



# Summary

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# IESEG

## School of management

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# Welcome to IESEG School of Management

## A MESSAGE FROM THE DEAN

***Dr. Jean - Philippe Ammeux, Dean***



Dear International Student,

Welcome to IESEG and congratulations on your choice of international study. We sincerely hope the experience you have in Lille or Paris will be of great benefit to you, both personally and professionally.

Studying in France, at IESEG School of Management, is an ideal way to broaden your international experience, and we will be delighted to count you as one of our students.

Our school, which you will get to know better thanks to this guide and to the various materials you receive from us or consult on our website, has its mission to train those who will be the future actors of corporate development, in all the varied fields of business administration.

To achieve this goal, we have adopted a well-structured and complete five-year programme leading to the award of the IESEG degree, a Master of Science in Management Degree validated by the French Ministry for Education.

Our pedagogical project blends a conceptual and theoretical approach with significant field experience in corporate environments, and places a strong emphasis on the international dimension. We have the resources we need to achieve our ambitions : a small, friendly school, equipped to the most recent standards, high-quality faculty and tutors from both university and corporate backgrounds.

Among the French Schools of Management, IESEG is unusual in offering the virtues of both a university education (we are part of France's largest private university) and a professional orientation, accredited by the "Conférence des Grandes Écoles".

At IESEG, we believe that business education must by nature be international : we have integrated this dimension into our curriculum and we encourage international study : 70% of our students spend at least one year outside of France, and we have an annual intake of around 450 exchange students from over 155 partner universities around the world.

International students make a major contribution to IÉSEG through the diversity of their experiences, perceptions and study traditions. Through interaction, they enrich both our student body and their own personal experience.

To choose IESEG is to choose a style of education which is both academically rigorous and well-adapted to employers' needs, a faculty which is both high-quality and accessible, and a school which believes strongly in internationalisation. IESEG also offers a well-developed social life : a school of human dimensions, with a strong identity, at the heart of France's leading private university.

We will be very happy to welcome you to IESEG and we will do our best to make your experience, both academic and personal, as enriching as possible.

Welcome to France. Welcome to Lille. Welcome to Paris. Welcome to IESEG.

Dr. Jean-Philippe Ammeux,  
Dean

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## A MESSAGE FROM THE ASSOCIATE DEAN

*Stephen Murdoch, Associate Dean - International*



We are very pleased to welcome you to IESEG School of Management.

We hope that this guide will assist you in preparing your arrival at IESEG and that your stay here will meet all your expectations. I and the staff at the International Relations Department, we are always here to assist you with your stay in Lille or in Paris and answer any questions you may have. Please come by or contact us at any time if you are in need of assistance.



We wish you an enriching and enjoyable experience at IESEG and we look forward to meeting you soon.

Sincerely,

Stephen Murdoch  
Associate Dean - International

# International Relations Department

## ***One school, 2 campuses***

The International Relations Office staff members usually have missions which cover Lille and Paris activities, even if they are based on one or the other campus.

## **> LILLE CAMPUS**



### **Mr Stephen MURDOCH, Associate Dean - International**

[s.murdoch@ieseg.fr](mailto:s.murdoch@ieseg.fr)

- Responsible for international relations and collaboration
- Development of international partners network and internationalization strategy, accreditations
- Development of joint programmes & dual degrees, twinning and short-term programmes
- Professor of Law and Ethics



### **Ms Jie HONG, Associate Director of International Relations Head of International Recruitment**

**Directrice Adjointe des Relations Internationales  
Responsable du Recrutement International**

[j.hong@ieseg.fr](mailto:j.hong@ieseg.fr)

- Marketing and recruitment of international degree seeking students
- Supervision of IESEG Offices abroad
- Development and coordination of joint programmes and dual degrees



### **Mr Pascal AMEYE, Head of International Exchange Programmes Partnership Development**

**Responsable des Programmes d'Echanges Internationaux  
Développement du Réseau Partenaire**

[p.ameye@ieseg.fr](mailto:p.ameye@ieseg.fr)

- Relationship with partner universities
- Coordination of international exchange programmes
- Academic advisor (IN & OUT) ; Supervision of IESEG outgoing students
- Development of joint programmes & dual degrees



**Ms Hélène GUINARD, International Services Coordinator**  
**Coordinatrice des Services Internationaux**

[h.guinard@ieseg.fr](mailto:h.guinard@ieseg.fr)

- Contact for international students at IESEG Lille : general requests, housing, orientation week
- Coordination of International Club – Lille
- Supervision of IESEG outgoing students
- Training mobility / Staff Exchange



**Ms Coralie LEDUCQ, International Services Coordinator**  
**Coordinatrice des Services Internationaux**

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- Contact for international students at IESEG Lille : general requests, acceptance letter, health, residence title, housing subsidy
- Supervision of IESEG outgoing students



**Ms Mathilde LIÉNARD, International Partner Relations Coordinator**  
**Assistant to Associate Dean - International**  
**Coordinatrice des Relations Partenaires Internationaux**  
**Assistante de l'Associate Dean - International**

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- Follow-up and development of IESEG's international network, agreement renewal  
IESEG brochures and promotion material ; IESEG ambassadors
- Contact for partner institutions information for IESEG students
- Teaching staff mobility / Faculty Exchange
- Planning incoming visits
- Assistant to Stephen MURDOCH



**Mr Ricky YOUNG, International Recruitment Coordinator**  
**Coordinateur du Recrutement International**

[r.young@ieseg.fr](mailto:r.young@ieseg.fr)

- Recruitment of international degree seeking student ; contact for prospective master students
- Management of short term programmes
- Summer programmes for IESEG students



## > PARIS CAMPUS



**Ms Marta MARCHEVA, Head of International Summer Academy  
Responsible International Summer Academy**

[m.marcheva@ieseg.fr](mailto:m.marcheva@ieseg.fr)

- Management of IESEG International Summer Academy
- International student recruitment
- Professor in Marketing
- Pedagogical support for Bachelor students (Year I & II)



**Ms Marta VAZQUEZ, Head of International Services  
Partnerships Development**

**Responsable des Services Internationaux  
Développement du Réseau Partenaire**

[m.vazquez@ieseg.fr](mailto:m.vazquez@ieseg.fr)

- Management of students services
- Relationship and development of partner universities
- Academic advisor (IN & OUT), Supervision of IESEG outgoing students
- Management of the International Clubs – Lille & Paris
- Conference and events organization on Paris Campus



**Ms Hanane ELKOUARI, International Services Coordinator  
Coordinatrice des Services Internationaux**

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- Contact for international students at IESEG Paris : general requests, housing, orientation week health, residence title, housing subsidy
- Supervision of IESEG outgoing students
- Special projects in Africa

## > IESEG OFFICES IN INDIA



**Ms Viragi JHAVERI, Manager of IESEG Office in Mumbai**

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- Contact for all of India except Delhi and Chennai
- Contact for Christ University twinning programme
- International student recruitment
- Development of Joint and Dual Degree programmes

**IESEG Office Mumbai**

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**INDIA**

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**Ms Brijveen SABHERWAL, Manager of IESEG Office in Delhi**

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- Contact for Delhi and Chennai
- Contact for Loyola College twinning programme
- International student recruitment

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**INDIA**

**Phone +91 98737 56563**

# About the school

## > IESEG, A MEMBER OF THE LILLE CATHOLIC UNIVERSITY

Established in Lille in 1964 and member of the "Conférence des Grandes Écoles", IESEG is now one of the top 10 business schools in France. IESEG's mission is to train and prepare future executives and leaders in the corporate world both nationally and internationally, create actors of change in a professional environment that is constantly changing and improving. IESEG has a total of 1700 students on both the Lille and Paris campuses. As a member of Lille Catholic University, IESEG School of Management actively supports the University's teaching and research activities through its human and financial involvement in common projects.

### ***Lille Catholic University, France's largest private university***



Lille Catholic University, founded in 1875, has become a leading centre for higher education in France. It is the largest private campus in the country with 22,660 full time students. The University offers over 140 degrees in 5 major areas : Humanities, Law/Economics/Business Administration, Science/Engineering/Technology, Medicine and Theology. Its originality lies in the fact that degrees are available both in the traditional-style University Faculties and the high-profile "Grandes Écoles".

### ***Highlighting innovation in teaching***

The University excels in top-grade teaching linked to vocational expertise, making students fully prepared for their future careers. Work placements and practical internships are integrated into study programmes for degree seeking students. One of the essential characteristics of all teaching on campus is the importance attached to the humanities ; all students take courses in culture or ethics.

## ***Breeding excellence in research***

Lille Catholic University is an important centre for research : it has 70 research teams, many of which collaborate with major research institutes. The university has 13 libraries including a main library (BU Vauban) which gathers together more than 300,000 specialised books and 1,000 periodicals, as well as a networked online library. It offers 400 study places and integrated work points.

## **> DISCOVER IESEG**

### ***Rigorous and demanding curricula***

**IESEG was the first business school in France to have a 5-year post- baccalauréat cursus** : a 3-year Bachelor in Business Administration programme covering the fundamentals of management, followed by a 2-year Master of Science in Management programme in which the students deepen their management knowledge and choose a specialisation.

IESEG's Master of Science in Management degree is a rigorous and demanding 5-year programme, which combines advanced theoretical training and significant hands-on experience through internships and projects. In the Masters programme IESEG has **8 fields of specialisation** : Marketing, Finance, Human Resource Management, Management of Information Systems, Operations Management, Audit-Control, International Negotiation and General Management.

The IÉSEG Master in Management programme trains future managers in all the functional areas of management, both through academic study and experience in the workplace. IÉSEG offers majors and minors in the fields of audit and accounting, finance, marketing, human resources management and international management. The School has always maintained its academic excellence and insists on in-depth knowledge of both economics – to give the manager a better understanding of her/his environment – and quantitative methods, which are required to master modern management tools.

**The diploma approved by the French Ministry of Education** has also been awarded the "grade de Master". The students wanting to enter the school have to pass a competitive entrance exam which is part of the "ACCES" group of exams. IESEG is a member of the "**Conférence des Grandes Ecoles**", **EFMD** (European Foundation for Management Development) and **AACSB** (Association to Advance Collegiate Schools of Business), that recognise the quality and excellence of the school.

With an international mind set, **IESEG is the first school to offer all the courses on the Masters programme in English.** 75% of the permanent academic staff come from a non-French background. All the courses are now given in English in the 3rd year. There are over 200 management courses offered in English. IESEG has a network of 155 partner universities in 43 countries. 75% of IESEG students take part in our student exchange programme at these universities.

## ***Lille Campus***

IESEG School of Management is at the heart of France's largest and most dynamic private campus, within easy walking distance from student residences and restaurants and the commercial and cultural centre of Lille, one of France's largest student cities and a European metropolis.



IESEG School of Management has its own purpose-built facilities, in a modern and functional building designed to offer a sociable working atmosphere to our 1700 students. The school never closes : study rooms, cafeterias and the five computer labs remain accessible 24 hours a day, seven days a week thanks to an electronic access system. IESEG School of Management supports physical education ; students have access to a fully equipped gymnasium where they can practice their favourite sports.

## ***Paris Campus***

IESEG opened a campus in Paris in September 2008 and settled in the "Grande Arche" in 2009. By 2012 the Paris campus will have the 5 year "Grande Ecole" programme available on site. On the 6000 m<sup>2</sup> platform the campus has 13 amphitheatres, 10 classrooms, 3 multimedia centres, 1 library (350 m<sup>2</sup> ) 1 cafeteria and rooms available for school associations. IESEG opened another building of 2000 sqm in September 2011, Building H. This new building is opened on Saturday morning.

This prime location allows the school to reinforce its links with companies and build on its already excellent reputation nationally and internationally. Paris is the location of major headquarters (French and International companies : Darty, FNAC, NESpresso, etc). Furthermore, many branches of these companies have offices surround the Grande Arche of La Defence (such as GE, Ernst & Young, FNAC, etc).

## ***Friendly and accessible staff***

More than 150 specialists from the academic and corporate worlds give courses and seminars at IÉSEG. Small-group classes and innovative teaching intensify interaction between teachers and students and facilitate acquisition of skills and knowledge. Our staff, friendly and accessible, devotes significant time and resources to the individualised tutoring of students. Our full-time faculty provide students with assistance, supervise their projects and master's theses, and oversee their projects and internships.

## ***Social life at IESEG***



IÉSEG School of Management strongly supports student societies and clubs, which guarantees intense and rewarding extra-curricular activities. The various societies give students opportunities to get involved in team projects, to familiarise themselves with responsibilities and decision making, to discover the business world, or to practise sports. The student union organises all major events. IESEG Conseil is the «junior

company» of IESEG, which creates a professional link between students and companies ; it also provides projects that are formative, paid-for (market studies, computer jobs, management consultancy...) and practical applications of IESEG studies. IESEG Finance is a club which objective is to give students a plus in their career start by organizing activities & networking related to Finance. The Sports Bureau offers regular trainings and/or sports tournaments, organizes the practices of various activities (rugby, football, basketball, handball, dance, tennis, badminton ...). These are just some of IÉSEG's organizations. There are over 200 on the Catholic University of Lille's campus, mainly involved in sports, culture and charity work.

## ***IESEG Figures (2011-2012)***

- 2, 700 students
- 85 permanent professors, 270 adjunct lecturers, 50 visiting professors
- 20 000m surface area in modern buildings, open 24 hours a day, 350 days a year
- 170 partner universities in 47 countries
- 600 students on university exchange programmes abroad
- 800 international students welcomed
- Over 600 students in internship abroad
- Over 3,600 alumni
- 12, 000 hours of teaching per year
- 2, 500 company partners through internships

## > IESEG & THE “GRANDE ECOLE” CONCEPT

### ***What is a “Grande École” ?***

In France, the most prestigious management programmes are offered at “Grandes Écoles”. These institutions of higher education attract the best students for a variety of reasons :

- Proven efficiency in the training of first-rate managers,
- High quality, breadth and depth of education,
- Degrees accredited by the French Ministry of Higher Education and Research and highly prized by the corporate world,
- Quality teaching facilities, excellent staff-student ratios and small size, which foster a sociable working atmosphere,
- Flexible curricula and teaching methods, and close interaction with the business world, which keep programmes in tune with the changing needs of employers,
- Strong international orientation and well-developed networks of international partners,
- Careful selection of applicants through highly competitive entrance examinations.

France has over 200 business schools, but only 28 institutions are accredited by the « Conférence des Grandes Écoles ». IESEG School of Management is a member of this exclusive club.

### ***IESEG School of Management***

IESEG School of Management’s main degree programme is its Master of Science in Management (MSc), awarded after five years of study. Within the “Grandes Écoles”, IESEG School of Management is particularly well-known for its in-depth study of economics and applied quantitative methods. IESEG School of Management is also one of the few “Grandes Écoles” to be part of a University, which guarantees the academic excellence of its faculty, research and curriculum.



This guide is downloadable from our website :

<http://international.ieseg.fr/international/international-students>

# Application process

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# Applications for exchange students

## > PRE-SELECTION IN YOUR SCHOOL

Before contacting us, you have to fulfil some pre-selection procedures required by your home institution. Contact your school official representative (International Relations Office, Office of Studies Abroad, ERASMUS / SOCRATES Office, etc...). The application process is the same for Lille campus and Paris campus.

## > PREPARING YOUR APPLICATION FORM

### *Essential documents*

After your school pre-selection, you will have to apply online and to fill in a compulsory **① application form** and **② a proposition of course choice** by using the standard documents sent by IÉSEG to your school (Learning Agreement) and add some **③ required documents**, before having **④ your application validated and signed by your University to validate it** (compulsory to be accepted at IÉSEG in an exchange programme).

The Learning Agreement and the Exchange Programme Information are available on the IÉSEG School of Management website under "International > Study @ IESEG in exchange".

### *Online application*

You are required to read the "Exchange Programme Information" and then apply online on <http://application.ieseg.fr/INInfo> and follow the indicated procedure. **Fall 2012 and Academic year 2012/2013** : online application will open April 1st and close May 31st, 2012. The application process is the same for Lille campus and Paris campus.

### *Campus choice*

You select your campus when you apply online. **This choice must have been done in agreement with the International Relations Office at your home institution.** Please keep in mind that you cannot switch between the two campuses. If you go to Lille you will study all courses in Lille and vice versa with Paris.

## Course choice

We offer more than 200 courses taught in English. At Bachelor level, courses are taught in both French and English ; while at Master level (also known as Master of Science in Management) ; courses are taught entirely in English. Courses are offered on a semester basis.

You may choose courses in :

- years 1, 2 and 3 of the Bachelor of Business Administration
- semester 1 and 2 ONLY from the Master of Science

Course details for prospective exchange students at IESEG can be found on our website (<http://international.ieseg.fr>) under “**International > Study @ IESEG in exchange**”, where a “**List of courses available for exchange students**” can be downloaded among other documents. Once you have this list, check “**International > Course Catalogue**” on our website and read the explanation of the ECTS course code first for a better course research.

Our language requirements are the following : a good command of English ; notions of French are appreciable for everyday life. No official test is required for partner universities’ students (French or English). Students will take a French language test during orientation week to know their level and will be split in groups accordingly.

## Course code

IESEG adopted the Catholic University course codes. For example on our online catalogue a course is indicated “ **1011-IESEG-M-S1-IBS-MA-EI22UE MANAGING KNOWLEDGE STRATEGICALLY** ” :

- **1011** means that the course was proposed in 2010-2011
- The course is proposed at **IESEG**

### • STUDY YEAR :

- BA1** : 1st year of Bachelor
- BA2** : 2nde year of Bachelor
- BA3** : 3rd year of Bachelor
- M** : Master

### • PERIOD : S1S2, S1, S2 :

- S1** : Semester 1 (only from September to December)
- S2** : Semester 2 (only from January to May)
- Y** : Year (staggered all over the academic year)
- S1S2** : Given twice, once each semester

- The first 3 letters characterize the field of study to which the course is attached. **IBS** means Business Administration (see listing below)
- **The 6th and 7th characters** of the ECTS code (after period) refer to the type and the format of course. In the case of our example, the course is an elective (E) given in intensive format (I) (see listing below)
- **Final letter** : **F** means that the course is taught in French ; **E** meaning English, **G** : German, **C** : Chinese, **I** : Italian, **S** : Spanish and **X** : multilingual.

## COURSES

<b>ACC</b> :	Accounting	<b>MIS</b> :	Information System
<b>COM</b> :	Communication	<b>MKT</b> :	Marketing
<b>DEV</b> :	Personal Development	<b>NEG</b> :	Negotiation
<b>ECO</b> :	Economics	<b>OPS</b> :	Operations Management
<b>FIN</b> :	Finance	<b>PRO</b> :	Professional Project
<b>IBS</b> :	Business Administration	<b>QMS</b> :	Quantitative Methods
<b>LAN</b> :	Language	<b>RES</b> :	Research Methodology
<b>LAW</b> :	Law	<b>THE</b> :	Thesis / Consulting Project
<b>MGT</b> :	Management		

## TYPE OF COURSE (6TH CHARACTER)

<b>C</b> :	Core course
<b>E</b> :	Elective
<b>A</b> :	Course of English section in 3rd year of Bachelor
<b>X</b> :	Course of French section in 3rd year of Bachelor
<b>F</b> :	Master core course
<b>O</b> :	Optional course

## COURSE FORMAT (7TH CHARACTER)

<b>I</b> :	Intensive : course taught in concentrated shape and with a duration superior to 3 days)
<b>E</b> :	Extensive : course taught in several weeks
<b>S</b> :	Seminar : course taught in concentrated shape and with a duration inferior to 3 days

### The online course catalogue also indicates the number of ECTS credits.

You can access the course content by clicking the course title. Some courses may be affiliated to two fields of studies (Marketing and Management of Information System). ECTS credit is a European norm for credits (European Credits Transfer System) ; more details on [http://ec.europa.eu/education/programmes/socrates/ects/index\\_en.html](http://ec.europa.eu/education/programmes/socrates/ects/index_en.html)

**The normal workload is 30 ECTS credits per semester.**

The number of contact hours varies from the format and the level of the course. Students may have to choose from 10 to 15 courses per semester to get 30 ECTS. If you need more information or advice about the academic details, you can contact us at [academic.advisor@ieseg.fr](mailto:academic.advisor@ieseg.fr)



Please note the course selection form you send us before you come to IESEG is for reference only. Courses offered are subject to change. Official course registration will be done during the mandatory orientation seminar with our academic advisors ; you will have 3 weeks to add and drop courses. Students will be able to see if there is any course overlap during the mandatory orientation seminar only with timetables available on our Intranet.

## > SENDING OUT YOUR APPLICATION FORM

### *Address*

**All applications (Lille and Paris campus) are managed by Lille Campus** in the person of Pascal AMEYE, Head of Exchange Programs.

Please send all documents of your application form by mail to :

**International Relations Office, Pascal AMEYE, IESEG School of Management  
3 rue de la Digue , 59000 Lille, France**

Or by e-mail to : [p.ameye@ieseeg.fr](mailto:p.ameye@ieseeg.fr) or by fax to : +33 3 20 57 48 55.

**All documents must be sent in original** (even if sent by email/fax first).

**Please do not send any documents to Paris Campus.**

### *Documents to join*

You must send the following documents :

- ① **Application form** printed once you have completed the online application (online procedure and list of required documents in the document called «IESEG Exchange Programme Information», downloadable online)
- ② **European Credit Transfer System (ECTS) Learning Agreement** (course list). This document concerns all the exchange students.
- ③ **Original transcripts of grades**
- ④ **Statement of interest** (letter indicating reasons for applying)
- ⑤ **1 electronic photo** (to be uploaded during the online application : it will be used for your IESEG student card and student yearbook)
- ⑥ **Signature** from your home university on your application

**All students are required to bring a birth certificate** (you can provide it in French, English, German, Spanish, Portuguese or Italian.). Please keep it with you for the registration to French health insurance, do not send it with your application.

