it before leaving France - carte de séjour à solliciter dans les deux mois suivant l'arrivée)
Immigration procedure at the arrival in France (OFII)	No need	No need	No need	OFII : Give the OFII form given from the Embassy + copy of passport + copy of vis + entrance stamp to the ISSC department, you will have two medical visits and will have to pay the residence fees : 58 euros	PREFECTURE : Première demande de titre de séjour/ First application for a residence permit. 2 medical visits OFII - Payment of the residence permit fees at the Prefecture : 77 euros			Pick up the residence permit at the Prefecture. Renew it at least 2 months before the expiration date of this card.
Visa/Residence permit/RENEWALS - PREFECTURE	No need	No need	No need	At the latest 2 months before the expiration date of the visa (VLS-TS) or the residence permit : Submit your renewal application to the ISSC department (list of documents posted on inside). The validity of this new card will be till the end of the studies between 1 ans 4 years depending on the program (except for Algerian students who must renew the card each year)	Yes : 20 hours per week (maximum 964 hours over the validity period of the visa/residence permit. if you intend to exercise a salaried activity in France (Contrat de professionnalisation/alternance you must have an authorization from the DIRECCTE (Regional directorate for enterprises, competition, consumption, work and employment)			
Working authorization (student jobs, internships...)	Yes, unlimited	No	No	Yes : to apply after the graduation directly in the Prefecture where you are living at the latest one week before the expiration date of the residence permit (it is compulsory to have got a first residence permit)				
APS (authorization to stay in France after the graduation for Master degree student)	No need	No	No	Yes : application to be done on <a href="http://www.caf.fr">www.caf.fr</a> during the first month of arrival (more information on inside)				
CAF (Housing allowance)	Yes	No	No					

# PREPARING YOUR ARRIVAL

## FRENCH IMMIGRATION AND INTEGRATION OFFICE

You are a foreign student with a **Long-Stay Visa, Visa D**, for **more than three months with the mentions “Etudiant,” “CESEDA R 311-3 6”** and **“autoriser travail limite 60% durée légale.”**

You must go through the OFII procedure **for the first year of your stay in France.**

### What is the procedure?

Upon your arrival at **Neoma Business School or at the Forum**, you must show the following documents:

- OFII form
- A copy of your passport with your ID information
- A Visa copy
- A copy of the passport page with the stamp certifying your date of entry in France or the Schengen area

**Rouen campus:** Patricia EDMONT-JOVER from the International Student Service Centre will transmit your file to the OFII for registration and will give you a summons for two compulsory medical examinations: a first appointment to the cabinet of radiology (for an X-ray) and a second appointment at the OFII with a doctor.

**Reims campus :** The team member of the International Student Service Centre will take care to transmit your file to the OFII administration will give you a summons for two compulsory medical examinations: a first appointment to the cabinet of radiology (for X-ray) and a second appointment in the OFII with a doctor.

The team member of the International Student Service Centre will transmit your file to the OFII for registration and will give you a summons for two compulsory medical examinations: a first appointment to the cabinet of radiology (for an X-ray) and a second appointment at the OFII with a doctor.

During the second appointment (OFII), you will have to bring proof that you purchased the 60€ stamp. This stamp can be bought on-line on the site: [www.timbresofii.fr](http://www.timbresofii.fr) - section: purchase of dematerialized stamps VLS - TS or in a tobacco shop.

**A residence permit will then be given to you in the form of a sticker affixed in the passport.**

### Travel outside France

If you wish to visit a foreign country within the Schengen area: your long-stay, multiple entries visa allows you to travel within the Schengen area. If you wish to visit a country **outside the Schengen area**, or visit your **home country**:

- **Within 3 months of arriving in France:** Travel is authorized without your OFII sticker, without your certificate of reception of OFII dossier, with a long-stay, multiple-entry visa.

- **After 3 months:** you must have the OFII sticker or, failing that, a certificate of reception of OFII files to travel outside France. If you have not undergone the OFII formalities before the deadline (3 months) you will have to apply for a new long-stay visa from the diplomatic or consular services in your home country.



## Renewal of your residence authorization

**Rouen campus:** If you wish to renew your residence authorization, you must see Elisabeth NEU from the International Student Service Centre at NEOMA BS two months before your visa expires to make this request.

**Reims campus:** If you wish to renew your residence authorization, you must contact the "Prefecture" from where you live within 3 and 2 months before your visa expires to make this request.

**If you do not respect this deadline you will have to return to your home country and apply for a new visa.**

## Working in France

### • During your studies

International students have the right to work while studying in France as long as they are enrolled in an institution that participates in the national student health-care plan. Students who are **not nationals of EU member countries must hold a valid long-stay visa or residency permit**. The right to work applies to all students, including those who are in France for the first time, those who are enrolled in the first year of a university program, and those who are enrolled full-time in a language school. They are no longer required to obtain a temporary employment authorization (Autorisation Provisoire de Travail) **except for the Algerian students who are still covered by the Franco-Algerian agreement of December 27, 1968**.

The law allows students to work **964 hours in a given year**, which corresponds to **60% of full-time employment for the year**. Remember that you cannot expect to meet all of your expenses by working part-time, so you must have other means of support. France has a national minimum hourly wage, known as the SMIC. The SMIC presently stands at €9.40 gross per hour worked, before mandatory taxes for social benefits. Taxes reduce the worker's net wage by about 20%.

### • After your studies

#### Students without a Master's degree

Due to the high rate of unemployment in France, the job market is closed for International students, unless they find a job in sectors that remain vacant. Fourteen sectors are listed for the moment including audit and financial control managers, and some other sectors also exist depending of the geographical region of employment.

# PREPARING YOUR ARRIVAL

FRENCH IMMIGRATION AND INTEGRATION OFFICE

## Students with a Master's degree

Students who obtained a **degree equivalent to a Master's or higher degree** can look for jobs in any business sector. However, **the job must be related to their academic program** and at a rate of compensation equal to at least **1.5 times the national minimum wage**.

**1)** We strongly recommend you to apply for the APS (Autorisation Provisoire de Séjour). Your temporary residence permit is valid for 12 months, not renewable. (For technical reasons, you will get 2 permits of six months each). This authorization will enable you to have more time to find a job and to work up to the limit of 60% of the official work week. You must submit your application before the expiry of your student residence permit.

**2)** Either you find a job responding to the two criteria (field related to studies with a salary of at least 1.5 times the national minimum wage) during your studies and enter full-time employment as soon as you obtain your diploma, or find a job during the 6 months allowed by the APS, you will have to present an **employment contract** from a French company and to fill-in a **request for change of status** (from student to employee) at the Préfecture. In evaluating your request, the authorities will consider various factors, such as the company's reasons for making the offer, your profile and the number of years of study completed.

**Advice: Finding a job in France will be strongly facilitated if you are able to speak French.**



## **FRENCH INSURANCE/ FRENCH SOCIAL SECURITY**

All students attending our school must have medical insurance.

**European residents** are asked to have the European Health Insurance Card (EHIC) valid for their full stay. Upon arrival, we will ask you to fill out an online Social Security form, where you will be asked to upload a copy of the back side of your EHIC, showing the expiry date of the card. Please have a scanned copy of it on hand. Coverage is divided into 2 parts: Basic coverage and complementary coverage. With basic coverage (Sécurité Sociale), you will be refunded a maximum of 70% of your medical expenses.

You subscribe from October to December of the following year, even if you stay only for a semester)

Complementary coverage (assurance complémentaire or mutuelle) will cover the remaining part. You subscribe for your stay in France.

### **BASIC COVERAGE**

You will subscribe to a student-specific insurance company:

Campus Rouen: the SMENO or the LMDE.

Campus Reims: the MGEL or the LMDE.

The conditions are similar but the School is used to working with the SMENO and the MGEL.

The price is 215 € for the whole academic year (even if you stay only for a semester); you have the possibility to pay by credit or debit card at the end of your registration (you can pay upon your arrival at the school as well).

### **COMPLEMENTARY COVERAGE**

Please inquire directly at the MGEL <http://www.mgel.fr>

or SMENO <http://www.smeno.com>.

The role of NEOMA BS is limited and aims at collecting the basic coverage payments of each student.