## ***Reception deadline***

For a stay starting in August 2012 : May 31st 2012

For a stay starting in January 2013 : October 31st 2012

We will confirm receipt of your form by e-mail (to you or your university), and inform your university by posted letter if the IESEG approves or refuses your application. Our policy is to favour exchanges and to accept applications whenever it is possible, taking your grade average into consideration and comparing it with your proposed set of courses at IÉSEG. Once our Academic Coordinator has accepted your application, **an acceptance letter will be sent to your home coordinator, and you will receive a copy of it by email**, as well as your coordinator.

We do not send you an information package as we already sent them to your university. (information packages are usually sent mid-April). This package is downloadable from <http://international.ieseg.fr/> (**International > Study @ IESEG in exchange section**). We only send students an acceptance letter.

**You are required to read all the information we sent in our information package.**

Effectively preparing for your time in France can be extremely important to ensure everything goes smoothly and you have no problems.

# *Applications for degree seeking students (through exchange agreement)*

Students coming for a double-degree through the exchange programme should apply through the exchange programme application :

- EBS Universität für Wirtschaft und Recht - Germany
- Konkuk University – South Korea
- Università Carlo Cattaneo LIUC – Italy
- ESAN – Peru
- Soochow University – Taiwan
- National Chengchi University – Taiwan

All students interested in applying to any of IESEG's degree programs as individual students, please contact Mr. Ricky Young at [r.young@ieseg.fr](mailto:r.young@ieseg.fr)

# Administrative formalities

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# Registration at IESEG

During the orientation seminar, **The Studies Department staff** will present you the school and your main interlocutors and will help you with your first formalities (course registration, etc).

- In Lille, their offices are located in building A, second and third floors.
- In Paris, their offices are located in the room R25.

**The International Relations Department** will help you with other formalities such as residence permit application, health insurance, housing, etc.

- In Lille, their offices are located in building D, first floor.
- In Paris, their offices are located in building H, third floor.

Registration to classes during the orientation week concerns **exchange and MIB students only**. **Bachelor students** are automatically registered in the Bachelor program. **Master (MSc)** students will choose courses with all MSc students the 1st week of September.

## > TO OBTAIN A STUDENT/ACCESS CARD TO IESEG

During the orientation seminar you will receive your student card which is also the electronic pass. An official document with your login and password will be distributed as well for computer access.

The student card will allow you to benefit from the university services at subsidized prices and obtain discounts on numerous products and services (bookstores, cinema tickets during the week, university restaurants...). If you don't have your card with you, you may show a copy of your school certificate, but it may not be enough.

### **Lille campus**

Work and social interaction rooms, computer labs are open 24h/day seven days a week, thanks to an electronic access system.

If you lose your student card, immediately report the loss to Maintenance & Supplies Office (office A202). A new card will be created, but you will have to pay a 10-euro fee.



## ***Paris campus***

Work and social interaction rooms, computer labs are opened from 7.45 am to 8.20 pm from Monday to Friday except during Exams Sessions. If you lose your student card, immediately report to Mrs Christine de Rorthays office the loss. A new card will be created, but you will have to pay a 10-euro fee.

## **> TO OBTAIN A LIBRARY CARD**

### ***Lille Campus***



The university main library (BU Vauban) located rue du Port (5 minute walk), gathers together more than 300,000 specialized books and 1,000 periodicals. It offers 400 study places and integrated work points which allow research, data processing and acquisition on the same computer. Show your IESEG student card to the library reception : it will be magnetized especially for the library. You will also have access to the IESEG Documentation Centre (building B, basement).

### ***Paris Campus***

The university main library located in room B44, gathers together more than 300,000 specialised books and 1,000 periodicals. You will show your IESEG student card to the library reception, and it will be magnetized especially for the library. A visit of this building is organised during the integration seminar.

E -books are also available on Dawsonera. You can consult or borrow them from 1 to 7 days. For all information, or help to search a book or a paper, please contact : Liora Loche ([l.loche@ieseg.fr](mailto:l.loche@ieseg.fr)) office B39.

#### **• BIBLIOTHÈQUE NUMÉRIQUE EN RÉSEAU (BNR)**

BNR is a numerical source of documentation ; from IESEG intranet, you can have access to databases. You can find a lot of academic papers and newspapers in each management's area.

#### **• INFOTHEQUE LEONARD DE VINCI**

On the « Pôle Léonard de Vinci » at La Défense (5 min from IESEG)

⌚ Monday, Tuesday, Wednesday and Friday from 9.00 am to 7.00 pm

⌚ Thursday from 12.00 to 7.00 pm, Saturday from 9.30 am to 1.00 pm

Information : 01 41 16 71 25

# Academic life

Your first impressions of academic life in France might be confusing. Beyond the possible informality of the classroom, professors are very demanding. Some of these apparent contradictions can be explained by the values that underpin them. Teaching styles and classroom attitudes vary widely and are influenced by many different factors. Even where tradition does dictate professorial or student behaviour, the patterns may not be evident to someone coming from a different tradition.

What to expect ? Regular class attendance and involvement in class discussions are expected. Part of your final course grade will often be based on class participation. The professor commonly uses lecture and discussion sessions. He assigns readings to supplement the lectures and discussions. Examinations cover materials discussed in class as well as readings done outside the class. There are also frequent quizzes, papers and tests throughout the semester. It is very important that you meet the deadlines assigned.

IESEG professors are either permanent or part-time. Only permanent professors have an office at IESEG. Visiting professors are usually at IESEG for one week, but can be contacted by email, or in their office.

## > COURSE REGISTRATION

The **Study Office** will advise new international students.

At IESEG the **normal load for a regular student is 30 ECTS credits per semester**. The number of contact hours varies depending of the format and the level of the course.

### • BACHELOR STUDENTS

You do not select courses or register during the orientation seminar : your programme is set and all Bachelor students almost have the same courses. You will choose a few electives the 1st week of September.

### • MSC STUDENTS

You select courses and register with local MSc students after the orientation week. Online registration.

### • DOUBLE DEGREE STUDENTS (BACHELOR AND MSC)

Your course choice may be up to you or following a specific program, in agreement with your home university.

### • MIB STUDENTS

Course selection and online registration will take place during the orientation seminar. You will get an individual interview with one of the exchange coordinator (Studies Department) to confirm your course list and schedule.

### • EXCHANGE STUDENTS

The course selection form you sent us before coming to IESEG is for your reference only : use it to choose your courses. Course selection and online registration will take place during the orientation seminar. You will get an individual interview with one of the exchange coordinator (Studies Department) to confirm your course list and schedule.

We recommend a minimum of 20 ECTS for international exchange students, in accordance with your home university. If you want to take less than 20 ECTS credits, we need a confirmation by email from your university. This means that **you will certainly take about 15 courses per semester to validate the 30 ECTS credits : this is normal**. All exchange students have access to Bachelor courses (3 years). Master students and students in their last year of Bachelor programme have access to Master electives.

## > HOMEWORK

You are expected to spend time outside class reading the daily assignments, studying for quizzes, tests, mid-term examinations and final examinations as well as working on research papers or other projects. Students are sometimes dismayed by the amount of reading assigned for their courses, especially if English or French is not their native language. It is considered that an 18 hours class will result in 18 hours of personal work outside the class (readings, group projects, etc.) If you find yourself falling behind or feeling terribly pressured about your assignments, do not hesitate to discuss your problem with the professor after class or during office hours.

## > CONTACT WITH IESEG STAFF

**IESEG staff and students will contact you on your IESEG email address. Please check it regularly.** Please also clean your IESEG mailbox regularly, or it will be full and you won't be able to receive any message.

IESEG staff email addresses are on Intranet (<http://intraieseg/default.aspx> - part Communication / Contacts) and on our website [www.ieseg.fr](http://www.ieseg.fr). IESEG students emails are on intranet (part Communication : Trombi).

How to check IESEG emails : [www.outlook.com](http://www.outlook.com) go to Intranet and check your IESEG mailbox through "webmail". English version of webmail available.

## > ADD AND DROP LIMIT

### • FOR EXCHANGE, MSC AND MIB STUDENTS ONLY

→ 1st semester : The add and drop limit (subject to change) for both intensive and extensive courses is Friday **September 14th, 2012**

→ 2nd semester : Friday **February 1st, 2013**

**You cannot follow ANY course without being REGISTERED IN before by the Study Office.**

Likewise, **withdrawals** must also be **officially done to the Study Office**. Courses not withdrawn or withdrawn past-time limit will appear on your transcript of grades with the note "W/F" (Withdrawn / Failed).

### • FOR ALL STUDENTS

For any academic problem, please contact the Study Office to fill in a request letter.

**You are not allowed to make direct arrangements with the professors.**

## > COURSE SCHEDULE

Some changes may occur in your schedule. **Please check it regularly on the INTRANET.** You click on the little image called "plannings", choose "students", then choose your name and your schedule appears. You can also check the schedule for a course ("modules"), a professor ("staff"), a group, a room, etc.

**You will need to know this procedure to register to classes during the orientation seminar.**

This procedure will be shown during the orientation week. Do not hesitate to ask for our help ! Boards specific to each year of our program are put up in corridors. Last minute changes appear on the board of the corresponding year (if you took a course in Bachelor 3rd year, you'll check the board of the Bachelor 3).

Please also check the International board where you'll find useful information (B04 for Paris campus ; 2nd floor in building A for Lille campus). You may also receive emails from the study Office : **please check your IESEG mailbox regularly.**

## > EXAMS

**You must comply with the academic calendar** (available on Intranet and website). The exam schedule is communicated by the Studies Office. There are mid-term exams at Bachelor level. Final exams are organized at the end of the course, or during the exam session at the end of each semester.

Exams for intensive courses in MSc are usually organized at the end of the week. You cannot leave school before the end of the exam session if you chose extensive courses (semester long courses).

**Exchange students : No particular session will be organised for students who do not comply with the academic calendar.**

## > ATTENDANCE

Only medical reasons can justify an absence to an exam or a course. In that case you must provide us a **medical certificate** from the doctor as soon as possible.

## > PLAGIARISM AND ACADEMIC DISHONESTY

Plagiarism is the use of another's words or ideas without acknowledgement of the source. It is considered as a serious offence. The consequences of proved or even suspected plagiarism can be severe.

We take plagiarism and other forms of academic dishonesty very seriously. Academic dishonesty includes copying exam papers, assignments or term papers and presenting material as if it was your own. Disciplinary action will be taken against students who are academically dishonest.

## > GLOSSARY OF ACADEMIC LANGUAGE

### • BIBLIOTHÈQUE UNIVERSITAIRE (BU) (UNIVERSITY LIBRARY)

Each university (and often each university department, e.g. school or faculty) has its own library, which may or may not lend books.

### • FINAL

Final exam. Special weeks are dedicated to final exams. Please check the academic calendar in the Student guide. You'll know your exam schedule by email and through the board for international students.

### • "GRANDE ECOLE"

Strictly speaking, the term "Grande Ecole" applies to public or private higher education institutions that admit students by competitive examination following a preparatory course. "Grandes Ecoles" provide high-level education in engineering, business and civil service subjects. IESEG is part of these.

### • MID-TERM EXAM

Special weeks in the middle of the term or semester are dedicated to exams. Please check the academic calendar in the student guide.

### • SYLLABUS

Course Outline. Course descriptions can be found online (<http://international.ieseg.fr/international/course-catalogue>), in our course catalogue, and usually given by your professor at the very beginning of his / her course.

### • IESEG ON-LINE

A special website where professors have made some course materials available for their classes. You are required to check this information regularly to prepare your classes (go on Intranet, choose "pédagogie" and then "cours" : <http://extranet.ieseg.fr/ieseg-online/login.aspx>).

### • TRANSCRIPT

Documents addressed to your university detailing the subjects studied, your French grade, its correspondence in the US grade, the number of ECTS achieved and the number of contact hours. Please check the following part on grades to see an example of this document.

### • EXCHANGE STUDENTS

Transcripts are sent to partner universities (only) at the beginning of February for 1st semester students and at the end of June for 2nd semester and full academic year students. They are sent once you have approved the draft version of the transcript online, completed all administrative procedures, paid all required fees (including French health insurance) and given books back to libraries.

### • ECTS : EUROPEAN CREDIT TRANSFER SYSTEM

It is a system that enables the transfer of credit units for academic study modules between higher education establishments in different European countries. This means students can enjoy the benefits of an international education without being diverted from their chosen study programme. An academic year corresponds to 60 credits. ([http://ec.europa.eu/education/lifelong-learning-policy/doc48\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/doc48_en.htm))  
The normal workload for a regular student is 30 ECTS credits per semester.

### • CEF

Course Evaluation Form : they are forms to be completed at the end of each course, giving your advice on the content of the course and the teaching method. You have to blacken the squares with a black pen and answer the questions clearly. These documents will be read and processed by a scanner. Thus, answers have to be clearly readable and objective.

## > A NOTE ON GRADES

The basis for grading in each course will be determined by the professor, in accordance with the Study Office. The weight given to exams, papers, class participation, class attendance and other factors will be clearly specified at the beginning of each course. This information can be found in the course syllabus.

**French grades are out of 20 (to get an idea, 14 is a very good grade).**

**EXCHANGE STUDENTS** validate their courses above 10/20 for Master courses (MSc) and 8/20 for Bachelor courses.

**MSC STUDENTS AND MIB STUDENTS** validate their core courses and electives above 10/20.

**BACHELOR STUDENTS** validate their courses above 8/20 in each topic and with a minimum average final grade of 11/20.

**EXCHANGE STUDENTS** : A draft version from your transcript will be sent to you at your IESEG email address at the end of the semester or academic year. Official transcripts will be sent directly to your coordinators at the beginning of February for 1st semester students, and at the beginning of July for 2nd semester and full academic year students

You will keep your login and password even after the end of the academic year at IESEG.

## > EXTRA DETAILS

You will receive another guide called the **“Student Guide”** : this guide is shared by all IESEG students and can be found online (go on Intranet, choose “communication” and then “guide de l’étudiant” : <http://intraieseg/docs/guideetudiant.pdf>).

It explains you, among other precious information, how to find classrooms / offices (building organization and sign-posting). In Lille, room numbers always start with a letter : it indicates the building (we currently have buildings A to E in Lille). In Paris, room numbers always start with a letter : it indicates the colour (we currently have a red part and a blue part in the buildings). Then the first number indicates the floor : 0 will be the ground floor, 1 the 1st floor, etc.

**The “Student Guide” will also detail information about various subjects, such as :**

- The school council
- Scholarship certificates
- General rules of behaviour
- Smoking rules
- Student associations
- Catering
- Multimedia rooms
- Libraries

- Administrative staff and professors' contacts, picture and classes

**So the IESEG Passport is very complementary to the "Student Guide".** Always have them at hand ! **While every effort is made to ensure the accuracy of the information available at the time this guide is prepared, changes may occur at any time without prior notice.**

This IESEG Passport will be updated along the year and is available on our Intranet in the International part / Exchange students at IESEG : <http://intraieseg/international.aspx>

## > OFFICIAL TRANSCRIPT OF GRADES FOR EXCHANGE STUDENTS

Please find an example of our transcript.

### EXCHANGE PROGRAMME OFFICIAL TRANSCRIPT OF GRADES

University of origin:	
Country:	
Student's name:	Given name:
Date of birth:	(sex: )
Study Period:	
Receiving University:	<b>IESEG School of Management (Lille Catholic University)</b>
ECTS Departemental Coordinator:	Pascal AMEYE
E.mail:	academic.advisor@ieseg.fr

Course Code (1)	Course Title	Duration (hours) (2)	Term	Local Grade (3)	US Grade (4)	ECTS Grade (5)	ECTS Credits (6)
IBEMA-EI06UE	DOING BUSINESS IN LATIN AMERICA	18 h	1	17.00	A	A	2,00
MGTMA-EI44UE	COMPARATIVE MANAGEMENT	18 h	1	17.40	A	A	2,00
MKTMA-EE22UE	PRODUCT MANAGEMENT	18 h	1	11.00	B	D	2,00
MKTMA-EI06UE	DIRECT MARKETING	18 h	1	18.00	A	A	2,00
MKTMA-EI09UE	ENVIRONMENTAL MARKETING	18 h	1	16.80	A	A	2,00
MKTMA-EI11UE	INTERNATIONAL DIMENSIONS OF CONSUMER BEHAVIOUR	18 h	1	15.20	A	B	2,00
MKTMA-EI13UE	INTERNATIONAL MARKETING	18 h	1	15.50	A	B	2,00
MKTMA-EI21UE	PRODUCT DESIGN AND INNOVATION	18 h	1	15.00	A	B	2,00
MKTMA-EI26UE	SERVICES MARKETING	18 h	1	15.75	A	B	2,00
NEGMA-EI12UE	INTERNAL SELLING	18 h	1	17.25	A	A	2,00
NEGMA-EI18UE	CROSS CULTURAL RELATIONSHIP IN MARKETING AND NEGOT	18 h	1	15.83	A	B	2,00
OPSMMA-EI33UE	HEALTH CARE SERVICE MANAGEMENT	18 h	1	16.30	A	A	2,00
<b>TOTAL CREDITS: 24,00</b>							

(1)(2)(3)(4)(5)(6) Explanations overleaf

W/F : Withdrawn/Failed; withdrawn past time-limit

N/A : Non appropriate

Date :



Pascal Bied  
Director of Bachelor Programme



Etienne Grimonprez  
Director of Master Programme



**(1) COURSE CODE**

See ECTS catalogue (next page)

**(2) DURATION**

Indicated in contact hours.

**(3) DESCRIPTION OF THE GRADING SYSTEM**

Students' work is graded out of 20 points, the lowest passing grade being 08/20 for Bachelor courses and 10/20 for Master courses. Grades may be awarded for mid-term and/or final examinations, individual and/or group papers and reports, and class participation. Most grades are a mix of several of these types of assessment.

**(4) US GRADING SCALE**

For US Universities, grades are converted on the following scale:

<b>Bachelor Courses</b>		<b>Master Courses</b>	
A	14.00/20 (or more)	A	16.00/20 (or more)
A-	13.00-13.99/20	A-	15.00-15.99/20
B+	12.00-12.99/20	B+	14.00-14.99/20
B	11.00-11.99/20	B	13.00-13.99/20
B-	10.00-10.99/20	B-	12.00-12.99/20
C+	09.00-09.99/20	C+	11.00-11.99/20
C	08.00-08.99/20	C	10.00-10.99/20
F	< 08.00/20	F	< 10.00/20

**(5) ECTS GRADING SCALE:**

<b>Bachelor Courses</b>		<b>Master Courses</b>	
A	16.00/20 (or more)	A	17.00/20 (or more)
B	14.00-15.99/20	B	15.00-16.99/20
C	12.00-13.99/20	C	13.00-14.99/20
D	10.00-11.99/20	D	11.00-12.99/20
E	08.00-09.99/20	E	10.00-10.99/20
Fx	06.00-07.99/20	Fx	08.00-09.99/20

ECTS Grade	% of students who may be expected to achieve the grade	Definitions
A	10	<b>EXCELLENT</b> Remarkable work, with only minor inadequacies. First-class.
B	25	<b>TRES BIEN</b> Result well above average, despite various inadequacies. Good second-class.
C	30	<b>BIEN</b> Good work on the whole, despite several inadequacies. Second-class.
D	25	<b>SATISFAISANT</b> Reasonable work, but with major inadequacies. Third-class.
E	10	<b>PASSABLE</b> Meets minimum criteria. Bare pass.
F	-	<b>INSUFFISANT</b> Fail : considerable extra work required.

## (6) ECTS CREDITS

Students' normal workload :

1 university year = 60 credits

1 semester = 30 credits

# Learn French

## > LEARN FRENCH AT IESEG

**French language courses (FLE : French as a Foreign Language) are offered to all international students**, free of charge. Students will do a French test during the integration seminar and will then be divided in groups according to their level : beginner, intermediate or advanced. Self-learning methods are available in our **IESEG library**, but cannot be borrowed, as well as some French films with foreign subtitles. Do not forget to use your **“English French Vocabulary”** copy from IESEG, included in your welcome package, to know more French and be able to use it in everyday life ! We do not deliver any French language diploma.

## > LEARN FRENCH OUTSIDE OF IESEG

### *In Lille*

#### • ICL-CLARIFE

<http://clarife.icl-lille.fr>

It organises complete French language and civilization study programmes for non-French speakers (students, private individuals) and offers a full range of student services (full programme coordination, lodging). **These courses are to be paid to Clarife.** However, the only intensive French language they offer is before the fall during our orientation seminar and our first week of classes.

ICL-Clarife suggests different study programmes (pre-University courses, intensive courses, preparation for exams.). Upon completion of each programme, participants are awarded a certificate of evaluation and proposed credits (ECTS).

They also offer a preparation for DELF / DALF.

#### • L'UNIVERSITÉ LILLE NORD DE FRANCE

<http://www.univ-lille-nord-de-france.fr/ray-international/FLE.html>

It is a European University center for North region. It assists foreigners in various procedures, and it also is a center of preparation and exam for DELF and DALF, diplomas in French language.

**1 bis, rue Georges Lefèvre, 59044 Lille cedex**

**Phone : 33(0)3 20 29 85 60 ; Fax : 33(0)3 20 29 85 64**

## ***In Paris***

Please have a look at the FLE's website : [www.fle.fr](http://www.fle.fr). You have all the possibilities presented there. And if you have any question, you can ask the international office (B04)

### **> LEARN OTHER LANGUAGES AT IESEG**

You have the possibility to register to other language courses at IESEG during the integration seminar. We offer language courses in English, German, Spanish, Italian and Chinese.