# PREPARING YOUR ARRIVAL

FRENCH IMMIGRATION AND INTEGRATION OFFICE

## Non-European residents

- If you are older than 28, you will not be required to register with the French National Health Insurance, but will need to be covered by a private insurance from their home country. Proof of this insurance will be requested upon arrival;

- If you are under 28, and staying in France for less than 3 months, you will not be required to register with the French National Health Insurance, but will need to be covered by a private insurance from their home country. Proof of this insurance will be requested upon arrival;

- > If you are under 28, and staying in France for over 3 months, you will have to register for the French National Health Insurance, or *sécurité sociale*, even if you are already insured by an international insurance plan. The Health Insurance fee is of 215€ (2015-2016 rate), and is compulsory when staying in France for more than 3 months. For legal text, please refer to: [http://www.smeno.com/etudiants/1511\\_social-security.html](http://www.smeno.com/etudiants/1511_social-security.html)

- Students staying for over 6 months will have to provide a copy of their birth certificate, translated into French by a certified translator (check with the French Embassy in your country for guidance), and issued a maximum of 3 months before arrivals;
- Students staying for less than 6 months will be asked to simply pay the Health Insurance fee.

**NEOMA Business School will start the registration process for each student before your arrival, so that you may be covered from your first day with us. You will be asked to complete this registration form in the first month following your arrival by filling out the online Social Security Registration.**

The Vitale card is a smart card containing useful administrative information to support your care. The health professional that you see (doctor, dentist, etc.) uses your Vitale card to establish an electronic care record (which replaces the paper care sheet). The information is transmitted directly to your health insurer. Thus, you are refunded within 5 days without having any steps to take.

## HOUSING ALLOWANCE

Students may be eligible for housing allowance from the **Caisse d'allocations familiales (CAF)** - a national entity, which covers about 20% of the cost of rent. The CAF is independent, NEOMA BS is not responsible for allowances. You are eligible if you are:

- An **EU resident**, OR
- A **Non-European student with a long-stay visa D, with the mention CESEDA** (all those who must go through the OFII procedure) Information about how to apply will be provided after arrivals. Students will have to hand in a copy of their birth certificate (translated into French by a certified translator, and issued a maximum of 3 months before arrival) with the application. **Students who get a short term visa with the mention “Dispense de titre de séjour” are unfortunately not eligible for the allowance.**

**IMPORTANT: students who qualify for the housing allowance will only receive it AFTER their stay with us, since the money is sent to the residence or landlord, and wired to students along with the housing deposit within 3 months of your departure from residence. Do not count on this money during your stay with us.**



# PREPARING YOUR ARRIVAL

## OPENING A BANK ACCOUNT & BANKING SERVICES

Opening a French bank account is **necessary for the housing allowance and healthcare reimbursements, even if you stay for just one semester**. International students can open and close an account easily and benefit from several advantages, **when choosing our preferred banking partner Société Générale at your arrival**.

Meet the Société Générale team at the Forum during Welcome Days!

Banks are usually open up from 9.00am to 12.00pm and from 2.00pm until 5.30pm. They are always closed during lunchtime, on Sundays and bank holidays. Some banks are also closed on Saturday and Monday so better plan ahead.

## FOR THE END OF STUDIES AT NEOMA BS : DEPARTURE PROCEDURE

### Residences

#### **BOOK YOUR CHECK-OUT APPOINTMENT AT LEAST 2 WEEKS BEFORE YOUR DEPARTURE**

To be sure to check out on the day you wish to leave, make the check-out appointment with the cleaning lady (on campus) / administrator (off campus) at least two weeks before your departure.

#### **IMPORTANT: NO check-outs on Saturdays or Sundays.**

#### **To keep in mind when checking out**

If you plan on leaving very early in the morning, make sure you are able to do so – check with the cleaning lady/administration! The cleaning ladies that check you out start work around 8:00 am. You cannot check out the day before you leave, as you have to return the key to your housing administration at the time of check-out.

Make sure your room or apartment is really clean, or you could be charged for the cleaning of the room (around 80€).

Be present at the check-out, to be sure that the inventory check is properly done, and that you agree with everything that is noted about the room/apartment.

#### **Sign the check-out document ONLY if you agree with what it states.**

To get your deposit back, make sure you give your **RIB** (French bank account information) to your housing administration.

How?	Where?	When?	Conditions
By money transfer	Onto your French bank account (make sure to hand your RIB in at the residence administration!!) The Société Générale bank then forwards these funds to your home	2 to 3 months after your departure	Damages are deducted directly from the amount given back. In case of bigger damages, the residence might keep the deposit until they estimate the real cost (2-3 months max)

## **BANK ACCOUNT: 2 WEEKS BEFORE YOUR DEPARTURE**

Fill out the 'Bank Account Closure Request' that can be found on **INSIDE > My International > Incoming > Your Departure**, and hand it in to your local Société Générale bank branch.

Return your means of payment (debit card, check book) to your Société générale Agency **10 days before your departure at the latest**.

Your bank account will remain open, if you request it so, until the reception of your housing deposit (and CAF housing allowance), which will then be forwarded to your home bank account (you provide the details in the Closure Request).

**Please note that it is YOUR RESPONSIBILITY to close your bank account properly. It will also be your responsibility to contact your bank after your departure.**

### **CAF (Housing Allowance)**

The CAF administration will study your file and decide if you can or can not get the housing allowance. If you do qualify for the housing allowance, you **will receive this money at the end of your stay**.

At the CROUS and most private residences: since the housing allowance is automatically sent to the residence administration, the residence returns these funds to your French bank account along with your housing deposit **2 to 3 months after your departure**.

**Certain private residences: the housing allowance is sent on your French bank account monthly.**

This is why you need to keep your French bank accounts open after you leave - to receive the deposit, and the CAF once you have left France.

### **Your Cell Phone/Internet Subscription**

See **INSIDE > My International > Incoming > Your Departure** for a cancellation letter model. If required to hand in proof of your departure from France, please see the International Student Service Centre.

### **Kitchenware**

Your kitchenware may be donated to the **Culture Co. Association**. It will then be resold to future exchange students, and the profits will go to cultural events organized by the Association. More information to come from Culture Co.

### **Pickmecab**

You may book an airport shuttle from your place of residence to the airport, by visiting the following link:

<http://www.pickmecab.fr/neoma-business-school>

# PREPARING YOUR ARRIVAL

FOR THE END OF STUDIES AT NEOMA BS : DEPARTURE PROCEDURE

## Final Transcripts (for EXCHANGE students ONLY)

All the classes that you are registered in will appear on your transcript.

**If you miss an exam without a medical certificate, you will get 0/20 on it.**

Exchange students will have the possibility of resitting exams, but only in person, at NEOMA BS. If you can not be present for the resit exam, no special arrangement will be made. **Distance exams will not be proposed.**

After your departure, please check your grades as they will be uploaded on **INSIDE > My Programme > Notes/Grades**, and signal any errors to your International Coordinator as soon as possible.

Transcripts will be sent out **2 months after your departure** to your home university coordinator.

## If staying in France for an internship, studies, or other

If you wish to cancel your complementary health insurance (= mutuelle), be sure to do this by registered mail by the end of July, or your contract will be renewed for the next academic year.

## Send your forwarding address to the following institutions

- NEOMA BS
- Your bank
- Your health insurance company (SMENO, LMDE or the Sécurité Sociale)

## NEOMA BS ONLINE PROCEDURE

### Online registration

As soon as you receive your personal school login and password, you may register online at **NEOMA Business School**. To register, log on to <http://inscription.myfirst.fr> (with the access codes that were e-mailed to you).

> If you do not receive your login information within the next few days, please contact [exchange@neoma-bs.fr](mailto:exchange@neoma-bs.fr)

Before you begin the online registration, be aware of the following:

- Our registration website is not compatible with tablets, MACs or iPads. Please use another type of computer to register.
- We suggest that you use the **Google Chrome** or **Mozilla Firefox** web browsers to register, for optimal functioning.
- You will be asked to upload a copy of your passport ID page OR European ID card, as well as a profile picture. The files should be in JPG or PNG format. If any of these is not uploaded, you will not be able to terminate your registration.
- Your photo will be checked by the school administration, and will appear on your student card - so make sure you look presentable.
- If you have trouble uploading a copy of your ID or your photo, please reduce the file in size, and try uploading it again.
- You will be asked to upload documentary evidence of degree. **This does NOT concern exchange students, it is only for degree-seeking students.**
- You will be asked to provide emergency contact information. It is very important to indicate at least one emergency contact.



### Housing registration

The **online Housing Application** will take place mid May. The Housing Booklet, featuring our complete housing offer and application instructions, will be sent to you by e-mail.

Please note that **NO APPLICATION WILL BE ACCEPTED BY E-MAIL**; you must go through the online application to register for housing.

**NOTE: The Housing Application is a Google Form. We suggest that students in China use VPN to access the application, as you do not have access to Google.**

\*\* Once the Housing Application is over, you will receive a confirmation of the room that has been attributed to you. This letter of confirmation will serve as a Certificate of Residence for all those who need to apply for a visa to study in France. \*\*



# PREPARING YOUR ARRIVAL

## NEOMA BS ONLINE PROCEDURE

### SELECTING YOUR COURSES

#### **You are doing an exchange semester:**

Please refer to the course catalogue and course descriptions that have been sent to you.