### **> LEARN OTHER LANGUAGES OUTSIDE IESEG**

#### ***In Lille***

- **ICL-CLARIFE**

<http://clarife.icl-lille.fr/AutresLangues/tabid/57/Default.aspx>

It organizes foreign language courses (German, English).

- **C.P.L.E.**

[www.cple-langues.fr](http://www.cple-langues.fr)

It is an institution from CCI Lille Métropole (Lille Chamber of Commerce). C.P.L.E. is a specialist of language teaching (English, German, Arabic, Chinese, Japanese, Italian, Polish, Portuguese, Russian, Dutch)

**58, rue de l'Hôpital Militaire, 59000 Lille**

**Phone : 03 28 53 00 28 ; Fax : 03 28 53 00 29**

**Email : [contact@cple-langues.fr](mailto:contact@cple-langues.fr)**

#### ***In Paris***

- **BERLITZ LA DEFENSE**

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

**2 place de la defense cnit2 4th floor, 92053 Paris La Défense**

**Phone : 01 47 73 68 16**

# Establishing the residence permit

A lot of non-European students coming to France to study for more than 3 months must apply for a “student residence permit”, as indicated on their visa, one month at the latest after their arrival. The following information is mainly intended for them.

## > VISA EXEMPTION

Citizens from the EU (Germany, Austria, Belgium, Denmark, Spain, Finland, France, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, the UK, Sweden, Cyprus, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Czech Republic, Slovakia and Slovenia), from the European Economic region (the 15 countries of the EU plus Island, Liechtenstein and Norway), as well as the students native from Andorra, Monaco, Switzerland, San Marin and from the Vatican are exempted from the visa procedures for all the stays.

## > WHO NEEDS A VISA ?

Check the website of the French Consulate which is the closest to your home to see if you need a visa. This website will give you the process and the list of required documents to get a visa. The processing time of your visa application depends on your nationality (**from 1 week to 4 months**). You will have to fill in a [visa application form](#) and give the documents required by the concerned French embassy or consulate.

You need to have received **IESEG acceptance letter before starting the visa application** (the original letter is sent to your home university).

**Check [www.mfe.org](http://www.mfe.org) > Annuaires > Ambassades et consulats français à l'étranger** : this website is done by our Ministry of Foreign Affairs and gives the contacts of French embassies and consulates abroad.

One semester at IESEG is 4 months, so you need to ask to the French Consulate of your home country a STUDENT VISA which is a LONG STAY visa, also called **VLS/TS visa** (Visa Long Séjour valant Titre de Séjour / long-stay student visa worth residency permit). Make sure you get this visa, otherwise you may get a visa which obliges you to stay in France (only) for your whole exchange study period (possibly no travels abroad) and preventing you from working in France and receiving the financial support for accommodation from the French Government.

A long stay visa is NOT a Schengen visa. A long stay visa is delivered for the number of months you will stay in France and indicates if you have to apply for a residence title in France or not.

**A tourist visa is not sufficient** and you will face being expelled from France after 3 months and **any diplomas or credit obtained will not be recognised.**

The **only exception** to this is students coming to France for less than 90 days due to the academic trimester system in their home country.

## > TYPES OF VISA

### ***VLS-TS Student visa : a visa for France***

With one exception, the new VLS-TS visa applies to all international students wishing to enrol in a French institution of higher education. The exception is Algerian nationals, who are subject to other provisions. In most cases, **the long-stay visa with residency permit (VLS-TS)** is valid for 1 year, "except in circumstances calling for the issuance of a visa with a shorter period of validity, as in the case (...) of some students." When the VLS-TS visa is issued, the consulate will give the applicant an official form (with instructions) that the applicant must present to the French office of immigration and integration (OFII).

**Holders of the VLS/TS visa no longer have to obtain a residency permit from the prefecture having jurisdiction over their place of residence in France, but they do have to report to the OFII and complete several administrative formalities.**

IESEG and Lille Catholic University have entered into agreements with OFII so that our students' documents are to be submitted to our IESEG International Relations Offices : you do not have to send the documents to OFII upon arriving in France, we will do it for you.

**According to your country of origin, and the agreements signed between your country and France, regulations are different** : you may be able to travel as a tourist in Europe before coming, then do your studies period with your visa without going out of France. At the end of your studies period you may travel again as a tourist (sometimes provided that you do not come back to France).

**These are legal obligations set by the visa you receive.** Please check with the French Consulate / Embassy in your country what your student visa allows you to do.

**Contact foreign Consulates / Embassies in France of the countries you want to visit, as you will certainly have to apply for a visa to enter these countries.**

**You will be delivered a visa with the mention/remark :**

• **“CESEDA R311-3 6° AUTORISE TRAVAIL LIMITÉ 60% DURÉE LÉGALE”**

You have to apply for an OFII stamp once in France, with our help (new version of the residence permit).

- **“CARTE DE SÉJOUR À SOLLICITER DÈS L'ARRIVÉE EN FRANCE”**

You have to apply for a residence permit once in France, with our help

- **“DISPENSE TEMPORAIRE DE CARTE DE SÉJOUR”**

You are exempted from applying for a residence permit)

→ **For the students who are required to get a residence permit Carte de séjour / OFII stamp**

MULT (multiple entries) on your visa means that you can make as many travels as you wish between France and your home country (direct flights, no transit in Europe) during the length of your visa.. This is available until the expiration date of your visa. Once you have your residence permit / OFII stamp you are able to travel in Europe PROVIDED that you fulfil all administrative conditions to enter countries outside France. Please check the previous paragraph.

→ **For the students who are NOT required to get a residence permit (“dispense temporaire de carte de séjour” written on the visa)**

The French Prefecture cannot transform this visa in any official authorization to leave the country. It is possible that you may not leave the French territory during your whole stay (information to be confirmed during the Orientation Week). Please, inquire at your consulate before your visa is issued.

Without “carte de séjour” or OFII stamp, students cannot work or receive the CAF financial help for accommodation or renew their visa (and so cannot extend their stay in France).

From our experience, the students who will most likely have this kind of visa are from Australia, Canada, Mexico, Kazakhstan, Taiwan and USA.

→ **Schengen Visa**

**A Schengen Visa is only for short stays (less or equal to three months). As one semester at IESEG is 4 months, you will not get a Schengen Visa but a LONG STAY Visa for STUDIES in FRANCE.**

The **only exception** to this is students coming to France **for less than 90 days due to the academic trimester system in their home country.**

Note : the Schengen agreements aim at instituting free movement / circulation of people between the signatory countries. Ten countries signed the Schengen agreements : Germany, Austria, Belgium, Spain, France, Greece, Italy, Luxembourg, the Netherlands, Portugal, Denmark, Finland and Sweden.

The free circulation measure not only applies to the citizens of the signatory countries, but also applies to all the citizens of the EU and to the non-EU citizens who have a Schengen short stay visa. Since end 1997, all the short stay visas delivered by France are Schengen visas.

## → Difference between Schengen states and European Union member states

Thirteen countries have signed the Schengen agreements : Germany, Austria, Belgium, Spain, France, Greece, Italy, Luxembourg, the Netherlands, Portugal, Denmark, Finland and Sweden. **UK did not sign these Schengen agreements and you need to apply for a visa to go to UK.**

The European Union (EU) and EEE include : Germany, Austria, Belgium, Cyprus, Spain, Denmark, Estonia, Finland, France, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Czech Republic, United Kingdom, Slovenia and Sweden.

## > APPLICATION FOR A LONG STAY VISA FOR STUDIES

The visa application form is downloadable on [www.diplomatie.gouv.fr](http://www.diplomatie.gouv.fr) > Entrer en France > Formulaire visas > Formulaire Visa long séjour.

Please note that the form is downloadable on the website in its French version only.

The website is available in English and you will find details on :

- Going to France
- Do you need a visa ?
- What type of visa do I need ?
- Where do I apply for a visa ?
- How do I apply for a visa to enter France ?
- How much a visa cost ?
- How are visas issued ?
- Studying in France

The list of the documents you must produce will be communicated when you collect your visa application form.

**The documents usually required by the French Embassy/Consulate are the following ones :**

- A **passport** valid till at least 3 months after the expiration date of the visa you are asking for
- **Passport-size photographs**
- A **birth certificate**, [French translation](#)
- A **financial attestation** proving that you have enough resources to live in France during your stay with **a minimum of 615 Euros per month** (please see model in the appendix, or a letter from your parents assuring they provide them with the necessary financial means to live in France) and your last bank statements
- If the student is a grant holder : a certificate specifying the amount and the length of the grant, with headed paper of the organism giving the grant (document to be written in French)



- A **proof of insurance cover** (see the corresponding paragraph below I.3.3). All the students coming to France must be covered by international insurance (civil liability, repatriation, travel, etc.)
- The **IESEG letter of invitation**

**In some cases, you can also be required to give the following documents :**

- A **repatriation guarantee** (plane return ticket, for example)
- A **proof of accommodation in France** : hotel booking, accommodation certificate, invitation, rental lease...
- In case your home country was afflicted with an epidemic, particular vaccinations could be required (cholera, yellow fever, etc..)
- Any other document considered useful by the administration

Except in case of really exceptional circumstances, you cannot be asked to have a medical examination in your home country. In any case, such a visit would not free yourself from the compulsory medical visit you will have to have in France in order to obtain your **residence permit / OFII stamp** if you are not a European citizen. You should then refuse to have any unjustified medical visit in your home country.

**It is highly recommended to start the immigration procedures without waiting for the reception of your IESEG official letter of invitation, if possible.**

Some Consulate / Embassies may direct you to CampusFrance website and representations abroad for the visa application (CEF procedure).

## > ONCE IN FRANCE

We will help you establish your residence permit / OFII stamp during the orientation week. **Apply as soon as possible !**

### ***Residence permit (“carte de séjour”)***

In case you receive a visa which requires you to apply for the residence permit once in France, it means you have received an “old visa”, which requires you to apply for your residence permit via the “Prefecture” and not OFII. From our experience, the students who will most likely have to apply for a residence permit are from Canada.

**You must wait until you receive your residence permit before travelling outside France.**

IESEG has an agreement with the Prefecture so that your documents are to be submitted to our IESEG International Relations Offices : you do not have to send the documents to the Prefecture upon arriving in France, we will do it for you. **We will help you complete the procedure during the orientation week.**

## When to complete the residence permit procedure ?

In case you are too late in giving us your application for residence permit, the Prefecture will not issue a residence permit but a “**récépissé de demande de carte de séjour**” showing that you have applied for it, but without giving the document. This is an official document which **will not allow you to receive the CAF financial help, to work in France or to leave French territory for tourism**. We cannot ask for any other document if this one has been issued.

That means that you have to hurry to **give us your documents** :

- **By the end of September maximum** for students in France for the academic year and 1st semester
- **By mid-February maximum** for students in France for the 2nd semester.

In case you do not respect these deadlines, IESEG cannot accept responsibility for the problems that may occur, but we will help you try to solve them.

## **Long stay visa / OFII**

### • **DISPENSE TEMPORAIRE DE CARTE DE SÉJOUR**

Some students will receive a **long-stay visa “dispense temporaire de carte de séjour”**, meaning that they do not have to apply for residence permit. In that case, they will not have any administrative formalities (for staying in France) to complete upon arrival. However they will not have access to the financial support for accommodation from the French Government, and **possibly** will not be able to travel outside France. This type of visa cannot be extended, therefore if you want to stay at IESEG for one more semester, you need to go back to your country and apply for a new visa. You will then be able to come back to France with your new visa.

From our experience, the students who will most likely have this kind of visa are from Australia, Canada, Mexico, Kazakhstan, Taiwan and USA.

### • **OFII STAMP**

All non-European students who receive an extended-stay visa with residency permit VLS-TS visa (student visa) with the mention “**CESEDA R311-3 6° autorise travail limité 60% durée légale**” have to apply for OFII stamp once in France.

This OFII stamp is the new version of the residence permit as the delivery of this visa follows a new law (valid from June 2009).

When the VLS-TS visa is issued, the French consulate gives the applicant an official form called “**Demande d’attestation OFII**” (with instructions) that the applicant must present to the French office of immigration and integration (OFII).  **Holders of the VLS / TS visa no longer have to obtain a residence permit from the prefecture having jurisdiction over their place of residence in France, but they do have to report to**

### **OFII and complete several administrative formalities.**

IESEG has an agreement with OFII so that your documents are to be submitted to our IESEG International Relations Offices : you do not have to send the documents to OFII upon arriving in France, we will do it for you.

**You will complete the required application with our International Relations staff during our integration seminar.**

### **Application**

- Once in France, you complete the form you were given called “**Demande d’attestation OFII**” at the Consulate with your arrival date in France, your address in France and the number of the visa you were delivered (see document on the right). We can give you a blank “Demande d’attestation OFFI” if needed.
- The completed form must be given to our office with a copy of your visa, passport and the stamp with entry date in France or in Schengen area.
- IESEG sends your documents to OFII in Lille / Paris by registered mail with acknowledgement of receipt.
- OFII sends you a letter with a certificate, proving having received your documents.
- **Within 2 months**, OFII sends you a 2nd letter : a notification to come for a **medical check** to OFII. This visit is compulsory. **You will bring with you at this visit** : your passport, a picture from you (bareheaded) ; proof of housing in France (rent receipt ; electricity, gas, water of phone bill in your name, or, failing that, a housing certificate) ; possibly, a medical certificate if you had a medical check before leaving home for France ; a fiscal stamp of 55 Euros.
- At the end of this visit, a seal (vignette) will be stuck in your passport. Once this OFII seal / stamp is in your passport you are legally authorized to work in France, etc. Usually the whole process takes 1 ½ month to 2 months.

You should hand required documents completed as soon as possible to our International Relations Office (mid-September for students staying in France for the academic year and beginning-February maximum for 2nd semester students). In case they are not correctly completed, your appointment will be delayed, as well as your application for other procedures such as rent subsidy, and sometimes it will be too late to apply for them.

In case you do not respect these dates, IESEG cannot accept responsibility for problems which may occur, but we will help you try to solve them.

The OFII stamp is valid till the end of the academic year (September for those who stay for the academic year) from the day you enter the French territory and it can be renewed.

**Keep the International Relations Office informed** if you do not receive the letters sent by OFII, this is very important. Inform the International Relations Office if you

cannot attend your appointment, so that another one can be scheduled by OFII as soon as possible.

### A few tips

- **Identity pictures** : the cheapest way to take **identity pictures** is to use a “Photomaton” (automatic photo booth, from 2.30 to 4 Euros), usually found in supermarkets.

- **OFII Fiscal stamps** : buy them at the last minute to avoid losing them : In tobacconists (“café tabac” where you can also buy cigarettes / magazines) or online <https://www.timbresofii.fr>

- **How to go to OFII (Lille) :**

**892 Avenue de la République, 59700 Marcq-en-Barœul**

**Email : [lille@ofii.fr](mailto:lille@ofii.fr) ; Phone : 03 20 99 98 60 ; Fax : 03 20 99 98 61**

⊕ 9am-12pm and 2pm-5pm

Tramway line in direction of « Tourcoing – victoire ». Stop in Marcq-en-Barœul at “Buisson” stop (about 40 minutes from IESEG using bus, tramway and your feet)

- **OFII offices in Paris : 45 bis rue Procession, 75015 Paris**

### → Before you receive the OFII stamp

We will help you applying for the CAF housing subsidy from the French government and send your application to CAF.

From November 2010 onwards, you can travel outside France provided that you fulfill all administrative conditions to enter countries outside France and come back to France. Before travelling abroad contact the consulate of the foreign country you want to visit as **you will certainly have to apply for a visa to enter these countries.**

If you wish to travel to another Schengen Zone country : your long stay multiple entry visa allows you to do so anytime.

If you wish to travel to a country outside the Schengen Zone, or to your country of origin :

- Within the first 3 months of your arrival in France : your long stay multiple entry visa allows you to do so without having the OFII sticker in your passport

- After these 3 months : you have to have the sticker “Vignette OFII” in your passport (or at least the OFII receipt). Failing to comply with the necessary formalities with the OFII within 3 months of your arrival in France will result in your having to present a new application for a long stay visa at the French consulate or embassy of your country of origin.

**Check [www.mfe.org](http://www.mfe.org) > Annuaires > Ambassades et consulats étrangers en France :**

this website is done by our Ministry of Foreign Affairs and gives the contacts of foreign embassies and consulates in France.

**For your information** : ten countries signed **the Schengen agreements** : Germany, Austria, Belgium, Spain, France, Greece, Italy, Luxembourg, the Netherlands, Portugal, Denmark, Finland and Sweden. **UK did not sign these Schengen agreements and you need to apply for a visa to go to UK.**

→ **Once you have your OFII stamp**

Bring a copy of it as soon as possible to the International Relations Office plus a copy of your passport so that we can finalize your application for CAF. No payment will be done by CAF as long as they do not have a complete application.

**The OFII stamp allows you to work up to 20 hours per week** (see the WORK IN FRANCE part for more information)

If you wish to extend your stay you do not have to go back to your home country and apply for a new student visa, the OFII stamp can be renewed in France, with the help of our International Relations Office.

→ **Extend your stay**

**In case you wish to extend your stay at IESEG, you should** :

- Contact your coordinator at home institution and obtain permission to extend your stay,
- Contact Pascal AMEYE, our Head of Exchange Programs at IESEG with your request and obtain permission to extend your stay,
- Ask your coordinator to email Pascal AMEYE ([p.ameye@ieseg.fr](mailto:p.ameye@ieseg.fr)), and confirm they accepted your extended stay.
- Visit our International Relations Office to renew your OFII stamp for the extended period. Please note that extending your stay will most probably result in extra administrative fees (residence title fiscal stamp, health insurance cover extension, etc.).

**In case your university does not accept an extension of your study period at IESEG,** please note that we do not accept free movers.

**Bachelor, MSc and MIB students** : you will most certainly study more than 1 year at IESEG, and thus will have to renew your residence title. You will not have another medical visit to do. Please renew your residence title with the International Relations Office **at least two months before the end of your first document**. You should get your residence permit at the Prefecture 45 days after your application deposit at Lille Catholic University through IESEG.

## ***In case the police check your identity***

### **You should show :**

- Your passport
- Your visa (VLSTS/OFII ; “dispense temporaire de carte de séjour” ; Schengen ; “carte à solliciter”)
- If applicable : your OFII stamp

If you have not received your OFII stamp yet, you can show a copy of the acknowledgement of receipt sent back by OFII (OFII 2nd letter), or your certificate sent by OFII or the OFII notification. In case you cannot show any of these documents, you may be brought back to the frontier.

## ***In case you lose your passport (or if it is stolen)***

In case your documents have not been sent to OFII yet, you should contact your embassy in France as soon as possible to ask for a renewal of your passport.

In case OFII already has your documents, you will have to go to the Prefecture which will contact the French embassy / consulate which delivered your visa, as well as OFII. You should also contact International Relations Office to let us know that you lost your passport, as well as declare this loss to French police.

## ***In case you change your address***

Please give your new address to International Relations Office.

You are also required to send a letter to Prefecture indicating your new address and join a proof of housing.

# Visit abroad & re-entry

We recommend to :

- Have always **your passport or identity card** with you
- To **keep a copy of them at home** in case the originals are lost
- Send a **PDF copy** of these documents to your email box, to access them easily.

**Please check the entrance and stay formalities of the countries you wish to visit.**

This part is **VERY IMPORTANT** and indicates **where you are allowed to go with the visa you received**. Please pay particular attention to this, as well as to the information you are given during the orientation seminar (especially the **document helping you how to read your visa**).

**For which TERRITORY is your visa valid ?**

The first line on your visa indicates **“valable pour / valid for”** : it applies to **the territory for which your visa is valid**. It may indicate :

- **“FRANCE”**

It means that it is the concern of the only French national competence, so **VALID ONLY in France**. You cannot leave French territory during your stay at IESEG.

- **“FRANCE (SAUF CTOM)”**

It means that it is the concern of the only French national competence, so **VALID ONLY in France, except French Overseas Departments and Territories** such as Guadeloupe, Martinique, French Guiana, Réunion, French Polynesia, Mayotte, Saint Pierre and Miquelon, Wallis and Futuna, New Caledonia, French Southern and Antarctic Lands. You cannot leave French territory during your stay at IESEG.

- **“FRANCE +1 TRANSIT SCHENGEN”**

It means that it is the concern of the only French national competence, so **VALID ONLY in France**. The only transit you are allowed to do is used to access your flight. Ex : Mexico to Brussels to Lille : you used your transit when coming to Lille. If you did not use your transit to arrive in France, you will certainly use it to go back to your home country. **You cannot use this transit to spend one week holiday in a Schengen country.** It is a “transit”.

- **“ETATS SCHENGEN”**

It means that it is the concern of the Schengen countries **ONLY**, not the European Union countries. You can travel in all Schengen countries without extra administrative formalities. This visa is more like a **short stay visa type**.

# Work in France



It is common place for students to seek some kind of occasional employment to round out their limited resources. Typical student jobs are babysitting, language classes and door-to-door deliveries of advertising material. But before taking on any paid work, you must remember that **employment is very strictly regulated in France**. It may be possible to work in France for some of you, **provided that you speak good French and that legal conditions regarding your student status allow it**. You can work during the academic year.

Every foreign student has the right to work during his studies in France since he is registered in an establishment opening straight ahead to the student Social Security (and that he has a residence permit if he is not a national of the European Union). This right concerns all the students, including those arriving in France for the first time.

**The legislation authorizes foreign students to work a maximum of 964 hours** in the year, which corresponds to 60 % of the normal duration of the work in France (60% of 39 hours), usually 20 hours maxi per week during courses. Students may accumulate all those hours during summer holidays.