For business courses, please pay attention to:

- the level and pre-requisites: Neoma BS offers courses at both Undergraduate and Graduate levels. Pre-requisites, when appropriate, are indicated in the course descriptions.
- The language of instruction: if English is not your native language, a 6.0 IELTS score or equivalent is recommended. Courses taught in French require a B2 level minimum.

For French language courses:

- You will be invited to take a placement test online.
- You will not be graded on this test. Do not use any "helping hand" as the test must reflect your actual level
- The French language coordinator will then provide you with recommendations on the most suitable courses, according to your level
- We offer a range of general and business French language courses, from beginner to advanced levels.

International Business Program (IBP) – Reims Campus only:

- The IBP is a fixed, 30-ECTS program. Please refer to the IBP section of the course catalogue
- The academic calendar is slightly different
- If you are opting for this program, please contact your home university international coordinator, so as to be nominated as an IBP student.

#### **You are a degree-seeking student or you are completing a double-degree:**

- You may have signed up for either the Master in Management (PGE) or the Bachelor of Science in International Business (BSc).
- Specific instructions will be sent to you

### GETTING YOUR COURSES APPROVED

#### **You are doing an exchange semester:**

- Course approval is your home university responsibility
- Please contact your home university academic advisor to make sure the courses you wish to take while on exchange at Neoma BS are the right ones.
- Have this done before the online course registration

#### **You are a degree-seeking student or you are completing a double-degree:**

- Your academic program has already been approved by both your home institution and Neoma BS
- No action required from you at this point

## SIGNING UP FOR COURSES

### You are doing an exchange semester:

- The online course registration system will open late November / beginning of December
- Specific instructions will be sent a few days before the system open. Please, read instructions very carefully and be prepared
- Please bear in mind that course selection is on a first-come, first-served basis
- The academic advisors of the Neoma BS Student Affairs Unit will provide assistance during the online course registration period. Contact details will be provided in the instructions sent prior to the opening of the online course registration system.

### You are a degree-seeking student or you are completing a double-degree:

- Do not use the online course registration system
- program you have been assigned to will contact you directly with specific instructions

## ACCESSING PROGRAM INFORMATION

The Neoma BS platform – INSIDE – will be accessible only when you have completed your administrative registration.

## FINAL EXAM PERIOD

We highly recommend that you book an open flight until the very last day of the semester or year. Exam dates will only be posted one month before exams, and may even take place on Saturdays. Exchange students will have the possibility of resitting exams, but only in person, at NEOMA BS. If you can not be present for the resit exam, no special arrangement will be made. **Distance exams will not be proposed.**

## NEED HELP AND ADVICE?

- Academic matters : please, direct your questions to the Academic Advisors of the Student Affairs Unit - sa.rouen@neoma-bs.fr for Rouen Campus / sa.reims@neoma-bs.fr for Reims Campus.
- Administrative matters (visa, housing, online registration...)

# PREPARING YOUR ARRIVAL

## NEOMA BS ONLINE PROCEDURE

### QUICK RECAP

#### For the online registration

- Scan your passport ID page or EU ID card and a profile photo, and keep these on hand for the online registration.
- Note down your personal school login and password as soon as you receive them, and keep them with you for all upcoming online procedures.
- Once you have received your access information, log on to <http://inscription.myfirst.fr> and start your online registration!!

#### For non-European nationals

- As soon as you receive your Acceptance Letter, you can begin your visa procedure! (See your local Campus France office or French Embassy about this).

#### For everyone

- Depending on your situation, you might need a translation of your birth certificate for the French National Health Insurance or for the Housing Allowance. Find out how and where to get it, but do not get the translation done too early! Remember that it can not be issued more than 3 months before your arrival. You might also want to get two copies certified, if you think you might be eligible for the housing allowance. Registration will be online.
- Start looking into flights! Now that you have your semester dates, you might be able to find good deals!