Students should respect the following rules :

- Registration in a recognized school entitles a student to a social security number. This number is crucial to be able to work in France.
- They have legal papers and / or legal national status
- Students should have a basic knowledge of French



- IESEG classes are compulsory and have priority over employment / outside projects  
*If you are an exchange student in the fall semester, you will have little chance to do / find an internship as you are registered as an IESEG student until December 31st.*  
*If you are an exchange student in the spring semester or for the academic year, you may have time to do an internship from the end of your course until the end of the academic year (please check the expiration date on your residence permit)*

**It is important to realize that working half-time in France won't allow you to cover all your expenses.** In France there is a guaranteed minimum salary, the **SMIC**, which is € 9 gross per hour (before the average 20% deduction for social security contributions) (cf. [www.campusfrance.org/fr/page/travailler-pendant-ses-etudes](http://www.campusfrance.org/fr/page/travailler-pendant-ses-etudes)).

€9 gross per hour corresponds to € 1.365 gross per month (151 hours a month with 39 hours/week), so € 1.073 net at the end of the month. You are allowed to work only 60% of the normal duration of the work in France. IESEG School of Management does not offer any on-campus job, neither does the university.

## > JOBS

### **Regulations for students from European Economic Area**

*(including Lithuania, Hungary, Poland, Czech Republic, Slovakia and Slovenia since July 1st, 2008)*

**The legislation authorizes foreign students from European Economic Area countries (except for Bulgarians and Romanians)\* to work a maximum of 964 hours in the year.**

You do not need to apply for any Temporary Work Authorization ("Autorisation Provisoire de Travail : APT")

*\* Bulgarians and Romanians, be careful ! Even if your countries are now part of the EU, you do not benefit from the same work possibilities yet, because of administrative delays and difficulties. Please inquire as soon as possible to the International Relations Department for more details.*

### **Regulations for non-European students who apply for a residence title / OFII stamp**

The legislation authorizes non-European students who apply for a residence title / OFII stamp to work a **maximum of 964 hours in any year** (60% of 39h/week) if they have a **residence permit obtained from the French Prefecture or an OFII stamp.**

*You do not need temporary work authorization anymore (« autorisation provisoire de travail » : APT).*

Employers will undertake the administrative steps for the declaration of hiring to the Prefecture.

## ***Regulations for non-European students who are exempted from the residence title***

Unfortunately the legislation **does not authorize** non-European students exempted from the residence title to work in France. In this case your visa specifies in small letters “**dispense temporaire de carte de séjour**” (“temporary exemption from residence permit”).\*

*\*You cannot apply for a residence permit if it is not stated on your visa and this cannot be changed.*

### **> INTERNSHIPS**

It may be possible to do an internship in France, **provided that you have all the above mentioned requirements and** :

- Your residence permit continues after you have finished all exams and courses with IESEG
- You are still covered by the French or European health insurance (check the expiry date)
- The legislation does not allow IESEG to manage Exchange students Internships.

If you wish to make your internship possible :

- You must have the approval from your home University
- You should have an **internship agreement given by your home university** (we can provide specimen copies for your university to help them when writing their own internship agreement).

**The government does not allow IESEG to deliver this document.**

**You can also do an internship abroad if you are not good at French. Please refer to your university and Embassy for more information about the requirements.**

### **> WORKING IN FRANCE AFTER YOUR STUDIES**

#### ***Foreign students holding a degree equivalent to a Master’s or higher degree***

Once you have obtained a degree equivalent to a Master’s or higher degree, you may request a temporary residence permit (autorisation provisoire de séjour) after expiration of your “student” residence permit. The temporary residence permit is valid for six months and is non-renewable.

This permit authorizes you to work in any kind of salaried job you choose, up to a limit

of 60% of the legally permitted number of working hours.

If you sign an employment contract that is in a field related to your studies and whose remuneration is at least equal to one and a half times the SMIC, you will then be able to work full time and request a change in status (from student to employee) from the Préfecture administrative offices.

Contact International Relations Office for help.

## **Other students**

At the end of your studies, you can also be recruited by a company even if you are not an EU national. You will then have to change your legal status (from student to employee) through a specific procedure.

You will have to present an employment contract or an employment offer from a French company. 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.

**While every effort is made to ensure the accuracy of the information available at the time this guide is prepared, changes may occur at any time without prior notice.**

## **Some good tips to organize your research**

*Please refer to the power point document on the intranet for advice about CV's, Covering Letters...*

Typical student jobs : babysitting, language classes, door-to-door deliveries of advertising material...

- **CAMPUS FRANCE** [www.campusfrance.org](http://www.campusfrance.org)
- **UNDERSTAND FRANCE** [www.understandfrance.org](http://www.understandfrance.org)

This website gives you information about regulations, studying and working in France.

### **Websites in French**

- **CROUS** [www.crous-paris.fr](http://www.crous-paris.fr), [www.crous-lille.fr](http://www.crous-lille.fr)
- **CRIJ** [www.crij-npdc.fr/site](http://www.crij-npdc.fr/site), [www.cidj.com](http://www.cidj.com)
- **CIDJ (CENTRE D'INFORMATION ET DE DOCUMENTATION JEUNESSE)**

It is a good source for temporary jobs for students

**101 Quai Branly, Paris 75007**

**Phone : 01 44 49 12 00**

- **TOMBAPIK** [www.tombapik.com](http://www.tombapik.com)

A Ieseg online student service which gives information about student jobs and many other tips about living in France

- **GO FOR IT**

IESEG communications project. Please contact [jobgoforit@gmail.com](mailto:jobgoforit@gmail.com) for more information. Go For It assists exchange students in Lille in finding a job/internship

in France by helping them improve their CVs, covering letters and interview skills through series of workshops.

- **CADREXPORT** : [www.cadrexport.com](http://www.cadrexport.com)

International jobs, selection by mother tongue

- **VIP-STAGE** : [www.vip-stage.com](http://www.vip-stage.com)

Internship offers on line

- **ALZEA.ORG** : [www.alzea.org/welcome](http://www.alzea.org/welcome)

### **Websites in English**

- **IAGORA** [www.lagora.com](http://www.lagora.com)

iAgora provides jobs and internships all over Europe

- **INTERNATIONAL.ENLIGNE** [www.international.enligne-fr.com/?lang=en](http://www.international.enligne-fr.com/?lang=en)

The international job, assignment and internship portal

- **EXPATFORUM** [www.expatforum.com](http://www.expatforum.com)

- **GOINGGLOBAL** [www.goingglobal.com](http://www.goingglobal.com)

A source of economic information by country and international jobs offers

- **AIESEC**

[www.aiesecfrance.org/lille/experience-aiesec/students/international-internships](http://www.aiesecfrance.org/lille/experience-aiesec/students/international-internships)

- **TARGET JOBS** <http://targetjobs.co.uk>

Independent reviews on top graduate employers. Career tools and expert guidance, the largest choice of graduate jobs and work experience

- **JOBHUNTING** [www.jobhuntparis.com](http://www.jobhuntparis.com)

- **EXPATICA** [www.expatica.com](http://www.expatica.com)

- **FUSAC** [www.fusac.fr](http://www.fusac.fr)

FUSAC is well-known for ads offering employment and housing

*For additional information, please contact the Corporate Department :*

#### **Lille Campus**

Louise Perrier

Office D03

Email : [l.perrier@ieseg.fr](mailto:l.perrier@ieseg.fr)

#### **Paris Campus**

Amandine Bied

Office H419

Email : [a.bied@ieseg.fr](mailto:a.bied@ieseg.fr)

# Application for housing subsidy



If you stay in France in an accommodation which is subject to an agreement between the State and the owner, or in a university residence (AEU or CROUS), you will be able to benefit from financial help for accommodation (“Allocation Logement à caractère Social, ALS” : rent subsidy with social criteria, and “Aide Personnalisée au Logement, APL” : personalised help for accommodation).

This help is granted by the **Caisses d’Allocations Familiales** (CAF) and is **calculated according to your resources, the accommodation rent, the kind of accommodation and its geographical location ; they vary between 60 and 150 Euros per month**. It can be more in Paris as housing is usually more expensive.

CAF is **never** granted for the 1st month, and can **only be paid with a 3-month retroactive measure**. The purpose of this allowance is to help students with housing costs and it is obtained directly from the Caisse d’Allocation Familiale (C.A.F).

## **IMPORTANT :**

### **• FOR ALL STUDENTS**

Do NOT plan your budget according to this housing subsidy, as it is not guaranteed for all students.

### **• FOR NON EUROPEANS**

You cannot apply for this financial help if you received a visa with “dispense temporaire de carte de séjour” or if you are staying in France for less than 3 months.

You should apply to the CAF as soon as you have signed the lease. **During the orientation week, we will explain the different steps to apply for it**, we will provide the application form and help you complete it. More details (in French) on : [www.caf.fr](http://www.caf.fr)

For students staying in AEU residences (Lille Campus), the AEU Housing Services can help you complete your ALS application form, however you need to expect at least a one-month delay for application (at least) processing.

**This subsidy can only be paid on a bank account in France.**

### **You will also be required to include the following documents with your application**

- CAF Application Form
- Copy of your ID card or Passport
- Copy of your residence/housing contract
- Copy of your school certificate from IESEG or copy of your IESEG student card
- Your French Bank Account Information, called R.I.B (Relevé d'Identité Bancaire)
- Copy of your birth certificate in English or in French
- Handwritten letter saying your parents send you money (example in the next slide)
- For European citizens only : The above documents plus a copy of your European health insurance card
- For Non-Europeans citizens only : The above documents plus :
  - Copy of your Visa
  - Copy of your OFII Stamp / residence permit (will be sent later to CAF as soon as you have it)
  - Copy of the French Social Security attestation with social security number

# Everyday life

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# Housing in Lille

Lille metropolis has 1.1 million inhabitants. It is the 2nd biggest students' city in France, with 3 public universities and a private one, the Lille Catholic University, to which we belong.

Vauban – Esquermes neighbourhood is the youngest neighbourhood from Lille city, where the number of inhabitants has dramatically increased in the last 10 years, especially with 22 660 students at Lille Catholic University.

We know that it is difficult to find housing on arrival in September (beginning of academic year), so we greatly advised you to find housing prior to your arrival. On- and Off-campus housing in university and private residences is available in Lille.

You were contacted for this purpose by Ms. Coralie LEDUCQ from the International Relations Office, when you received your acceptance letter.

**In case you have not found any housing prior to arrival** : please contact Ms. H el ene GUINARD at [h.guinard@ieseg.fr](mailto:h.guinard@ieseg.fr). We also have a list of private landlords who usually rent rooms to international students.

**We will always help you to find a solution !**

## > KEY THINGS TO KNOW WHEN IT COMES TO RENTING HOUSING

### • THE LEASE (OR RENTAL AGREEMENT)

With any rental, you will have to sign a lease, generally for one year. If you move out before the end of the rental period, you will have to provide a one or two months' advance notice. If you do not give the necessary advance notice, the owner can keep all or part of your security deposit (see below).

### • THE SECURITY DEPOSIT

You will usually have to pay a security deposit equivalent to one month's rent when you sign a rental agreement. It will be returned to you when you move out, unless you have left the housing unit in poor condition or have not satisfied the advance notice requirement.



### • GUARANTEE

In most cases, the owner, whether a private party or an institution, will require you to have a guarantor, i.e. an individual (friend or family member) or a legal entity (organization, association, etc.) which undertakes in writing to pay the rent in the event that you fail to do so. The guarantor must be a French resident and must be able to provide proof of income equal to three, or perhaps even four times the rental amount. If you cannot provide a guarantor, you must be able to prove that you meet the same income requirement yourself or you must pay the entire annual rent in advance. In some university centres, students may, under certain conditions, be able to receive a guarantee from an educational institution, bank or local government entity.

### • INSURANCE

As a tenant, you are **required** to take out a comprehensive housing insurance policy covering the risks of fire, water damage, theft, etc.

## > IESEG RESIDENCES

IESEG has two residences, managed by SIGLA real estate agency :

**177 rue Nationale, 59000 Lille**

**Contact : Corinne Vanderarghen**

[corinne.vanderhaegen@sigla.fr](mailto:corinne.vanderhaegen@sigla.fr) ; **Phone : 03.20.57.09.30, Fax : 03.20.15.16.81**



### • CONCORDIA

This residence, 15 minutes away from IESEG campus (walking distance), has 125 furnished studios. Tariffs : from 461€ (18 m<sup>2</sup>)

**3, Bd de la Moselle, 59000 Lille**

### • ESTRELLA

This small residence, in the heart of the IESEG campus, can accommodate 19 students : 8 double rooms and 3 individual rooms. Tariffs : from 461€ (18 m<sup>2</sup>)

**9, rue Solférino, 59000 Lille**

## > PRIVILEGED PRIVATE RESIDENCE

### • RESIDENCE CAMPUSEA [www.campusea.fr](http://www.campusea.fr)

This residence is located near the train stations (Lille Flandres and Lille Europe). It is easily accessible by bus and / or subway in 15 min from IESEG.

**333 Avenue Willy-Brandt, 59000 Lille; Phone : +33 (0)825 007 500**

**Contact : Mr. Coche [noelcoche@gecina.fr](mailto:noelcoche@gecina.fr) ; Phone : +33 (0)3 20 06 53 86,**

## > LOOKING FOR AN ACCOMMODATION ON YOUR OWN

Here are some agencies to contact if you wish to find an accommodation on your own, as well as websites with accommodation ads.

### *Private residences*

- **LES ESTUDINES DE FLANDRES ET D'ARTOIS** [www.estudines.com](http://www.estudines.com)

From 498 Euros (20 m<sup>2</sup>)

**92 rue de Flandre, 59000 Lille**

**Contact : Vincent RIBOUR**

[lille.flandre@estudines.fr](mailto:lille.flandre@estudines.fr) ; **Phone : 03 20 63 90 94**

- **LE JARDIN DES SCIENCES** [www.laureades.com](http://www.laureades.com)

From 433 Euros (18m<sup>2</sup>)

**5 rue de la Grande Brasserie, 59000 Lille**

**Contact : Mr Ayari ; Phone : 03 20 08 30 31**

### *Other agencies*

Please be aware that it is very difficult for a student to find a rental through an agency, especially if you stay only one semester and if you don't have a French guarantor.

- **AGENCE SERGIC LILLE VAUBAN** [www.sergic.com](http://www.sergic.com)

Tariffs from 350 Euros

**148 rue Nationale, 59042 Lille Cedex**

**Phone : 03 20 12 50 05, Email : [location.lillevauban@sergic.com](mailto:location.lillevauban@sergic.com)**

- **AGENCE DEFRANCE IMMOBILIER** [www.defranceimmobilier.fr](http://www.defranceimmobilier.fr)

**65-67 rue Ste Catherine, 59800 Lille ; Phone : 03.20.74.60.60**

- **AGENCE DUQUESNOY** [www.duquesnoy-immobilier.com](http://www.duquesnoy-immobilier.com)

**171 rue Nationale, 59000 Lille ; Phone : 03 28 36 59 59**

### *Youth Hostels (auberges de jeunesse)*

A night in a Youth Hostel costs between 19 and 20.50 Euros. In order to have access to these youth hostels, you must be a member of the International Youth Hostels Association. The cheapest solution is to register to your national association, but you can also register in buying the card in the Youth Hostel you are staying in, by applying for an extra cost of about 60%. If you buy this card in a French Youth Hostel, you will pay 20 Euros if you are not French or living in France for over one year.

You can book a room at Youth Hostel in Lille through their Internet service accessible from [www.fuaj.org/Lille](http://www.fuaj.org/Lille), or through a Youth Hostel abroad.

## ***Useful websites***

[www.tombapik.com](http://www.tombapik.com)  
[www.lavoiximmo.com](http://www.lavoiximmo.com)  
[www.leboncoin.fr](http://www.leboncoin.fr)  
[www.entrepaticuliers.com](http://www.entrepaticuliers.com)  
[www.paruvendu.fr](http://www.paruvendu.fr)  
[www.recherche-colocation/colocation-etudiant-lille.html](http://www.recherche-colocation/colocation-etudiant-lille.html)  
[www.crij-npdc.asso.fr](http://www.crij-npdc.asso.fr)  
[www.adele.org](http://www.adele.org)

Consult these websites which allow you to discover the accommodation and market rates. The "FIND AN ACCOMMODATION" service [www.seloger.com](http://www.seloger.com) collects the ads of professionals and private sales and allows a search through zip codes (for Lille, 59000), budget, apartment types. Professionals (real estate agency, notary, property managers) collect a big number of rental offers.

### **Generally, these professionals require from the tenants :**

- An equivalent income up to four times the amount of the rent,
- Payment of two month rent in advance,
- A safety deposit (up to several hundred Euros),
- Agency fees corresponding to one month rent. Note that most agencies offer 15% discount on fees for IESEG students

**It is very difficult for a student to find a rental through an agency, especially if you stay only one semester and if you don't have a French guarantor.**

## ***Private offers***

It is also possible to rent directly from private individuals. You can find location offers in accessible accommodation files, consulting information notice boards at IESEG and Lille Catholic University, walking around in the neighbourhood of choice, reading the regional daily papers (La Voix du Nord) and the free weekly papers (Le Galibot, Paru Vendu, etc) or through word to mouth.

Here are the names and addresses of some organisations that can help you in your accommodation research.

### **• LA FÉDÉ, FÉDÉRATION DES ETUDIANTS DE L'UNIVERSITÉ CATHOLIQUE DE LILLE**

It maintains an accommodation file, to be checked for 3 Euros in its offices in the basement of RU Meurein on presentation of your student card.

**127, rue Meurein, 59000 Lille ; Phone : +33 (0) 320 30 60 26**

- **LMDE**

If you are a member of a student complementary insurance, you can check the ads in their "logement en ville" service. The main complementary health insurance is :  
**96/98 Rue de l'Hôpital Militaire, 59000 Lille ; Phone : 0810 600 601**

- **CRIJ, CENTRE RÉGIONAL INFORMATION JEUNESSE** [www.crij-npdc.asso.fr](http://www.crij-npdc.asso.fr)  
**2, rue Nicolas Leblanc, 59000 Lille ; Phone : +33 (0)3 20 12 87 30**

## > RENTAL MARKET IN LILLE

There is a very wide rental market in Lille, with monthly rents usually ranging between 300 and 600 Euros without service charges per unit, even if there is a limited offer of bedrooms under 200 Euros. For a studio apartment in the Vauban neighbourhood, be prepared to pay about 350 Euros monthly, without service charges.

## > LETTER OF NOTICE

A letter of notice must be sent 1 month before the date of departure (for university residences and furnished accommodation), except for some cases (3 months in unfurnished accommodation). The letter must be sent by recorded delivery with acknowledgement of receipt.

**Your letter of notice must indicate the following elements (you have to change the details in bold letters) :**

**From : Your name + surname**

**Address in France**

**Date : (DD/MM/YYYY)**

**To :**

**Address of AEU / Accommodation owner if known**

Objet : Lettre de préavis – Logement  
Accommodation notice letter

Dear Sir, Dear Madam,

I undersigned, **XXX**, declares by the present letter that I'll be leaving my accommodation at the Residence **XXX** on **Month date** 2012. My room number is: **XXX**. I am currently an exchange student at IESEG. My current accommodation contract is till **December 31st, 2012**. I would be very grateful if you can take this letter of notice (préavis) into account.

Yours faithfully,

**Your name + surname**

# Housing in Paris

## > KEY THINGS TO KNOW WHEN IT COMES TO RENTING HOUSING

Please refer to p. 51-52.

## > PRIVATE RESIDENCES

We have agreements with the following student residences it means that a specific numbers of rooms has been reserved for IESEG students

### • PYTHAGORE GRANDE ARCHE

The building is where most young professionals on internships or regular students stay during their work placements or study programs in La Défense. There are a few banks, a grocery store, a pharmacy, some traditional French bakeries, some restaurants, movie theatres and a large shopping centre located near the Residence.

**54 Avenue Puvis de Chavannes, 92400 Courbevoie**

**Phone : 01 49 97 07 07, Fax : 01 46 67 70 20**

[m.bernini@cers-residences.fr](mailto:m.bernini@cers-residences.fr)

### **Studios are equipped and furnished as followed :**

- kitchen : 2 electric appliances, 1 microwave, 1 fridge, a cupboard, kit with dishes
- sofa bed (not included, linens, blanket and pillow)
- bed tables, 1 desk, 1 table, 2 chairs
- 1bathroom : 1 shower, WC, sink

### **Services of the residence :**

1 cleaning per month, 1 fitness room, cafeteria with TV, laundry (to be paid) : rental of iron and table to iron, telephone (subscription paid by CERS), internet : cable

Montly rent studio 18m <sup>2</sup>	640 euros
Entrance fees	390 euros
Housing deposit	640 euros

## • ESTUDINES NANTERRE

The campus is reachable in 15 minutes by bus 258, stop Sainte Geneviève

The city of Nanterre is located in the North West of Paris in the department "Les Hauts de Seine" and a part of the city belongs to La Défense. It has 91 000 inhabitants and a university "Paris X" which is one of the largest of Paris region.

The residence is located in the town's main street, close to Place de la Boule, shops and the university.

The student Residence Estudines Nanterre offers housing from studio (1 main room+ bathroom and kitchen area) to one bedroom apartment (which means 1 bedroom and 1 living room+ bathroom+ kitchen area)

**50 rue des Vignes, 92000 Nanterre**

**Phone : +33 (0)1 41 91 75 00, Fax : +33 (0)1 41 91 75 01**

[willy.jophe@reside-etudes.fr](mailto:willy.jophe@reside-etudes.fr)

### Equipement :

- Main room with kitchen area
  - 2 electric appliances,
  - 1 microwave oven
  - 1 refrigerator
  - 1 shower-room
- + 1 bedroom (double bed) for the 1 bedroom apartment

### Not included :

- Insurance about 47 euros per year
- Electricity about 50 euros per month
- Laundry 3( euros for cleaning and 3 euros for drying)
- Rental of iron and table to iron (free)

### You can subscribe an extra 93, 90 euros package which gives you :

- Cleaning of the room twice a month
- Electricity
- Insurance

Montly rent studio 17m <sup>2</sup>	680 euros
Entrance fees	350 euros
Housing deposit	680 euros

Montly rent 1 bedroom apartment 30m <sup>2</sup>	870 euros
Entrance fees	350 euros
Housing deposit	870 euros

## • ICADE VANVES RÉSIDENCE JEAN BLEUZEN

**27 / 35 rue Jean Bleuzen, 92120 Vanves**

**Phone : +33 (0)1 41 57 84 25, Fax : +33 (0)1 41 61 95 70**

[amelie.boutin@icade.fr](mailto:amelie.boutin@icade.fr) or [aude.sainteve@icade.fr](mailto:aude.sainteve@icade.fr)

→ Subway stop : Malakoff Plateau de Vanves on line 13

The two residences Icade Vanves are located in the city of Vanves, south of department Les Hauts de Seine. It has 27 000 inhabitants and offers a safe and peaceful life. To reach IESEG Campus take the subway line 13 station "Malakoff Plateau de Vanves" to Champs Elysées Clémenceau, change line and take line 1 to La Défense Grande Arche. Then follow exit "A" Grande Arche and IESEG School of Management. It takes around 30 minutes and you can be in Paris Saint Michel in 15 minutes and in Montparnasse in 10 minutes. You should not miss the famous Paris Flea Books Markets. For more information on the city of Vanves : [www.vanves.fr](http://www.vanves.fr)

These are two brand new student residences that opened in september 2011. The apartments are studio apartments that is to say : 1 main room, 1 bathroom, 1 kitchen. Rent goes from 610 euros to 670 euros according the size of the apartment.

**Equipment :**

- 1 kitchen : 2 electric appliances, 1 microwave, 1 fridge, a cupboard
- 1 sofa bed
- 1 wardrobe
- Bed tables, 1 desk, 1 table, 2 chairs
- 1 bathroom : 1 shower, W.C, 1 sink

**Not included :**

- Insurance 1, 50 per month
- Linen
- Dishes
- Laundry 2,50 euros
- Rental of iron and table to iron (free)

**You can subscribe to a 5 euros package which gives you :**

- An unlimited internet access
- 1 monthly breakfast
- 1 monthly cleaning of the studio

Montly rent studio 17m <sup>2</sup>	610 euros
Entrance fees	600 euros
Housing deposit	610 euros

Montly rent studio 25m <sup>2</sup>	630 euros
Entrance fees	600 euros
Housing deposit	630 euros

Montly rent studio 30m <sup>2</sup>	650 euros
Entrance fees	600 euros
Housing deposit	650 euros

## > OTHER POSSIBILITIES FOR HOUSING

We also have other possibilities of housing :

- Host families
- Shared apartments with other students
- Furnished apartments

### ***Real estate agency***

#### • **AGENCE HOMELATITUDE**

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

This agency is experienced in working with students.

**142 rue du Faubourg Saint Denis, 75010 Paris**

**Phone : 01 48 04 86 08, Email : [contact@homelatitude.com](mailto:contact@homelatitude.com)**

If you rent an apartment you must keep in mind that you will have to pay :

- The current month
- Agency fees which vary according to the length of the stay
- Deposit which is usually 2 month of the rent (refundable within 2 month after departure)

### ***Host families***

If you wish to share the life of a French family in order to immerse yourself in the French culture you can contact the following associations for placement in a host family.

#### • **ASSOCIATION FRANCE ACCOMODATION**

[www.paris-homestays.com](http://www.paris-homestays.com)

Description	Rent *	Fees
Single room	600,00 €	600,00 €
Single room + breakfast	960,00 €	110,00 €
Single room + breakfast + 5 dinners	1 230,00 €	110,00 €
Double room + breakfast	840,00 €	110,00 €
Double room + breakfast + 5 dinners	1 140,00 €	110,00 €



## • ASSOCIATION HOST FAMILIES IN PARIS

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

Description	Rent *	Fees
Single room + breakfast	1 050,00 €	110,00 €
Single room + breakfast + 5 dinners	1 320,00 €	110,00 €
Double room + breakfast	915,00 €	110,00 €
Double room + breakfast + 5 dinners	1 149,00 €	110,00 €

## • ASSOCIATION ATOME

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

Description	Rent *	Fees
Bed & Breakfast (academic year)	630,00 €	300 to 600 €
Double room + breakfast + 3 dinners	784,00 €	300 to 600 €

\* Included in the rent : internet, electricity and laundry

## > LETTER OF NOTICE

Please refer to p.55

### **EDF**

EDF is the official government owned electricity provider, once you arrive to your Parisian home you will need to open a line in your name. All you have to do is to call the english-speaking hotline : 0562164908 and tell them the number displays on your meter that way you will only pay for the consumption since the day you have arrived.

Ps : You might receive a mail for automatic payment but it is not mandatory, you can pay with your bank card through secured phone payment to that same number.





Students who will continue their studies in France must ask for the SE 401 Q 102 BIS form which provides exemption from registering with the French student Social Security system.

## > NON EUROPEAN STUDENTS

This is **compulsory** for all non-European students (even if you come to France with your own health insurance) staying more than 3 months to purchase the French health insurance upon arrival.

This is not an IESEG or Lille Catholic University insurance, it is a French insurance decided by the French Government. The annual premium (around EUR 200), is to be paid for the entire academic year no matter when students come to France. It is valid from October 1st to September 30th from the following year. It refunds about 70 % of medical costs.

**We also encourage students to have an international insurance, covering them for travels, lost luggage, expatriation and civil liability.**

French health insurance is called "Sécurité Sociale" and is represented by different private health insurances such as **LMDE for the students**, which we chose for you as it does have promotional documents in English. You'll find extra useful documents from LMDE French student health insurance on our website.

We will help you completing the appropriate forms during the integration seminar. **Please bring a copy from your birth certificate for your French health insurance registration.** You can provide it in French, English, German, Spanish, Portuguese or Italian.

Optional : It is recommended to take an extra health cover ("mutuelle étudiante") for the rest of your reimbursement. There are many "mutuelles" in France. Most students of Lille Catholic University subscribe to LMDE : [www.lmde.com](http://www.lmde.com). The subscription varies from the reimbursement options from the chosen fees (from 70 euros per year).

## > STUDENTS AGED MORE THAN 28 AND STAYING MORE THAN 3 MONTHS

You cannot subscribe to French social security and should take a private insurance. More details will be given during the orientation week.

**Important** : If you obtained a grant from the French government, you will be automatically taken care of, whatever your home country is.

Taking out insurance from French CPAM is possible only for people who possess a residence permit valid for more than 3 months.

For more details check : [www.ameli.fr](http://www.ameli.fr) (Caisse Primaire d'Assurance Maladie - CPAM) or **phone : 3646**

# Money matters

## ***Coins and bank notes***

The currency used in France is the Euro (EUR), the European single currency. You can convert Euros in your home currency using Oanda website and its FXConverter (choose currencies and date of purchase) : [www.oanda.com](http://www.oanda.com)  
On May 1st, 2011 : 1,48 EUR = 1 US dollar

## ***Cash withdrawal***

You can withdraw cash in going to a counter of a financial institution in which you have a bank account, or in using a cash dispenser (ATM) if you have a withdrawal ward. ATMs are open 24 / 7. International foreign banker's cards are accepted by many ATMs, but their use may be expensive. Ask for information to your bank about the cost of such operations (commission, exchange rate).

## ***Cheque books and banker's card***

If you ask for it when you open a bank account in a French financial institution, you will have a cheque book and / or a banker's card at your disposal within two weeks. Most of the time cheques are still free : however, the banker's card is charged at an annual rate, according to the bank and the kind of card. When you use your cheque book you will often be asked to prove your identity. It is usually not necessary for banker's card, but you will be asked to sign your purchase and withdrawals electronically with the secret code given with your banker's card.



It is important to notice that banker's cards from the "Carte Bleue" (debit card) network allow you to withdraw money from most French ATMs, whatever is the financial institution, and without any difference of cost. In case of loss and thief of your cheque book or banker's card, you will obligatorily have to oppose to your bank in reporting the incident. Your bank will explain you how to oppose at any time of night and day. The most widely used credit cards are Master Cards and Visa Cards. The American Express cards are less used in Europe. Please note that some smaller restaurants may not be equipped to process North American Credits Cards due to a different system used in France. Therefore, it is always a good idea to have some cash in hand when you need it.

## Traveller's Cheques

You must go to large banks to cash your Traveller's Cheques (in Euros ONLY) and must show your passport when cashing them.

## Open a bank account

Any person who will stay in France more than three months can open a bank account. It is mandatory in case you apply for the housing subsidy.

In order to open a bank account, you will have to show the following documents :

- Passport or national identity title
- Proof of address.

## Budget

	Lille	Paris
Cost of living per month	855 to 1055 €	1130 to 1580 €
Accommodation	350 to 550 €	400 to 850 €
Food	200 €	300 €
Books & materials	50 €	50 €
Transport	80 € (rather leisure)	150 €
Electricity	45 €	45 €
Phone & internet	30 €	30 €
Personal	100 €	150 €

### Don't forget :

- French Health insurance for non-Europeans : 210 € for 2012/13 (+ eventual transfer fee)
- Residence permit / OFII fiscal stamp : 58 €
- Housing deposit : 1 month rent
- Housing admission fee
- Insurance on accommodation : 55 € / year with SMENO ([www.smeno.com](http://www.smeno.com)) for a studio/T1
- TGV Lille-Paris : 20 to 50 € one way
- You will get reduced prices with your IESEG student card for the movies, museum, train station, bus pass, etc.

# Catering in Lille

## > UNIVERSITY RESTAURANT ‘LE MEUREIN’

As soon as your student card has been created, or if you show a school certificate, you can benefit from the subsidized meals of the **University Restaurants (RU)** of Lille metropolis.

As **a meal costs around 3 euros**, RU has an unbeaten quality price ratio (a 10 tickets booklet for 30 Euros in 2011 / 2012). If you don't have a student card, but nevertheless want to have a meal at the RU, you will have to buy a "passenger" ticket at 6.12 Euros.

**The University Restaurant closest to IESEG is "Le Meurein" RU managed by the AEU and located 300 metres from school, 125 rue Meurein, at crossroads between Bd Vauban and rue Meurein.**

The restaurant is open Monday to Friday, from :

**11:30 am to 1:30 pm & 6:30 pm to 8:30 pm (8 pm on Fridays)**

**It is closed on the week-ends.**

The RU Meurein allows you to eat in 4 self-service restaurants :

- The "Ducasse" traditionnal cooking and grill.
- The "Kermesse" traditionnal cooking and grill.
- The "Carnaval" traditionnal cooking and grill.
- "Pâtes Fraîches" - 2 types of pasta and 5 sauces to choose from.

And :

- "Fraich'up" Salad-bar
- "Sandwicherie du 60" 60 bvd Vauban, sandwich and salad.
- La "Tartine Flamande" specialized flemish sandwiches and salads.
- "Sandwicherie du Campus" 83, bvd Vauban.
- "Cafet" Beer and non-alcoholic beverages, music...



Each self-service restaurant offers a choice of 6 starters, 5 main dishes and 4 vegetables. **Meal-tickets are sold by booklets of 10 pieces** (only cash or credit card), below the AEU offices, 47 bd Vauban, from 11am to 1pm, Monday to Friday.

## > CATERING OFF CAMPUS

IESEG has a cafeteria which sells drinks, pastries, sandwiches during the morning and for lunch, and hot and cold drinks machine (meals between 2 and 8 Euros).

Next to the AEU and schools, the neighbourhood is crammed with sandwiches shops, pizzerias, crêperies which allow a quick catering at a limited cost, and with traditional restaurants and brasseries. Allow between 6.00 and 9.00 Euros for a meal in a traditional restaurant for lunch during the week, and at least 10.00 Euros on evening and week-end.

- **DOG SANDWICH : 43 boulevard Vauban**

Great choice of sandwiches. (3 Euros the formula sandwich + drink + dessert). Very successful among students !

- **ALI BABA : 52 rue Masséna | Phone : 03 20 06 93 40**

One of the numerous kebab shops. Turkish specialty.

- **PIZZA HUT : 146 rue Solférino | Phone : 03 20 57 80 80**

Food to take away.

## > SELF CATERING

Student residences, hotel residences, studio flats and apartments include kitchen (in their furniture) : it is possible to cook for yourself, generally at an approximate cost of 3.5 Euros per meal. You will find markets, supermarkets and grocery stores near the Vauban neighbourhood.

### *Supermarkets*

- **SUPERMARCHÉ MATCH : 97 rue Solférino**

🕒 From Monday to Saturday till 9pm, and on Sunday morning till 11.45am.

- **CASINO : 158 rue Colbert**

- **PROXI : 90 rue des Stations**

- **LIDL : 75 rue Gambetta**

Cheapest prices.

- **ALDI : 17 / 19 Boulevard Bigo Danel 59000**

(near subway station Cormontaigne)

- **CARREFOUR CITY : 41 avenue de l'Architecte Louis Cordonnier**

- **SUPERMARCHÉ CARREFOUR MARKET : 281 rue Léon Gambetta**  
 ☙ From Monday to Saturday, from 8.30am to 8.30pm. Closed on Sunday.
- **SUPERMARCHÉ CARREFOUR MARKET : 41 boulevard de la Moselle**  
 ☙ From Monday to Saturday, from 8.30am to 8pm.  
 ☙ On Sunday morning till 12.30am.
- **CARREFOUR EURALILLE : Commercial centre Euralille**  
 ☙ From Monday to Saturday, from 9am to 10pm.

## Markets in Lille

Going to the market is a French tradition. You'll find a great variety of fresh products such as fruits, vegetables, meat, fish, but also flowers, clothes, cosmetics...

- **MARCHÉ VAUBAN : Place Catinat**  
 ☙ On Friday, from 3 to 7pm.
- **MARCHÉ DE WAZEMMES : Place de la Nouvelle Aventure, rue Gambetta**  
 ☙ On Tuesday, Thursday and Sunday, from 7am to 2pm.
- **MARCHÉ COUVERT DE WAZEMMES : Place de la Nouvelle Aventure, rue Gambetta**  
 Fresh and bio products. From Tuesday to Sunday.
- **MARCHÉ PLACE DU CONCERT : Place du Concert**  
 ☙ Wednesday and Friday, from 8am to 1pm. Sunday from 7.30am to 2.30pm.

## Special Food shops

All supermarkets have an organic food department.

- **LABEL VIE : 98 rue Solférino | Phone : 03 20 30 99 00**  
 Closest to university. Dietetics : organic, natural and diet food.
- **LA SOURCE : 13 rue Plat 59800 | Phone : 03 20 57 53 07**  
 Health-food, vegetarian and fish restaurant.
- **AUX PRODUITS DE FLEURANCE : 72 rue de l'Hôpital Militaire | Phone : 03 20 54 37 73**  
 Food complement, health-food / dietetic products, products gluten and salt free.
- **HARMONIE NATURE : 42 avenue Marx Dormoy | Phone : 03 20 93 99 13**  
 Organic food shop. Well-being and beauty department. Organic cosmetics. Gluten, Salt and sugar free products.
- **VERT'TIGE : 23 marché Wazemmes | Phone : 03 20 30 84 38**  
 Production of organic food.
- **AUX BONNES EPICES : 44 place de la Nouvelle Aventure | Phone : 03 20 42 89 81**  
 Dried fruits, dried vegetables, rice, flours, semolina, couscous, spices, peppers, seasoning, olives, teas, Indian Lebanese and oriental products, sauces.





## *Caterers & delicatessen*

- **LE FIN GOURMET** : 326 rue Léon Gambetta | Phone : 03 20 57 44 44
- **PARENT TRAITEUR** : 374-376 rue Léon Gambetta | Phone : 03 28 38 07 00
- **AU PETIT SANGLIER** : 265 rue Nationale 59800 Lille | Phone : 03 20 54 69 59

## *Restaurants*

- **PIZZERIA CHEZ ARMAND** : 1 rue des Molfonds | Phone : 03 20 54 97 87

Very close to Grand Place and theatres.

- **L'ARRIÈRE-PAYS** : 47 rue basse | Phone : 03 20 13 80 07

Original food, tearoom, bread, open 7 / 7.

- **LE ROY DES GUEUX** : 51 rue de Puebla | Phone : 03 20 54 60 50

As if you were living in the Middle Ages !

- **LA CHICORÉE** : 15 place Rihour | Phone : 03 20 54 81 52

Open all week and all night, French traditional cooking.

- **LE FLAM'S** : 8 rue de Pas | Phone : 03 20 54 18 38

French traditional cooking, for groups.

- **L'ORANGE BLEUE** : 30 rue Lepelletier | Phone : 03 20 55 04 70

Chic and quiet.

- **LOS TACOS** : 164 rue Solférino | Phone : 03 20 77 59 80

Mexican specialities.

- **TIGER WOK** : 45 rue des Tanneurs | Phone : 03 20 14 91 60

Original concept of wok specialities cooking.

**ASIAN RESTAURANTS** : a lot of them are located on rue Solférino.

## *Grocery stores*

Supermarkets are usually open from Tuesdays to Saturdays, but most of them are also open on Mondays. More and more supermarkets tend to open on Sunday morning too.

## *Sunday store closure*

Most of stores are closed on Sunday in France. You might find some very small groceries open all day Sunday. Open markets often take place on Sunday mornings, you can find fresh vegetables, fruits and also meat fish and other items. They are usually very convenient.

# Catering in Paris

## > IESEG CAFETERIA

IESEG has a cafeteria located just behind the reception desk which sells drinks, pastries, sandwiches during the morning and for lunch, and hot and cold drinks.



### **Menu costs 5,50 euros :**

- Sandwich or salad
- Drink
- Desert

## > CATERING OUTSIDE

Next to the Paris campus of IESEG the neighbourhood is crammed with sandwiches shops, pizzerias, crêperies, restaurants which allow a quick catering at a limited cost, and with traditional restaurants and brasseries.

Allow between 6,00 and 9,00 euros for a meal in a traditional restaurant for lunch during the week, and at least 20,00 euros on evenings and week-ends.

## > SELF CATERING

Student residences, hotel residences, studio flats and apartments include kitchen (in their furniture) : it is possible to cook for yourself, generally at an approximate cost of 3,50 euros per meal. You will find markets, supermarkets and grocery stores near the Residences and the campus.

# Public transportation in Lille

## > THE PUBLIC TRANSPORT NETWORK

Lille metropolis has a practical, modern and clean public transport network. Three modes of transport are provided : Metro (underground), bus and tramways, all managed by the same company : **Transpole**.

One ticket covers one trip, whatever the mode of transport you chose and the covered distance. Moreover, the connections between the various modes of transport are free. The cost of one ticket is around **1,40 euros**. The 10 ticket booklet is 11,40 euros. You can also benefit from daily, weekly and monthly tickets, and discount cards.

For short journeys, 4 stations including the one you left from, you can just buy a ZAP ticket for 0,70 euros. Its frequency is around one train every 3 minutes.

**The Metro works from :**  
**Monday to Saturday from 5:00 A.M to 0:30 A.M**  
**On Sunday from 6:00 A.M.**

Bus schedules are variable according to the lines.

**Bus works from :**  
**4:30 A.M to 9:00 P.M with a bus every 20 minutes**  
**From 9:00 P.M to 0:30 A.M with a bus every 30 minutes**

**Tramway serves Tourcoing and Roubaix from 5:00 A.M to 0:00 A.M**

You can find a Metro map on Transpole website, as well as plan your itinerary (only in French) at [www.transpole.fr](http://www.transpole.fr)

## > DISCOUNTS FOR PEOPLE AGED 25 AND LESS : VIVA CARD

If you are less than 25 years old and live in Lille metropolis, VIVA allows you to travel with reduced costs on the Transpole network, which includes buses, underground (metro) and tramway.

You'll thus buy :

Description	Reduction in %	Price
Book of 10 tickets	20 %	8,80 €
Weekly season ticket	25 %	7,00 €
Monthly season ticket	25 %	27,00 €

All tickets are sold in ticket machines in each metro station. The first Viva card is available 1 year minimum. You then have to renew it before each of your birthdays for 2 euros. In order to be valid, the VIVA card must always be shown with a valid ticket.

### ***How to get a VIVA card ?***

#### **You'll have to send :**

- A recent identity picture (with Name and First Name on the back)
- A copy of passport or identity card
- The original of a proof of address of less than 3 months (copy from accommodation contract, phone invoice)
- A 2 euro cheque payable to Transpole (you can ask a French friend to write it for you)
- A stamped envelope with name and address in Lille (0,56 euros minimum)

Send all these documents in a stamped envelope with 0,82 euros stamp to the following address :

**Transpole**  
**Service vente – Carte Viva**  
**BP1009**  
**59701 Marcq-en-Baroeul cedex**

Your card will be sent within 15 days. If you choose a weekly or monthly season ticket, always write your card number on your ticket. In case of problem contact Transpole at **03 20 81 43 43**, or at [contact@transpole.fr](mailto:contact@transpole.fr)

## > SNCF

SNCF, (Société Nationale des Chemins de Fer) manages the French rail network. **TGV** (High-speed trains) leave Lille daily for 60 towns. You should book your ticket well in advance to avoid any too expensive ticket, especially with TGV.

- **Lille-Paris : 1 hour**
- **Lille-Brussels : 38 minutes**
- **Lille-London : 1h45**
- **Lille-Köln : 3 hours**

Cheaper trains are **TER**, which are slower and more appropriate for small journeys in the region, as it accesses a lot of little towns, as well as the seashore.