# PREPARING YOUR ARRIVAL

## PRE-DEPARTURE CHECKLIST

Before you leave home

- ☑ **Check that your passport is valid for at least six months after the start of your course. If not, apply for a new one as soon as possible.**
- ☑ **Make an appointment with the embassy or Campus France for the visa process**  
*N.B. It is possible that students who apply for visas will be asked by the French embassy to take out a travel insurance with repatriation in case of serious health problems, accident etc. and have a health certificate of non-contagion (dated no more than 6 months before your arrival in Reims or Rouen), details of your inoculations and information on any health problems you may have which a doctor would need to know in case of ongoing treatment or accident.*
- ☑ Prepare all the papers you will need for the **academic year**
- ☑ Bring the **original of your birth certificate** (dated no more than 3 months before your arrival in France). 2 copies might be necessary: one for the student healthcare insurance and one if you want to apply for the Housing Benefit (CAF)
- ☑ Make copies of all **important documents**
- ☑ For European students only: have your **European Health Insurance Card (EHIC)**
- ☑ **For students aged 28 or over:** bring a copy of your private healthcare insurance contract or the necessary documents to register to the CMU
- ☑ Organise and confirm your **accommodation** in Rouen or Reims.
- ☑ Ask for your **international driving licence** (in case you want to drive a car in France)
- ☑ **Unblock you phone** for international calls and/or for it to accept a French SIM Card
- ☑ Check if the **electricity plugs** of your country are different (and if so, think about bringing a plug adapter/ voltage converter with you or buying one in France)
- ☑ Email yourself and your family copies of your passport and your visa, so that you can access them immediately **in case of an emergency**
- ☑ Be prepared for a **cultural transition!**



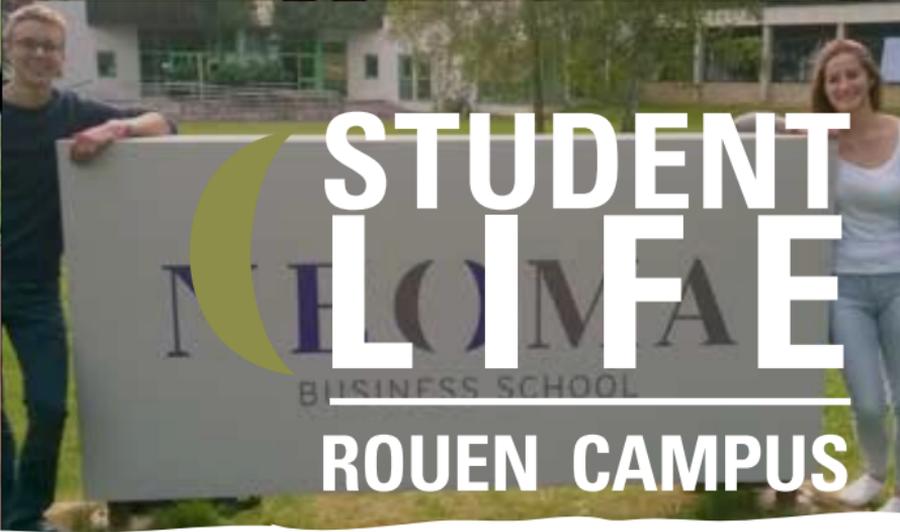
## Plan your trip and arrival to France

- ☑ Book your **flight to France**
- ☑ Take out **travel insurance** to cover any loss of luggage or delays/cancellation of your flight
- ☑ Visit your doctor if you have any **ongoing medical conditions**, to make sure you have a good supply of medicine and a letter from your doctor, or medical notes, translated into French or English, to help when you register with a doctor in France
- ☑ Make arrangements for **funds to cover living costs and accommodation** to be transferred to your French bank account once you open it. **Do not bring large amounts of cash!** Arrange enough cash to cover living cost (food, housing,...) during your first days in France
- ☑ Fill-in the **arrival form on-line**
- ☑ If you booked at CROUS through the Housing offer, **let your contact person know when you want to check-in and get your keys** (Please contact your residence directly and be careful about the residences opening times)
- ☑ Know the **details** (exact address, name, phone number) **of your destination**
- ☑ Make sure you have the **address and phone number of the School**
- ☑ Take a list of **temporary accommodation** in case your flight or train is delayed

## Upon arrival: what do to once you arrive at neoma bs?

- ☑ Call or email home to let your family and friends know you have **arrived safely**
- ☑ Attend all the **events organized for International Students** (Welcome Day, Orientation, Forum ...)
- ☑ Register for the **housing insurance** - if not already done before departure
- ☑ Subscribe for the **student healthcare insurance** (depending on stay duration, age and country of origin)
- ☑ Follow the **Immigration procedure**: if you are concerned (OFII procedure), bring your "request of OFII certificate" and the requested documents during the Forum @ school
- ☑ Be sure to fill-in your **CAF** application on-line before the end of the first month in France concerning the APL (housing benefit)
- ☑ Strongly recommended: **Open a bank account** (special offers available @ school during the Forum), necessary for the CAF application (housing benefit), and French healthcare insurance (SMENO or MGEL) and Housing Residence
- ☑ Optional: Buy a **Mobile Phone** or a **French SIM Card** (special offers available @ school during the Forum)





# STUDENT LIFE

ROUEN CAMPUS



# STUDENT LIFE

## WELCOME DAYS

Welcome Days are designed to assist you settle your new life in Rouen and at **NEOMA BS**. Welcome Days take place during the first week of each semester.

Our programmed events will introduce you to your mentor, academic coordinators or advisors and student life. With the help of your mentors, your transition will be easy and fun, and definitely unforgettable. Before coming to **NEOMA BS**, be sure to check regularly your email account for detailed information about Welcome Days and Arrivals.

## FORUM

During Welcome Days, a Forum with all of our partners will be organized. You will meet:

- The bank allows you to open your French bank account.

[www.societegenerale.fr](http://www.societegenerale.fr)

- Allows you to subscribe to optional complementary health insurance.

[www.smeno.com](http://www.smeno.com)

- You will meet representatives of ISIC show you the different benefits of your student card. [www.isic.fr](http://www.isic.fr)

- Purchase your bus and metro tickets, and get your Astuce transportation card.

[www.reseau-astuce.fr](http://www.reseau-astuce.fr)

- ISSC Stand

The ISSC team will start your OFII procedure and make sure that you obtain your OFII stamps as soon as possible.

### For this Forum, remember to bring the following documents:

- **2 Copies of passport**, details information, visa and entry step,
- **OFII form**,
- **Housing attestations**, issued directly by your landlord (CROUS, private residences / landlord),
- **ID photo**,
- **Cash in Euros**.





# STUDENT LIFE

## SOME WORDS FROM THE PRESIDENT OF CULTURE CO

Hi everyone!

We are the international students' office, «Culture Connection,» which is an active student association on the Rouen campus of NEOMA BS. We are entirely dedicated to you and to your integration into the French student life.

Our role is to organize different kinds of events (trips to beautiful cities in France and in Europe but also to Disneyland, parties, dinners and many other surprises...!), so we can make your stay in France memorable and help you to become real members of the Rouen campus family! And trust me you will!

We will show you and tell you all about the French culture and will be happy to know more about yours!

On our Facebook page:

<https://www.facebook.com/cultureconnection.neomabs>

We will post every event we organize for you and every date that you should be aware of. Before September, you will know about any useful information and will be ready to have fun!!!

There are also many other student associations on the campus like BDS (Sports), BDE (student life), BDA (Arts) and for you there are special prices for joining each association in order to have many exciting moments.

We are going to organize an « Orientation Day » during your first days in Rouen: you will have to work in a team and accomplish missions in the city. It will be a funny way to know your new friends and to visit the beautiful city of Rouen.

Looking forward to chatting with you on our groups, and to meeting you soon!!!



## **STUDENT LIFE / MEDIA / COMMUNICATIONS**

Le Bureau des Elèves (BDE) or General Students Union is composed of student representatives elected each year. Each campus has its own Bureau des Elèves. It organizes the Fresher's week, Welcome Days, parties, events, balls...

## **SPORTS & THRILLS**

The Sports Union or Le Bureau des Sports (BDS) organizes a wide range of sportive activities and competitions throughout the year, such as tennis, football, rugby, gym, weightlifting, basketballs, golf, volleyball, mountain climbing - basically any kind of sport you can think of! For weekly schedules, just check their offices.

## **ARTISTIC & CULTURAL**

Le Bureau des Arts (BDA) organizes cultural events (Ciné-club, Printemps Théâtral), produces and directs the school video book and also offers a wide range of activities such as theatre, dance, music and art lessons.





# STUDENT LIFE

## WELCOME DAYS

Welcome day is designed to assist you – to settle into **NEOMA BS** life. Welcome day takes place during the first week of each semester. For international students it's free of charge. Participation in the Welcome day is strongly recommended. Our programmed events will introduce you to your mentor, faculties' coordinators or academic advisors and student life. With the help of your mentors your transition will be easy and fun, and definitely unforgettable. Before coming to **NEOMA BS** regularly check your email account for detailed information about Welcome Days and arrivals.