- **Lille-Brussels : 1H40**
- **Lille-Valenciennes : between 33 minutes and 1 hour**
- **Lille-Dieppe : 3H40 (a city in Normandy)**
- **Lille-Reims : 3H14 (the capital of Champagne !)**

**Do not forget to punch your ticket before going into the train. Ticket punching machines are in front on train lines.**

You can use the website [www.voyages-sncf.com](http://www.voyages-sncf.com) to check train timetables, tariffs and book / buy online.

## ***The 12-25 pass***

**The 12-25 pass** allows young people aged between 12 and 25 to benefit from 25% and 60% reductions on train tickets in France. It may work on international travels.

**This card is available 1 year, it costs 49 euros.**

[www.12-25-sncf.com](http://www.12-25-sncf.com)

## > INTER RAIL

You'll find here everything you have always wanted to know about INTER RAIL, the pass to travel in Europe by train. The website is in English which makes it easier to keep all information, relevant to your country of residence, up to date :

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

# Public transportation in Paris

## > BUS AND METRO

The best and fastest way to travel is the **Parisian public network RATP**. In fact it offers a large service of subways, buses and tramways. Paris has **16 subway lines**. Each of them has a number and a color so it is very easy to identify. **Subway runs from approximately 5.30am to 1.am**. On each platform you have indicated the time of the first and the last subway.

Information for the buses and the tramways are available on the platforms and on website : [www.ratp.fr](http://www.ratp.fr)

The most convenient way to travel is to get the **Pass Imagine R**. You will be given a form upon arrival to fill and send out to receive this pass. The pass will be sent back to you within 3 or 4 weeks. It allows you as a student to travel unlimited in the whole Parisian public transportation (subways, buses, tramways) and offers you lots of reduction, in museums, shops and restaurants. Please keep in mind that there are cancellation fees and that it might take up to one to two months to process the cancellation request. See website : [www.imagine-r.com](http://www.imagine-r.com)

Please note that if you travel from Paris to La Défense by subway line 1, your pass will have the zone 1-2. If you travel from Paris to La Défense by RER train or if you live out of Paris, you have to check in which zone you are before buying your pass. Zones for public transportations go from 1-2 for Paris up to 1-8 to further suburbs of Paris.

The cost of the pass Imagine R is :

- **Zone 1-2** : 306, 50 euros for the whole academic year or **32,30 euros per month**
- **Zone 1-3** : 425, 30 euros for the whole academic year or **43,13 euros per month**

In the meantime you can buy a monthly or weekly **pass Navigo** :

- Weekly pass Navigo for zone 1-2 is 18,85 euros
- Monthly pass Navigo for zone 1-2 is 62 euros
- Weekly pass Navigo for zone 1-3 is 24,50 euros
- Monthly pass Navigo for zone 1-3 is 80,30 euros

You can also purchase tickets (price for **1 ticket is 1,70 euros**, for 10 tickets is 12.5 euros).

## > RER AND TRAINS

RER is a commute train (it is designed with a letters, RER A, RER B, RER C, RER D and RER E). It does work as a subway within the city of Paris (it means it stops at every station), and out of Paris like a train. Be careful and always pay attention to the board on the platform indicating the stations in which the train will stop.

There are several railways stations in Paris travelling to the different regions of France and countries.

- **GARE DU NORD** : North of France, Great Britain by Eurostar, Belgium, Netherlands, Germany
- **GARE SAINT LAZARE** : North west of France, Normandy, Great Britain
- **GARE DE L'EST** : East of France, Germany, Austria
- **GARE MONTPARNASSE** : Brittany, south west and west of France by TGV train
- **GARE DE LYON** : South east of France, Center of France, Switzerland, Italy
- **GARE D'AUSTERLITZ** : West of France

You can travel on the SNCF network with your pass Navigo or Imagine R as far as the zones you're travelling to are included in it. As student you have some reductions of the trains

**The 12-25 card allows young people aged between 12 and 25 to benefit from 25% and 60% reductions on train tickets in France.** It may work on international travels. This card is available 1 year it costs 49 euros.

**Do not forget to punch your ticket before going into the train.**

See the website : [www.sncf.com](http://www.sncf.com)

## > INTER RAIL

You'll find here everything you have always wanted to know about INTER RAIL, the pass to travel in Europe by train. The website is in English which makes it easier to keep all information, relevant to your country of residence, up to date: [www.interrailnet.com](http://www.interrailnet.com)

## > VELIB

It allows you the rental of bike **from only 29 euros per year**. You take a bike from one place in Paris, use it and leave it to another Velib station in the city. You might be asked for a deposit of 150 euros before using Velib in case of damage. Go and see further details on the website [www.velib.paris.fr](http://www.velib.paris.fr)



## > AIRPORTS

There are two main airports in Paris : Roissy Charles de Gaulle airport / CDG and Orly

### ***Roissy Charles de Gaulle (CDG)***

You can reach this airport by :

- **RER B** from whatever stops on this line. Cost : 8,70 euros (from Paris).
- **ROISSYBUS FROM OPÉRA** (subway stop Opéra on line 3, 7 and 8). Cost : 10 euros
- **AIR FRANCE BUS**, cost : 15 euros
  - **from Montparnasse** railways station, rue du Commandant Mouchotte, (subway stop Montparnasse Bienvenüe on line 4,6, 12 and 13)
  - **from Gare de Lyon** railways station, 20 bis boulevard Diderot, (subway stop Gare de Lyon on line 1,6, 14 and RER A)
  - **from Charles de Gaulle Etoile**, avenue Carnot (subway stop Charles de Gaulle Etoile on line 1, 6 and RER A), or Porte Maillot Boulevard Gouvion St Cyr, (subway stop Porte Maillot on line 1)

### ***Orly airport (ORL)***

You can reach this airport by :

- **TRAIN RER B** by going to Antony and then you take a direct shuttle to the airport. Cost : 8.30 euros.
- **ORLY BUS** from Denfert Rochereau station (subway stop Denfert Rochereau on line 4 and 6 and RER B). Cost : 6,90 euros. Pass Navigo zone 1-4 accepted.
- **LES CARS AIR FRANCE** from Montparnasse railways station (subway stop Montparnasse Bienvenüe on line 4, 6, 12 and 13) or Invalides (subway stop Invalides on line 8, 13 and RER C). Cost : 11,50 euros

### ***Beauvais airport***

Even if the is airport is located at about 60 kilometers from Paris, many low cost airline companies such as Ryanair, Wizzair, Blueair,.fly from and to it all over Europe and some even to North Africa..

You can reach this airport :

By taking **a shuttle at Porte Maillot** in front of the hotel Concorde Lafayette. Please note that **you have to take the shuttle 3 hours before your flight** is scheduled. Cost : 15 euros.





## > WEBSITES TO TRAVEL MORE

### Low cost airlines companies :

[www.ryanair.com](http://www.ryanair.com)  
[www.easyjet.com](http://www.easyjet.com)  
[www.vueling.com](http://www.vueling.com)  
[www.transavia.com](http://www.transavia.com)  
[www.wizzair.com](http://www.wizzair.com)  
[www.lastminute.com](http://www.lastminute.com)

[www.eurolines.fr](http://www.eurolines.fr) to travel in Europe by bus

[www.otu.fr](http://www.otu.fr) specialist of young and student travels

[www.sante.gouv.fr](http://www.sante.gouv.fr) to know which vaccine is needed for which country

### City maps and travel itineraries :

[www.mappy.fr](http://www.mappy.fr)  
[www.viamichelin.com](http://www.viamichelin.com)  
[www.ratp.fr](http://www.ratp.fr)

# Communications

## > PHONE

### *To make a phone call*

All French phones (both fixed and cell phones) are identified with a **10 figures number**. For example, the IESEG reception phone number is **01.55.51.10.10**

In order to call France from abroad, you have to dial the international code of your operator (often "00"), then the country code corresponding to France (**33**) and the 9 figures identification number : if you want to call IESEG from abroad, you will have to dial the following number (00 or other international access code) **0033 1 55 91 10 10**

In order to call abroad from France, you must first dial the international code of your operator (operator number, + 0 for the operators who have one figure operator number), then the country code, then your correspondents' phone number. For instance to call the UK, dial 0044, to call Italy dial 0039 or North America 001  
Regarding the 10 figures phone numbers starting with a 0, it's an habit which finds its origin in the still recent period when the monopoly of France télécom was still total. You can then substitute this 0 for the number of your long distance operator.  
Countries dialling codes : [www.countrycallingcodes.com](http://www.countrycallingcodes.com)

### *France Télécom phone boots*

You can find France Télécom phone booths in most public areas : streets, underground, train stations, shopping malls, post offices. Most phone booths work with a "télécarte". You can buy these prepaid phonecards to tobacconists, little booksellers, post offices, train stations or the Parisian metro. They offer 50 or 120 communication units, and cost 7,50 Euros or 15 Euros (for example : Carte téléphonique internationale France Télécom). Some credit cards can be used to make a phone call.

### *Phone rates*

For a phone call in metropolitan France, the public operator fee is 0,028 euro per minute for a local call 0,078 euro per minute for a national call. **They are reduced by half between 7 p.m. and 8 a.m. during the week, from Friday 7 p.m. to Monday 8 a.m.** For phone calls from France to abroad, the public operator rates vary : from 0,48

euro / mn for North America, to about 0,49 euro / mn for most Asian and non-French – speaking African countries. **The application rules for the reduced cost also vary from a country to another**, but in most cases they are identical to these for the phone calls in metropolitan France.

Of course, it is possible to call abroad through the public operator, but it is usually the most expensive solution. The other solutions are : to use another operator which has 1 or many numerals, to open an account in a company which use the “call-back” (as Eurotelsat [www.eurotelsat.com](http://www.eurotelsat.com) or Trans-World Communication <http://netglobe.net>) to call from a phone using a phone-card sold by France Télécom competitors, or to call from specialised shops which will connect you on a different network than the public operator one and which offers reduced phone rates (for example : in Wazemmes neighbourhood).

You may also use special phone numbers to pay less (you may get more details in checking the following websites : [www.telerabais.com](http://www.telerabais.com) and [www.reductel.com](http://www.reductel.com)).

## ***Telecommunications market***

In France, France Télécom public operator still holds the monopoly of local communications on fixed phones. However, the long distance telecommunications market from fixed phones and the telecommunications market from mobile phones are subject to competition.

There are some other operators which have an operator number with one figure, and numerous French and foreign telecommunications companies accessible with special access numbers. In order to use a long distance operator which will be different from France Télécom, you will first have to contact this operator (to open the line). It is possible to subscribe to many operators in order to maximise your savings.

## ***Connection to the phone networks***

### **• LAND LINE**

If the previous tenant had a phone, the connection with your accommodation will be quickly made and without any problem. If the previous subscription has been cancelled for less than six months, package fees for the access to the network will even be reduced.

If your apartment isn't connected, the delays may be longer. You will have to contact the technical services in order to know if the installation is possible or if your landlord must first do some work. Your owner cannot legally oppose himself to a phone connection.

For any information about the rates and delays, contact :

- France Télécom : [www.francetelecom.fr](http://www.francetelecom.fr)
- SFR : [www.sfr.fr](http://www.sfr.fr)
- Bouygues : [www.bouygues.fr](http://www.bouygues.fr)
- Free : [www.free.fr](http://www.free.fr)

## • MOBILE PHONE

In order to connect yourself to a wireless telephone network, you will have to contact one of the market operators. The most important operators with the mobile phone are **Orange, Bouygues Télécom, Free and SFR.**

The marketing mediums for these operators' offers are multiple : mass marketing, specialized shops, University sales outlets, etc.... Most offers are monthly packages of communication for the metropolitan France.

"The Phone House" gathers their offers :

**Centre Commercial les 4 Temps, Niveau 2 - La Défense 7, 92800 Puteaux**  
**Phone : 01 47 76 50 00**

You may ask a member of the International Club to help you and go to a phone shop with you. We also advise you not to sign a yearly contract as the operators are very strict about cancellation fees and they make it very difficult, we do advise to buy a pre-paid number that you recharge, that way you control you budget and you are free of any legal engagement.

## > MAIL

### ***Postal service in France***

Ordinary mail is forwarded and delivered by "**La Poste**" which has the monopoly for the mails from individuals. "La Poste" is very successful : usually, any letter mailed in France to another town in France arrives the following day. It has a very dense network of branches. It takes 5 days between France and Canada. "La Poste" also offers the same financial services as banks.

For very urgent letters and parcels, you can ask for the services of many French and foreign companies (Chronopost from la Poste, DHL...)

**La Poste La Défense : Le CNIT, Puteaux ; Phone : 0899.23.69.19**

## Postage

The postage rate for a letter changes according to its weight and its destination. In the EEA, the postage is **0,58 euro for a letter till 20 gr.** (N.B : you can buy booklets containing 10 stamps at 0,58 euro in tobacconists too). **Postcards can be sent in the EEA for 0.50 euro.**

For the countries other than the EEA, the postage is made according to zones. You can find all the postage on the La Poste website : [www.laposte.fr](http://www.laposte.fr). You will find scales and automatic franking machines in post offices. In case a letter is more than 20 gr, it must be written "lettre" on it.

		Till 20g	Till 50g	Till 100g	Till 250g	
France		Priority	<b>0,60 €</b>	<b>1,00 €</b>	-	-
		Economy	<b>0,53 €</b>	<b>0,75 €</b>	-	-
International	European Union	Priority	<b>0,75 €</b>	<b>1,35 €</b>	-	-
		Economy	-	-	<b>1,60 €</b>	<b>2,85 €</b>
	Rest of the world	Priority	<b>0,87 €</b>	<b>1,75 €</b>	-	-
		Economy	-	-	<b>1,75 €</b>	<b>3,05 €</b>

## > INTERNET

You will have a user name and a password on the IESEG computers, giving you access to your personal account and mailbox. **You can access the Internet on the computer labs from 7.45 am to 8.20 pm.**

**Please check your IESEG mailbox regularly.**

More details on Internet at IESEG on Intranet and in the "Student Guide". If you have a personal computer / laptop, you can access Wi-Fi at IESEG.

If you have a personal computer / laptop and you live in a hall residence, you are usually provided with a connexion in your room (one of the services you pay, depending on your contract).

If you have a personal computer / laptop and a modem, you can subscribe to an Internet access for a reasonable fare from an Internet access provider (SFR, Bouygues, France Télécom etc.)

## > THE FRENCH ELECTRICAL SYSTEM



The French electrical system works on **220 / 230V**.

We highly recommend that you bring with you a adaptor or you can buy one upon arrival. Please see some photos of French plugs.

# Religion

France is a State Republic, which clearly stated the **separation of the Church and the State** in 1905, as well as a secular state with a Roman Catholic tradition. Since the 18th century, the French Constitution ensures the liberty of religious opinion. **Individuals are free to practice the religion of their choice. Discrimination on the basis of religious practice or affiliation is prohibited by law.** The major faiths in France are Catholicism, Protestantism, Islam, and Judaism. Churches, mosques, and temples coexist peacefully in a spirit of harmony and mutual respect.

Different communities are represented in Paris and its suburbs :

## **Catholicism**

### **PAROISSE SAINT MAURICE DE BÉCON**

220 rue Armand Silvestre  
92400 Courbevoie  
Phone : 01 43 33 04 72

### **PAROISSE SAINT ADRIEN**

39 rue Berthelot  
92400 Courbevoie  
Phone : 09 71 39 09 23

### **AUMONERIE CATHOLIQUE**

4 rue Jean Pierre Timbaud  
92400 Courbevoie

### **EGLISE SAINT-ADRIEN**

39 rue Berthelot  
92400 Courbevoie  
Phone : 01 43 33 12 64

### **EGLISE ST PIERRE ST PAUL**

10 rue Boudoux  
92400 Courbevoie

## **Protestantism**

### **ASSOCIATION PAROISSALE LAZERUS**

14 rue Kilford  
92400 Courbevoie  
Phone : 09 64 28 64 70

## **Bouddhism**

### **CENTRE BOUDDHISTE TRIRATNA**

25 rue Condorcet  
75009 Paris  
Phone : 01 44 53 07 31

## **Hinduism**

### **TEMPLE HINDOU SRI MANICKA VINAYAKAR ALAYAM**

72 rue Philippe de Girard  
75018 Paris

## ***Evangelicalism***

### **EGLISE EVANGELIQUE**

40 rue 22 Septembre  
92400 Courbevoie  
Phone : 01 47 89 90 60

### **EGLISE EVANGÉLIQUE DE LA DÉFENSE**

53 gal Damiers  
92400 Courbevoie  
Phone : 01 49 06 06 00

### **EGLISE EVANGÉLIQUE LUTHERIENNE DE FRANCE**

14 rue Kilford  
92400 Courbevoie  
Phone : 01 43 33 18 49

## ***Judaism***

### **SYNAGOGUE DE NEUILLY**

12 rue Ancelle  
92200 Neuilly-sur-Seine  
Phone : 01 46 24 49 15

### **ASSOCIATION CULTURELLE ISRAËLITE**

61 rue Louis Rouquier  
92300 Levallois Perret  
Phone : 01 47 57 11 15

### **CULTE TRADITIONNEL ISRAËLITE**

23 Bis rue Dufrenoy  
75016 Paris  
Phone : 01 45 04 66 73

### **SYNAGOGUE ISRAËLITE DE FRANCE**

24 rue Copernic  
Phone : 01 47 04 37 27

## ***Islam***

### **ASSOCIATION ISLAMIQUE**

331 avenue de la République  
92000 Nanterre  
Phone : 01 47 86 37 43

### **CONSEIL FRANÇAIS DU CULTÉ MUSULMAN**

270 rue Lecourbe  
75015 Paris

### **COMPLEXE COMMERCIAL DE LA MOSQUÉE DE PARIS (C.C.M.P)**

Institut musulman de la Grande Mosquée  
2 place Puits de l'Ermité  
75005 Paris



# Events @ IESEG

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At IESEG, we strive for excellence in education, so do we in welcoming our international students. Throughout the numerous events we organize, please note that the list is not restrictive and might change according to the agenda and does not include the other events organized by the international club and other student clubs.

## > ORIENTATION WEEK

The purpose of this week is pretty simple : simply make you feel home at IESEG. The program has been tailored to provide our students with very useful information about the school, courses and formalities. It is also filled with more informal moments such as the welcome brunch where we introduce ourselves to the students and show them who is who in the school so they can get assistance in any matter they will face.

## > INTERNATIONAL GALA

An elegant event held on campus, aimed to welcome our international students, Gala has a different theme based each year - Gala 2012 was themed 'Casino Royale !'. The theme for Gala 2013 hasn't been decided yet, but when it is, you'll be informed by International club

## > FAREWELL CEREMONY

A formal event for departing international students who finished their semester or year at IESEG. The ceremony is a formal occasion with an academic procession. Students receive a certificate and a cocktail will be offered to all participants.

# Cultural shock

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## > CULTURE SHOCK

**Culture shock is a term used to describe the anxiety and feelings (of surprise, disorientation, confusion, etc.) felt when people have to operate within an entirely different cultural or social environment, such as a different country or a different state than where they live.**

### *Phases of Culture Shock*

Severe culture shock (moving to a foreign country) often consists of distinct phases. Not everyone moves through the phases the same way and not everyone is in the new culture long enough to pass through all three :

#### • THE HONEYMOON PHASE

During this period the differences between the old and new culture are seen in a romantic light, wonderful and new. For example, in moving to a new country, an individual might love the new foods, the pace of the life, the people's habits, the buildings and so on.

#### • THE "EVERYTHING IS AWFUL" PHASE

After a few days, a few weeks, or a few months, minor differences between the old and new culture begin to add up to become tiresome and annoying. One may long for food the way it is prepared "back home," may find the pace of life too fast or slow, may find the people's habits annoying, etc.

#### • THE "EVERYTHING IS OK" PHASE

Again, after a few days, weeks or months, one grows accustomed to the new culture's differences and develops routines. At this point, an individual no longer reacts to the new culture positively or negatively, because it no longer feels like a new culture. An individual becomes concerned with basic living again, as they were in their original culture.

#### → REVERSE CULTURE SHOCK

Returning to one's home culture after growing accustomed to a new one can produce the same effects as described above.



## ***Coping with culture shock***

Experienced travelers tend to cope much better with the difficulties of travel.

To ensure that they may have a more enjoyable trip they can :

- **READ UP ABOUT THE COUNTRY AND ITS CULTURE BEFORE THEY LEAVE.**

This way the country and its people seem more familiar when they arrive. They will be aware of any differences in this new country and they will be prepared to deal with them whenever possible (e.g. differences in hygiene).

- **AVOID BEING OFFENDED, OFFENDING LOCALS** or any general cultural misunderstanding, they can familiarize themselves with the local customs and language.

- **BE OPEN-MINDED** about the culture they visit.

- **TAKE 'TIME OUT' OR REST APART** from cultural exchange in order to reduce the 'shock' of adjustment.

Source : [http://en.wikipedia.org/wiki/Culture\\_shock](http://en.wikipedia.org/wiki/Culture_shock)

## ***Important Factors to Successful Intercultural Adjustments***

### **• OPEN MINDEDNESS**

The ability to keep one's opinions flexible and receptive to new stimuli seems to be important to intercultural adjustment.

### **• SENSE OF HUMOUR**

A sense of humour is important because in another culture there are many things which lead one to weep, get angry, be annoyed, embarrassed, or discouraged. The ability to laugh off things will help guard against despair.

### **• ABILITY TO COPE WITH FAILURE**

The ability to tolerate failure is critical because everyone fails at something overseas. Persons who go overseas are often those who have been the most successful in their home environments and have rarely experienced failure, thus, may have never developed ways of coping with failure.

### **• COMMUNICATIVENESS**

The ability and willingness to communicate one's feelings and thoughts to others, verbally or non-verbally, has been suggested as an important skill for successful intercultural communicators.

### **• FLEXIBILITY AND ADAPTABILITY**

The ability to respond to or tolerate the ambiguity of new situations is very important to intercultural success. Keeping options open and judgmental behaviour to a minimum describes an adaptable or flexible person.

### **• CURIOSITY**

Curiosity is the demonstrated desire to know about other people, places, ideas, etc. This skill or personality trait is important for intercultural travellers because they need to learn many things in order to adapt to their new environment.

### **• POSITIVE AND REALISTIC EXPECTATIONS**

It has been shown frequently that there are strong correlations between positive expectations for an intercultural experience and successful adjustment overseas.

### **• TOLERANCE FOR DIFFERENCES AND AMBIGUITIES**

A sympathetic understanding for beliefs or practices differing from one's own is important to successful intercultural adjustment.

### **• POSITIVE REGARD FOR OTHERS**

The ability to express warmth, empathy, respect, and positive regard for other persons has been suggested as an important component of effective intercultural relations.

## • A STRONG SENSE OF SELF

A clear, secure feeling about oneself results in individuals who are neither weak nor overbearing in their relations with others. Persons with a strong sense of themselves stand up for what they believe but do not cling to those beliefs regardless of new information, perspectives, or understandings which they may encounter.

Source : [www.worldwide.edu/travel\\_planner/culture\\_adjusting.html](http://www.worldwide.edu/travel_planner/culture_adjusting.html)

### **French vs. American 'On-the-Job' Cultural Differences**

*or an American in France, work attitudes beyond the 2 hour lunch and strange, smelly cheeses ! - By Herve Meillat*

Doing business in any other country than one's own requires bridging the cultural gaps. But, what does that mean for the American living and working in France ?

Born and educated in France, I worked for 3 years in Germany and 10 in France, before finally achieving my dream : to move, leave and work in the U.S.A. After a decade of smooth integration, I assimilated into the American way of life, socially and professionally. It is from this perspective that I discovered cultural differences, all these "je ne sais quoi" that define us without thinking about it and tend to make us feel uneasy when we cross the pond. I am happy to share with you some of my own discoveries, which may help Americans working abroad.

#### *The glass half empty*

This a big one to confront : optimism was not invented in France. (More about understatement later !) Attitude starts with education. Through French middle-to-high school, evaluations are structured on a numerical base from 0 to 20. The vast majority of the scholastic ratings are between 7 / 20 and 14 / 20. Despite excellent academic achievements and results, the message sent to students is : "you could have done a lot better, kid !"

Most French are brought up with this kind of negative feedback. They get it from their parents and they get it from their school teachers. Teachers often single out an individual and critique his or her work in front of others. Everyone knows that it will be their turn at some point and the other children share a sense of solidarity with the person who is being critiqued, as they are used to this.

Later on, 'the glass half empty' outlook continues in business life. If you do a good job, that's great, but you are not going to hear about it. Forget anything along the lines of : "that was great Bob, you nailed it," or "what a fantastic job, Dan, you really made a difference." You are expected to do a good job. Period. French managers rarely give positive feedback. Or another way to put it : "Nobody celebrates when trains arrive on time at the railroad station." In fact, "Not bad at all" is actually very positive feedback!

However, leaders tend not to be shy about giving negative feedback : “a cat is a cat.” This sometimes sounds rather harsh to Americans. It can be any kind of situation, such as missing a deadline or work done which does not meet expectations. It might sound personal, “I expected more from you” type of rebuke. Americans aren’t quite prepared for this, whereas the French are more thickskinned about hearing this kind of message.

As an American in France, if you have to assess individuals or results on a project or business, do not be over-enthusiastic or use superlatives like great, wonderful or terrific. They are not popular in France and sound insincere. Avoid a “too positive or rosy” image, which French people might perceive as arrogance or hypocrisy.

### *American enthusiasm versus French passion*

The French do not like bragging. They do not want to hear how good you are at something. They certainly do not want to hear how great your company or country is. They like things to be understated. Americans have a tendency to overstate their accomplishments, what they are able to do, what their products can do.

Although French demonstrate a genetic lack of enthusiasm and share a pessimistic behavior when facing change and in the decisionmaking process, they can be pretty fired up and passionate when entering into conversation. First of all, people do not wait for others to finish a sentence. Conversation is simultaneous. The whole point of conversation in France is that it is very lively, very argumentative, very dynamic. It is not to listen to see who will say the best thing, it is to say the best thing more quickly than anyone else. Discussions at lunch or diner tables, among family or friends, can easily turn into a battlefield. This is one of the reasons why ‘meals’ may go on for hours or more without anyone noticing the time.

Even at the office in France : the goal of a business meeting is to discuss concepts / ideas / theories and not necessarily to make a decision or determine an immediate action plan. Americans need to exercise patience and allow for the fact that people are going to talk a lot. Your French colleagues will probably deviate from the agenda and talk about things that seem irrelevant to you. They interrupt each other frequently and often speak very passionately. Although ultimately the senior member of the French team makes most of the decisions, this does not mean decisions will be made quickly. Expect decision-making to take longer than in Anglo-Saxon countries.

From a business perspective, when entering a negotiation, keep in mind that the French like to disagree for the sake of discussion and to provoke new ideas.

### *Value of time*

In addition, time is much less of an issue in France than it is in the U.S., there is a strong likelihood that your French counterparts won’t be in a hurry to close the deal. Time is



much more fluid in France than it is in the US, and this influences the outcome and timing of decisions. The French do not necessarily feel they are “wasting time” when not working toward a specific goal.

In fact, conveying a sense of urgency to a French counterpart might be the second most challenging task for an American (even after building a relationship, and even more so if you happen to be back in the U.S. and can't have a direct influence on the overseas decision-making process).

The French see greater consequences in taking risks. As a result, the French take extra precautions to think through a project and to see all the ramifications. They want to make certain it will work. So you, as a leader or manager, have to be patient. You have to convince the people that this obstacle can be overcome. Remember, that their first reaction most probably will be negative.

In closing, I consider the U.S. as a risk-oriented country, whereas France is quite structure-oriented. What this means in terms of relationships is that the French take longer to establish them, they want to have a sense of certainty about the person. This is a basic need to understand the person very well before doing business with them.

## > RE-ENTRY SHOCK

(From an article by Thea Miller, a freelance writer)

Some participants returning from extended international study find no one willing to relive those fascinating, cultural memories. Family and friends are waiting to greet you open arms, but not always with open eyes.

Facing the unbelievable “newness” of home and the unwillingness of friends to listen leaves returning participants feeling more like **strangers in their own country**. According to Judith Martin, an associate professor of intercultural communication at the University of Minnesota, it is more difficult to come home. When you go abroad, she says, “you expect it to be different ; when you come home, no one expects you to have changed.”

Some universities have begun to offer classes to help students make sense out of their experiences abroad and recognize the impact it has on them. The differences between cultures and the changes you undergo will affect you the rest of your life, your future academic work, and your career. **Integrating the study-abroad experience into your life is the most important step to overcoming the culture shock.** You sought international study to broaden your understanding of the world - now use it to help others achieve that understanding.

If you feel a need to work through some re-entry shock, or just want to share your foreign experiences with others, here are a few suggestions :

- Ask high school foreign language instructors if you can give short guest lectures, illustrated with photographs, slides, or videos. Many local civic and children's organizations enjoy speakers who share their foreign travel anecdotes. Audience members often add their own stories to the conversation. Rotary clubs, Girl and Boy Scout troops may be able to utilize your experiences through presentations.
- Talk about your experiences with others who have recently travelled abroad and who may be experiencing the same feelings you're having. They may be able to share some tips with you on how they learned to deal with their feelings.

Solutions to re-entry shock are numerous and unique to each individual. Most important, remember that the time, energy and expanse spent studying abroad was well spent.

Source : [www.worldwide.edu/travel\\_planner/culture\\_reentry.html](http://www.worldwide.edu/travel_planner/culture_reentry.html)

More to read on this topic :

[http://en.wikipedia.org/wiki/Culture\\_shock](http://en.wikipedia.org/wiki/Culture_shock)

"Sixty Million Frenchmen can't be wrong", Jean-Benoît NADEAU and Julie BARLOW, edition PORTICO, [www.anovabooks.com](http://www.anovabooks.com), (Why makes the French so French) Laurent Goulvestre, « Les clés du comportement à l'international ! », AFNOR Editions, Décembre 2008.

Kwintessential on France (facts) :

[www.kwintessential.co.uk/articles/category/France/19](http://www.kwintessential.co.uk/articles/category/France/19)

« Culture Shock ! France : A Guide to Customs and Etiquette », by Sally Adamson Taylor

# Discover Lille

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# Trip planning to Lille

## > YOU ARRIVE BY PLANE

### **Access to Lille from a Parisian airport**

If you land on **Paris Roissy-Charles de Gaulle airport (CDG)**, you can get to Lille centre in 50 minutes thanks to the TGV (high-speed train) which leaves the airport (from **Terminal 2** – name of Roissy CDG train station is **“AEROPORT CDG 2 TGV”** when using SNCF website).

If you land on **Paris Orly airport (ORL)**, you will have to go to Gare du Nord train station in Paris, or to Roissy-Charles de Gaulle airport to take a train to Lille. It is quiet easier to land in Roissy – CDG than in Paris – Orly airport.

### **TO GET TO GARE DU NORD**

- In order to get to Gare du Nord from Orly, you must use the ORLYVAL line to Antony station, then change for the RER B line and get off at Gare du Nord station. This solution is the quickest one, but also the most expensive.
- You also can use the RER C line (accessible from Orly with a shuttle bus) till Châtelet-Halles station and change for the RER B till Gare du Nord.
- You also can take a bus from :
  - ORLYBUS till Denfert-Rocherau, and then RER to Gare du Nord, or
  - Car Air France till Montparnasse, then the Metro line 4 till Gare du Nord.

### **FROM GARE DU NORD TO LILLE**

From Gare du Nord, you can get to Lille in 1 hour thanks to the TGV Nord (high-speed train) link, or take slower and cheaper trains (2 hours). For more information consult the section YOU ARRIVE BY TRAIN (II.2.1.2) and the French Railway national Society (SNCF) at : [www.voyages-sncf.com](http://www.voyages-sncf.com)

### **TO GET TO ROISSY-CHARLES DE GAULLE FROM ORLY**

In order to get to Roissy-Charles de Gaulle airport from Orly, the cheapest way of transportation is the Air France shuttle which leaves every 30 minutes between 6a.m and 11p.m from Orly Sud (Exit (sortie) K, platform (quai) 5) and Orly Ouest (Exit D, level of arrival). The trip lasts around 50 minutes and costs 16.50 Euros. For more information, consult the Parisian airports website [www.adp.fr](http://www.adp.fr) Please check the RATP website to get detailed information about Paris transportation network (RER, metro and bus) : [www.ratp.info/informer/anglais/index.php](http://www.ratp.info/informer/anglais/index.php). RER are inner city trains.

## ***Access to Lille from London airports and Brussels national airport***

The easiest way to come from London or Brussels National (Zaventem) airport is to take the fast trains that leave from London centre (Eurostar) and Brussels centre (Eurostar ; TGV). For the links between London airports and London city centre, consult [www.baa.co.uk](http://www.baa.co.uk) For the railway links to Lille, refer to the paragraphs corresponding to the YOU ARRIVE BY TRAIN section (II.2.1.2).

### ***Lille-Lesquin airport***

N.B. : Rather than finding a flight arriving in Lille, and if you arrive from another country, we advise you to land in Paris or in another European capital, and to get to Lille by train. It is easier and cheaper.

There is an airport near Lille, ([www.lille.aeroport.fr](http://www.lille.aeroport.fr)), the Lille-Lesquin airport from which the essential links are made up of domestic flights towards about 20 French cities. There are also regular international flights towards Italy, Germany, Poland, Spain and England (by connection), and some charter flights to the European and African tourist destination. Lille-lesquin airport regularly opens new international flight lines. If you arrive at Lille-Lesquin airport, you will have to **take a shuttle to Euralille** (Lille commercial centre located between Lille-Europe and Lille-Flandres train stations – 20 minutes ; 4.60 Euros) **or a taxi** (minimum 22 Euros) to go to Lille Centre. All details on the airport website.

**Please notice the high-speed train (TGV) is quick and cheap (if booked in advance).** There is no regular flight link between Lille and Paris.

### ***Advice for travel by plane***

#### **• COMPARE AND DISCUSS THE FARES**

We remind you that it is rare that two plane tickets may be sold at the same price, and it is always almost possible to obtain the best fares for the airline companies, in putting travel agencies in competition with each other, or in directly calling the airline companies. Don't be afraid of making counter offers to offers you are suggested, and discover your negotiation power.

#### **• TRAVEL LIGHT**

Your family and friends have certainly already suggested you a list of compulsory souvenirs to bring back from France. During your stay you will probably be asked to bring some items back home... As the excess luggage can cost many Euros (76 euros or more) per kilogram with certain flight lines, we advise you to travel without much luggage on your outward journey in order not to pay too much, or to be obliged to leave some beloved goods bought in France. Also check the maximum weight

authorized for your luggage at your Airline Company or travel agency (between 16 and 32 kg per piece of luggage).

- **FLIGHT SCHEDULES TO FRANCE**

All flights to or from Paris : [www.adp.fr](http://www.adp.fr) (English available)

All schedules from French airports : [www.aeroport.fr](http://www.aeroport.fr)

## > YOU ARRIVE BY TRAIN

### ***Access to Lille from Paris***

From Gare du Nord, you can get to Lille in 1 hour thanks to the high-speed train TGV Nord. During the week a TGV Nord leaves Paris every 30 minutes between 6.30 and 9.00a.m, every hour till 1p.m, every 30 minutes between 2.30 and 8.00p.m, then every hour till 11p.m. Week-end trains leave Paris every hour between 7a.m and 1p.m, and then between 3 and 11p.m. Trains arrive in Lille-Flandres or Lille-Europe train stations ; both train stations are very close to each other (800 meters).

From Gare du Nord it is also possible to take less expensive trains to Lille-Flandres train station (TER and Corail trains). These trains aren't very numerous, and the quickest one puts Lille at about 2 hours from Paris.

For more information, refer to the French national railway company (SNCF) website : [www.voyages-sncf.com](http://www.voyages-sncf.com)

### ***Access to Lille from London***

The High-Speed train Eurostar ([www.eurostar.com](http://www.eurostar.com)) sets London City Centre – Saint Pancras International train station – at 1 hour 20 minutes by train from Lille city centre (Lille Europe train station).

There are more than 10 direct trains to Lille from Monday to Saturday between 6a.m and 7.30p.m, and 9 trains on Sundays between 8a.m and 7.30p.m. There are less expensive, but also slower ways to go to Lille from London, as using Eurolines bus company (5 hours travel by bus and ferry [www.eurolines.fr](http://www.eurolines.fr)).

### ***Access to Lille from Brussels***

Lille Centre is less than 40 minutes away from Brussels Centre thanks to TGV and Eurostar which link Bruxelles-Midi (Brussel Zuid) train station to Lille-Europe train station. You can arrive directly to Bruxelles-Midi from Brussels airport with a shuttle (special train) in 25 minutes. There are at least 13 departures from Brussels to Lille every day between 7a.m and 9p.m.

It is also possible to take cheaper and longer trains : the Bruxelles Nord (Brussel Noord) or Bruxelles Central (Brussel Centraal) journey to Gand (Gent) – Lille-Flandres lasts around 2 hours. The Bruxelles Nord / Midi / Central (Noord / Zuid / Centraal) to Tournai (Doornik)- Lille- Flandres lasts between 1h30 and 2h30 according to the connections. It is also possible to get to Brussels to Lille via Mons.

**Information :**

- Belgian railways : [www.b-rail.be/main/E](http://www.b-rail.be/main/E) (English available)
- French railways : [www.voyages-sncf.com](http://www.voyages-sncf.com)
- Eurostar : [www.eurostar.com](http://www.eurostar.com) (English available)

## > YOU ARRIVE BY CAR

Lille metropolis is at the crossroads of the heaviest motorway network in France after the one from Paris and its region.

**You can get to Lille with the following motorways :**

- A1 (Paris)
- A27 (Brussels)
- A23 (Valenciennes, Mons, Aix-la-Chapelle / Aachen)
- A25 (Calais, Dunkerque, and London)
- A22 (Gent, Anvers / Antwerpen, Amsterdam)
- A26 then A1 (London, Lyon, Reims).

The Web conceals many free services which help you planning your trip, for example consult the French ITI service : [www.mappy.com](http://www.mappy.com)

# Arrival day & Welcome

## > CHOICE OF ARRIVAL DAY

**IESEG is closed for the last week of July and the first two weeks of August.**

**Please note that nobody will be able to welcome you physically during this period. However, we will answer your email requests. Otherwise the school remains open all year long.**

The reception of new students in the school and administrative procedures can only be done from Monday to Friday. IESEG reception is open from 7.45 am to 6.30 p.m., from Monday to Friday.

The reception of new students in students' residences (IESEG and AEU residences) is done only between Monday and Friday. Thus, we advise you to **avoid arriving during the week-end.**

**Pick-up service can be arranged at a train stations in Lille (only) by the Club International, on the Monday preceding the orientation seminar only.**

**If you were to arrive another day**, do not hesitate to check the location of your place or the school by googling it [www.googlemap.com](http://www.googlemap.com) and check "III.Life on campus" for transportation in Lille details. IESEG is located in "**quartier Vauban**" (Vauban neighbourhood), not far from the citadel. To access IESEG, take a bus from Lille Flandres train station, line C2 (La Citadine), come off at the Solférino stop on Boulevard Vauban. At the crossroads on Rue Solferino turn right. You are on Rue de la Digue.. You can buy a ticket from the bus driver for 1.40 euro.

## > WELCOME AT THE TRAIN STATION IN LILLE

If you arrive by train, a student from the International Club will come to welcome you upon arrival in Lille. In order to allow us to be there to welcome you, you should give us all the useful information about your arrival : day and time of arrival, train station of departure and arrival of your train (Lille-Flandres or Lille-Europe).

**Send this information to IESEG International Club : [clubinterieseg@gmail.com](mailto:clubinterieseg@gmail.com)** from beginning of August for an arrival in August or from beginning of December for an arrival in January. The International Club will contact you on the emails you gave



in your application forms. Please add [exchange.coordinator@ieseg.fr](mailto:exchange.coordinator@ieseg.fr) to your email when contacting the IESEG International Club.

In case of change or late arrival, please let us know as soon as possible in calling this number :

**School reception – Lille campus**  
**From abroad : + 33 3 20 54 58 92**  
**From France : 03 20 54 58 92**

## > YOU DON'T ARRIVE BY TRAIN

If you arrive in Lille during the week, between 8a.m and 6p.m, meet at IÉSEG – refer to the following paragraph – so that we can help you discover our school and help you. Administrative procedures (registration, residence permit application, etc) will be done during the mandatory integration seminar (end of August for 1st semester, beginning of January for 2nd semester).

If you arrive in Lille during the week-end, go directly to your landlord, discover the city and its inhabitants, introduce yourself at IESEG on the first working day.

# Details about Lille

## > LILLE : YOUR GATEWAY TO EUROPE

IESEG School of Management is located in the heart of Lille, the traditional capital of Flanders. It is a European metropolis in France's Nord-Pas-de-Calais Region, but also, a city of culture and tradition.

**With 5 European capitals within a 250 km radius**, Lille is a strategic cross-roads in Northern Europe. High-speed trains (TGV) put downtown Lille at **1 hour away from Paris, 1 hour and 20 minutes from London and 40 minutes from Brussels !**

With **1.2 million inhabitants**, the metropolis of Lille is the third-largest urban area in France. It is renowned for its friendliness and its youthful vitality, thanks to more than **150,000 students**.

## > LILLE, A CENTRE FOR HIGHER EDUCATION AND RESEARCH

Lille is one of the largest French cities in terms of students, universities, institutes, schools and "Grandes Ecoles" (the elite higher-education centres). The metropolis boasts 340 research laboratories and 4,000 scientists. Home to a National Health and Medical Research Institute, and the world famous Pasteur Institute, Lille ranks second for medical research in France.

From the prestigious business, management and engineering "Grandes Ecoles", to the many faculties which constitute the metropolitan university landscape, each possess numerous laboratories contributing to the region's potential for research and technological innovation.

The proliferation of leading-edge businesses on university campuses and the increasing number of collaborative ventures between research and development units of leading international corporations, show that fundamental and applied research, engineering and management, are clearly working hand in hand here.

## > THE ENTREPREUNARIAL SPIRIT

Endowed with an ideal geographical position, the Lille Metropolis has naturally become a hub of international trade, as well as a magnet for foreign direct investment. The region boasts **over 500 foreign funded enterprises**, including world leaders and

household names, such as : ABN AMRO, Bayer, Bridgestone, BASF, Bombardier, BP, Campbell Soup, Coca Cola, Ferruzzi, GAP, ICI, Mc Cain, Mölnlycke, Pirelli, Siemens, Toyota, Unilever, US Robotics, and Xerox.

The region is the cradle and home base of major French firms such as Auchan, Bonduelle, La Redoute,...

**It is also the heartland of France's textile and rail industries, and a major centre for automobile, graphic, chemical, mechanical engineering and food industries.**

The Metropolis of Lille has also become a centre for the service industry ; the best examples being the mail-order and mass distribution giants, born in the region and with deep-rooted international recognition.

## > LILLE AND THE PERFORMING ARTS

Dozens of theatres and concert halls, over ten professional theatrical companies, ballet, dance and musical formations of all kinds, all support a continuous and varied cultural abundance.

The region's highlights include the Lille National Orchestra, one of France's finest philharmonics with 120 performances a year, and a noted Opera with fifteen productions per season.

Whether you are a lover of classical theatre or contemporary dance, a jazz fan or simply fascinated by new musical genres, your only difficulty will be in deciding which performance to attend.