## FORUM

During Welcome Days, a Forum with all of our partners will be organized. You will meet:

- The bank allows you to open your French bank account  
[www.societegenerale.fr](http://www.societegenerale.fr)
- Allows you to subscribe to optional complementary health insurance.  
[www.mgel.fr](http://www.mgel.fr)
- You will meet representatives of ISIC show you the different benefits of your student card. [www.isic.fr](http://www.isic.fr)
- ISSC Stand

The ISSC team will start your OFII procedure and make sure that you obtain your OFII stamps as soon as possible.

### For this Forum, remember to bring the following documents:

- **2 Copies of passport**, details information, visa and entry step,
- **OFII form**,
- **Housing attestations**, issued directly by your landlord (CROUS, Acobha or private residences / landlord),
- **ID photo**,
- **Cash in Euros**.



## EVENTS AT NEOMA BS

During the academic year, you will have the opportunity to attend many different events organized by **NEOMA BS**, the Confucius Institute, the CROUS, the city of Reims, students associations, and of course, the BDI! From concerts, movie evenings, theatre, running dinners, trips around Champagne and Europe, to parties and galas - we have every kind of event you may wish for!

## STUDENT UNIONS

The **NEOMA BS** student unions are run by students, for students and are dedicated to the social needs of all the **NEOMA BS** students. You do not become a member automatically, but are welcome to join any Student Union at any time.

The BDI is the International Student Union. This organisation's main objective is to welcome and to integrate international students into the school providing opportunities to assimilate into and exchange with the French culture

Notably, the BDI organizes discovery trips in France and elsewhere and generally aim to keep your evenings in Reims lively.

The "mentor program" pairs new international students with current **NEOMA BS** student. Your mentor will answer your questions before your arrival in France and will give you a hand at the beginning of your stay.



# STUDENT LIFE

## SOME WORDS FROM THE PRESIDENT OF THE BDI

*Hi everyone!*

*We are the BDI (international office), a student association from Neoma Business School in Reims and our goal is to make your stay in France as nice as possible. We will help you for several things when you arrive and we will be your first contact in France, to be integrated to the Campus of Reims.*

*We will also organize a lot of events: trips to European Cities, to Disneyland Paris, dinners, wine and cheese degustation, visits of champagne houses, crazy parties and also many other surprises !*

*We will try to make as many event as possible, there should be at least one each week! You will also have the opportunity to show your culture to the French students and to share nice moments with them!*

*This will start very soon, for the first day you will arrive in Reims, we will prepare you a nice presentation of the school, visit of the campus, visit of the city through funny activities! The days after your arrival, we will organize several events!*

*But we are also here for you if you have any kind of problem during your stay! We can help you with administrative stuff, give you good addresses in Reims, or do whatever that can help you! You will also have a French Mentor in order to have a nice integration in France!*

*Now, you can like our Facebook page: and add Bart Buddy which is a fictive avatar with who you will be able to communicate! Feel free to ask him all the questions you have!*

*We are a team of 50 motivated students working for the BDI association and we are really looking forward to meet all of you! We will try our best to make your stay in Reims memorable!*

*See you very soon!*

*The BDI team!*



## **STUDENT LIFE / MEDIA / COMMUNICATIONS**

Le Bureau des Elèves (BDE) or General Students Union is composed of student representatives elected each year. Each campus has its own Bureau des Elèves of all the programs of the School. It organizes the Freshers' week, induction days, parties, events, students' balls...

## **SPORTS & THRILLS**

The Sports Union or Le Bureau des Sports (BDS) organizes throughout the year a wide range of sportive activities and competitions: tennis, football, rugby, gym, etc. For weekly schedules, just check their offices.

## **ARTISTIC & CULTURAL**

Le Bureau des Arts (BDA) or Art Union organizes cultural events (Ciné-club, Printemps Théâtral), produces and directs the school video book and also offers theatre and dance lessons.

## NOTES

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# NEOMA

BUSINESS SCHOOL

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**CAMPUS REIMS**, 59 rue Pierre Taittinger - BP 302 - 51061 Reims Cedex  
**CAMPUS ROUEN**, 1 rue du Maréchal Juin - BP 215 - 76825 Mont-Saint-Aignan Cedex  
**CAMPUS PARIS**, 9 rue d'Athènes - 75009 Paris

[www.neoma-bs.fr](http://www.neoma-bs.fr)