## > ARCHITECTURAL HERITAGE AND MUSEUMS

Lille has kept many civil and religious buildings from its ten centuries of history ; highlights include the Citadelle built by Vauban, the old Stock Exchange, the Grand Place, the Old Town with its amazing sculptures, pink bricks and white stones, and a 13th century hospital which now serves as a museum and a concert hall...

Among its many museums and art galleries, Lille prides itself of having France's second-largest Museum of Fine Arts, a superb 19th century building, home to prestigious collections of European paintings, sculptures and other treasures. The wealth of the Fine Art Museum complements the collections of the Modern Art Museum, the Natural History Museum, numerous art galleries and last, but not least, the city's many architectural jewels.

## > NOT TO MISS

### ***Palais Rihour***

This is the sole legacy of the time when the dukes of Burgundy ruled over Lille. Began in 1453 and completed 20 years later. In 1664 the municipality bought it for use as the town hall but this burnt down in 1916. Only the ceremonial stairway and the chapel escaped. It is one of the rare remains in Lille of the flamboyant style of Gothic architecture, visible today in the sumptuous guard room on the ground floor and above this, in the vast conference chamber pierced by niches bearing the coats of arms of the dukes of Burgundy. A heavy door leads to the sacristy, which is illuminated by stained glass windows. It is the headquarter of the Tourism Office.

### ***Vieille Bourse***

This is indisputably the town's finest building, constructed in 1652-1653. It is made up of 24 identical houses backing on to a courtyard. There is infinite variety in the cariatids adorning the pilasters. The same opulence marks the pediments, curved and triangular, ornamented with cartouches, garlands and fruits in the Flemish Renaissance style. Every day (except on Monday) the courtyard is occupied by bookstalls and chessplayers. In summer, tango's display.

### ***Opéra***

The present theatre was built by Louis Marie Cordonnier in neo-classic style. It is sumptuously decorated inside and out. Apollo and the muses, who figure on the pediment, are the work of Hippolyte Lefévre ; to the left the allegorical group representing music is by the sculptor Alphonse Cordonnier and tragedy on the right was sculpted by Lemaire

### ***Palais des Beaux-Arts (Fine Arts Museum)***

Due to the rich collections, the museum is one the most important museum in France. Its 22000 square metres of display space allow visitors to see exceptional paintings (Rubens, Goya, Delacroix...), sculptures (Bourdelles, Rodin, Carpeux...), ceramics and relief models of fortified towns.

### **Place de la République**

**Phone : +33 (0)3 20 06 78 00**

→ Subway 1 stop République Beaux-Arts

🕒 Open on Monday from 2.00pm to 6.00pm. From Wednesday to Sunday from 10.00am to 6.00pm. Closed on Tuesday and some bank holidays.

## ***Hospice Comtesse museum***

The former hospital founded in 1237 by Jeanne de Flandres displays works from the past of Lille : objects from the everyday life, sculpted woods, earthenware, furnitures and paintings.

**32 rue de la Monnaie**

**Phone : 03 28 36 84 00**

→ Bus lines 3, 6 or 9 stop at Lion d'Or

🕒 Open on Monday from 2.00pm to 6.00pm, from Wednesday to Sunday from 10.00am to 12.30am and from 2.00pm to 6.00pm. Closed on Tuesday and some bank holidays.

## ***Maison natale Charles de Gaulle (Charles de Gaulle's birthplace and museum)***

Listed as an historic monument, Charles de Gaulle was born in November 1890 in this 17th Century townhouse. In 2005, new spaces (a multimedia resources centre, a projection and conference room, rooms for temporary exhibitions) supplemented the new museum.

**9 rue Princesse**

**Phone : 03 28 38 12 05**

[www.maison-natale-degaulle.org](http://www.maison-natale-degaulle.org)

→ Bus lines 3 or 6 stop at Magasin

🕒 Open from Wednesday to Saturday from 10.00am to 1.00pm and from 2.00pm to 6.00pm (Desk closed at 12.00 am and at 5.00pm). Open on Sunday from 1.30pm to 5.30pm. Closed on Monday, Tuesday and on bank holidays.

Here are a few addresses you can check to get an idea of your stay in our town :

### • **“LE CH’TI”**

It is a guide published each year in March. It gives you all information needed about shops, restaurants, museums, and services (laundry, supermarkets, photograph, car hiring, cinemas, sports, pubs, Lille agenda...) in Lille and its area.

### • **LILLE TOURIST OFFICE**

You can contact them to get more information : **03 20 21 94 21**

The Tourist Office also published a very instructive little guide on Lille which costs only 1 Euro (“Le Guide”). Please consult their website at : [www.lilletourism.com](http://www.lilletourism.com)

• **COMITÉ DÉPARTEMENTAL DU NORD** [www.cdt-nord.fr/fr/index.aspx](http://www.cdt-nord.fr/fr/index.aspx).

## > LILLE HISTORY

The city of Lille appeared in the Middle Ages. The first document - the Great Charter - dates from 1066. The name Lille comes from *Insula*, and then *Isle*, as the city was built on the river *Deûle*. The County of Flanders, which first appeared in the 9th century, was formed after the Treaties of Verdun (843), with Lille becoming one of its capitals. Charlemagne's grandson, Charles the Bald, inherited the city from his grandfather ; he in turn bequeathed it to his daughter, Gisèle. Thus, through a cunning matrimonial policy, the city of Lille experienced the rise in power of the Counts of Flanders until the middle of the 14th century. Louis de Male, the last Count of Flanders, had only one daughter, Marguerite, who married Philippe le Hardi, the first Duke of Burgundy, in 1369. Together with Dijon and Brussels, the city became one of the capitals of the Burgundy states, which, at the peak of their glory, stretched from Holland to the Mâconnais and the Franche-Comté.

The tragic death of Charles the Reckless (the last Duke of Burgundy) in 1477 put a sudden end to the splendours of the court. His daughter Marie married Maximilian of Hapsburg. Their grandson was Charles Quint. Lille was thus to share the destiny of the Spanish Low Countries for more than 150 years, becoming part of an empire on which the sun never set. Louis XIV had to use all his power and determination to annex Lille to France in 1667, during the war of devolution. During the French Revolution, the city was besieged by the Austrians (1792) who were on the way to Paris to free the king. Thanks to its gunners, the city succeeded in fighting off the enemy. The Goddess, erected on her pedestal in the middle of the Grand Place, bears testimony to this heroic siege.

In the 19th century, Lille became a major industrial capital ; the city expanded rapidly by annexing five towns (Wazemmes, Esquermes, Moulins, Fives and Fbg. Saint Maurice). The surface area of Lille tripled and the number of its inhabitants doubled to 120,000. One century later (in the 1950s), the decline of the textile industry posed serious economic problems for the city, which decided to turn resolutely towards the tertiary sector (banking, insurance, universities, leading schools and administrations). The brand new district of the city, Euralille, which was inaugurated in 1994, is the living example of a highly successful conversion. High speed trains now leave for Brussels, London and Paris - placing Lille at the centre of north western Europe.

## > NIGHTLIFE

The exciting and warm atmosphere of the city does not disappear with nightfall. Lille has a large number of bars, cafés, restaurants and movie theatres. The coolest hangouts are in the **Old Town** and the Old Halles districts, in **rue Masséna**. After dinner, you may check-out the various bars and pubs, in Lille or across the border, in one of Belgium's much appreciated beer palaces.

## > SPORTS AND NATURE

With more than 800,000 members spread over almost 10,000 clubs, the region demonstrates its attachment to the practice of sports. The Metropolis of Lille alone has more than **350,000 sports club affiliates**.

The region is also home to prominent football/soccer and basketball teams, as it hosts international competitions in athletics all year-round.

Last but not least, the region boasts a beautiful natural environment with many seaside resorts and harbours along its 120 kilometres of coastline, lovely rivers and several regional parks.

## > PARKS AND GARDENS

### ***Bois de Boulogne and zoological garden***

Open in 1675, the Bois de Boulogne, covering 50 ha, is the most important garden of Lille. Actually, for a stroll with the family, a visit to the zoo, a jogging, an attraction for the children... the Bois de Boulogne and the mall of the Esplanade form a fantastic whole around the Vauban Citadel.

🕒 The zoo is open in winter from 10.00am to 5.00pm, in summer from 9.00am to 6.00pm on the week-end until 7.00pm.

→ Bus 14 stop Jardin Vauban or La Citadine stop Champ de Mars

### ***Jardin Vauban***

Created in 1863, the Vauban Garden was carried out by the landscape gardener and gardener as a chief of the town of Paris Jean-Pierre Barillet-Deschamps. Listed as an historic monument, this garden of English landscape style, is traversed by sinuous alleys through the solid clumps. An artificial cave, basins, various monuments dedicated to great figures of Lille (among Charles de Gaulle), a puppet theatre decorate the walks.

→ Bus 14 stop Jardin Vauban

→ La Citadine stop Champ de Mars

## ***Jardin des plantes (Botanical garden and green house)***

Situated in the south of the town, this botanical garden open in 1948, has an equatorial green house, a rose garden, trees and bushes arranged according to their geographical origin.

Rue du Jardin des Plantes.

🕒 Open from 8.30am to 6.00pm (9pm from May to September), The green house is open from October to march from 9.30am to 11.30am and from 1.00pm to 6.00pm (4pm from April to September)

→ Bus 14 stop Gaston Berger

## **> KEY EVENTS IN LILLE**

### ***Braderie de Lille (Flea market)***

**Every first weekend in September**, ever increasing numbers of people come to enjoy this great annual rendezvous of flea market fanaticism, bric a brac hunting, bargaining, and amateur salesmanship. **The Braderie : a 48 hour festival** of brocanteurs all around the city of Lille.

The history of the Braderie of Lille is not well known. It is supposed – though no documentary evidence exists - that the tradition dates from the Middle Ages, when once a year the servant classes of Lille were given permission to sell – from dusk to dawn – old clothes and objects belonging to their employers. Over the years the Braderie has changed, becoming much larger and lasting longer. But the overall free spirit of this September celebration remains.

**For two days and two nights a carnival atmosphere reigns**, where everyone does as they please. Would-be merchants, casual and professional dealers mingle the length of several kilometres of stalls of second hand goods, all of which, after much hard bargaining, will find a happy new owner. The Braderie ends on Sunday at midnight, whence the massive cleaning operation begins. Rubbish collectors gradually replace the exhausted bargain hunters, some of whom, torch in hand, still search for hidden treasure on the remaining stalls. Meanwhile, in the enormous crowd, revellers amuse themselves amidst the smells of spicy merguez sausages, mussels and chips, and bathe in all types of music until the small hours of the morning.

### ***Cultural events in Lille Catholic University***

Through a variety of events (conferences, debates, workshops, concerts, exhibitions...), Lille Catholic University seek to touch the heart, mind and soul : culture is offered and experienced as an opportunity to learn more about both ourselves and other people, a source of enrichment and wonder. The University cultural season set on



the academic year is intended for the general public : from students in the framework of their studies, to teachers and administrative staff, also people who are not directly linked with the university, including businesses... People from different backgrounds, generations and points of view contribute to the diversity of our cultural programme, making it possible to establish dialogue and contribute to opening the university to the city, the region and the Euroregion. Always relevant and seeking to explore the themes which concern our society, the Vauban Cultural Centre is happy to bring you various lecture series.

More information :

[www.univ-catholille.fr/culture-international/cultural-policy.asp](http://www.univ-catholille.fr/culture-international/cultural-policy.asp)

## > CULTURE & ACTIVITIES OUTSIDE OF LILLE

### • LA PISCINE, MUSÉE D'ART ET D'INDUSTRIE ANDRÉ DILIGENT

Modern art museum. [www.roubaix-lapiscine.com](http://www.roubaix-lapiscine.com)

23, rue de l'Espérance, 59100 Roubaix ; Phone : 03 20 69 23 60

[lapiscine.musee@ville-roubaix.fr](mailto:lapiscine.musee@ville-roubaix.fr)

### • LA PATINOIRE DE WASQUEHAL

Ice rink. [www.patinoire-wasquehal.com](http://www.patinoire-wasquehal.com)

13 rue du Molinel, 59290 Wasquehal ; Phone : 03 20 65 21 21

[patinoiredewasquehal@carius.fr](mailto:patinoiredewasquehal@carius.fr)

### • CHLORO-FIL (CLIMB IN TREES)

[www.chloro-fil.fr](http://www.chloro-fil.fr)

2 rue du Général de Gaulle, 59239 La Neuville ; Phone : 03 20 85 26 08

[chloro-fil@wanadoo.fr](mailto:chloro-fil@wanadoo.fr)

### • MANUFACTURE DES FLANDRES / MUSÉE DU JACQUARD

<http://madefla.50g.com>

25 rue de la Prudence, 59100 Roubaix ; Phone : 03 20 20 09 17

[manufacturedesflandres@craye.com](mailto:manufacturedesflandres@craye.com)

### • PARC ARCHÉOLOGIQUE "ASNAPIO"

[www.mairie-villeneuve-dascq.fr](http://www.mairie-villeneuve-dascq.fr)

Rue Carpeau, 59650 Villeneuve d'Ascq ; Phone : 03 20 47 21 99

[asnapiio@mairie-villeneuve-dascq.fr](mailto:asnapiio@mairie-villeneuve-dascq.fr)

### • LES PRÈS DU HEM

[www.enm-lille.fr](http://www.enm-lille.fr)

5-7, avenue Marc Sangnier, 59280 Armentières ; Phone : 03 20 44 04 60

[gdalle@enm-lille.fr](mailto:gdalle@enm-lille.fr)

Please feel free to find other places to visit or activities on the website from the “Nord – Pas de Calais” region : [www.cdt-nord.fr/fr/guide/visiter.aspx](http://www.cdt-nord.fr/fr/guide/visiter.aspx)

## > AROUND LILLE

You may find information on other French towns and regions on these addresses :

- [www.cdt-nord.fr](http://www.cdt-nord.fr) from the Comité Départemental du Tourisme du Nord
- [www.tourisme-nordpasdecalais.fr](http://www.tourisme-nordpasdecalais.fr) from the Comité Régional du Tourisme Nord Pas de Calais
- [www.aisne.com](http://www.aisne.com) to visit the department of Aisne
- [www.somme-tourisme.com](http://www.somme-tourisme.com) for the department of Somme
- [www.val-doise-tourisme.com](http://www.val-doise-tourisme.com) for the department of Oise
- [www.franceguide.com/prehome.asp](http://www.franceguide.com/prehome.asp) : the official Tourist Office website for France

## > FRANCE’S MOST YOUTHFUL REGION, TWO DÉPARTEMENTS : NORD PAS-DE-CALAIS

Nord-Pas-de-Calais is an outward-looking region, with 350 kilometres of frontier with Belgium and 140 kilometres of coastline. **Boulogne** is one of Europe’s most important fishing centres, **Dunkirk** is France’s number-three commercial port, and **Calais** is the biggest passenger port in continental Europe, a major point of transit with Britain, which is just 36 kilometres over the Channel, or even under the Channel, via the tunnel.

The population of the region is considerably younger than the French average, and there is a very high density of higher education facilities, with seven universities, 24 engineering schools, 8 IUT, 106 grande école preparatory classes. The total student population reaches 100,000, and all of the region’s larger towns -Lille, Villeneuve-d’Asq, Valenciennes, Arras and Dunkerque- have a university centre.

Nord-Pas-de-Calais is also France’s third biggest industrial region, housing major foodstuffs, biotech, automotive, textile (in Roubaix-Tourcoing) and metallurgy companies, and the hub of thriving retail and mail-order businesses like Auchan, La Redoute and Les 3 Suisses. The regional capital, Lille, intends to play a vital role in the European Union, and its ultra-modern business district, Euralille, was designed with precisely this objective.

## > COMMERCIAL CENTERS

### • EURALILLE, COMMERCIAL CENTER / MALL

Avenue Willy Brandt in Lille, Phone : 03 20 14 52 20

🕒 Open Monday to Saturday, 10am till 8pm

### • CENTRE COMMERCIAL "LES TANNEURS"

80 rue de Paris in Lille, Phone : 03 20 54 10 12

🕒 Open Monday to Saturday, 10am till 7.30pm

### • A L'USINE

Factory outlet. [www.lusine.fr](http://www.lusine.fr)

228 avenue A. Motte, 59100 Roubaix, Phone : 03 20 83 16 20

🕒 Open Monday to Saturday, 10am till 7pm.

### • MC ARTHUR GLEN

Factory outlet.

44 mail de Lannoy, 59100 Roubaix, Phone : 03 28 33 36 10

🕒 Open Monday to Saturday, 10am till 7pm.

## Size Correspondence

	France	USA	UK	Italie
T.1	34	XS	6	38
T.1	36	S	8	40
T.2	38	M	10	42
T.2 to T.3	40	L	12	44
T.3 to T.4	42	XL	14	46
T.4	44	XL	16	48
T.5	46	XXL	18	50

## Laundry

- **LAVOTEC** : 137 rue Solférino, Lille ; Phone : 03 20 08 70 87  
Ⓢ Open 7days / 7, 6am till 9pm
- **LAVERIE DES STATIONS** : 175 rue des Stations, Lille ; Phone : 03 20 30 90 60  
Ⓢ Open 7days / 7, 7am till 8pm
- **LAVERIE** : rue Colbert (close to Wazemmes), Lille
- **CLEAN PRESSING** : 119 rue Nationale, Lille ; Phone : 03 20 14 32 68

## > FOOD FOR THE SOUL

### Cinemas

- **CINÉMA UGC CINÉ CITÉ LILLE** : 40 rue de Béthune, Lille ; Phone : 08 92 70 00 00  
[www.ugc.fr](http://www.ugc.fr)  
Full-fare : from 6.60 to 7.40 Euros. 5.50 Euros for students. Possibility to subscribe to UGC unlimited card for 18 Euros / month.
- **LE MAJESTIC** : 54 rue de Béthune, Lille ; Phone : 08 36 68 00 73  
[www.lemajesticlille.com](http://www.lemajesticlille.com)  
Full-fare : 6,60 Euros. Reduced fare : 5,50 Euros. Before 11am : 4.50 Euros. Film festivals (cheaper tariffs). Original Language movies.
- **LE MÉTROPOLE** : 26 rue des Ponts de Comines, Lille ; Phone : 03 20 15 92 20  
[www.lemetropole.com](http://www.lemetropole.com)  
Full-fare : 6,60 Euros. Reduced fare : 5,50 Euros. Before 11am : 4.50 Euros. Film festivals (cheaper tariffs). Original Language movies.

### Libraries

You have access to IESEG library and BDEG, which are university libraries. You also have access to general libraries in Lille metropolis : [www.bm-lille.fr/bmlille/bmlille.php](http://www.bm-lille.fr/bmlille/bmlille.php) (website in French) : 5 libraries and 2 multimedia libraries.

- **REGISTRATION AND FEES**

All neighbourhood libraries have the same schedules.

- Ⓢ Tuesday, Thursday and Friday : 2 to 6pm
- Ⓢ Wednesday and Saturday : 10am till 1pm and 2 to 6pm
- Ⓢ Opening times in July and August : Tuesday and Saturday : 2 to 6pm

### • SUBSCRIPTIONS CONDITIONS

- Show your passport or identity card
- Proof for reduced tariff (student)

• **LENDING CONDITIONS** (according to the subscription) for 14 days, renewable : 4 books and 2 magazines – 4 CDs – 2 DVDs

### • TARIFFS

Annual subscription	Lillois / Lille inhabitants
Library	Free
Library + Record library	15,00 €
Library + Video library	15,00 €
Library + Record & Video libraries	23,00 €

### Addresses :

#### **BIBLIOTHÈQUE DES BOIS BLANCS / BOIS BLANCS LIBRARY**

36, avenue Marx Dormoy ; Phone : 03 20 92 52 87 ; Fax : 03 20 22 10 62

→ Metro : Bois Blancs ; Bus : ligne 14

#### **BIBLIOTHÈQUE DE WAZEMMES / WAZEMMES LIBRARY**

134, rue de l'Abbé Aerts ; Phone : 03 20 12 84 68

→ Métro : Wazemmes

#### **MÉDIATHÈQUE JEAN LÉVY / JEAN LÉVY MULTIMEDIA LIBRARY**

32 / 34 rue E. Delesalle, Lille - Phone : 03 20 15 97 20

### **Bookstores**

#### • **LE FURET DU NORD**

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

15 Grand' Place ; Phone : 03 20 78 43 43

#### • **LA FNAC**

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

Galerie Grand' Place ; Phone : 03 20 15 58 15

## > HOW TO RELAX / WHERE TO PRACTICE SPORTS ?

### ***Piscine Olympique Max Dormoy***

Big pool 50\*21meters, small pool 25\*15m, waterslide, aquagym.

**36 avenue Max Dormoy, 59000 Lille ; Phone : 03 20 92 53 30**

	Scholar year		Holidays	
<b>Monday</b>	8 am - 1.30 pm	5 - 7.30 pm	10 am - 4 pm	5 - 7.30 pm
<b>Tuesday</b>	8 am - 1.30 pm	5 - 7.30 pm	10 am - 4 pm	5 - 9 pm
<b>Wednesday</b>	8 am - 4 pm	5 - 7.30 pm	10 am - 4 pm	5 - 7.30 pm
<b>Thursday</b>	8 am - 4 pm	5 - 9 pm	10 am - 4 pm	5 - 9 pm
<b>Friday</b>	8 am - 1.30 pm	5 - 7.30 pm	10 am - 4 pm	5 - 7.30 pm
<b>Saturday</b>	8 am - 4 pm	5 - 9 pm	10 am - 4 pm	5 - 9 pm
<b>Sunday</b>	8 - 12.30 am	-	8 - 12.30 am	-

These holidays are for primary and secondary studies, they are NOT IESEG holidays :

- **Toussaint holidays** : October 27 to November 8, 2012
- **Christmas holidays** : December 22, 2012 to January 7, 2013
- **Winter holidays** : February 16 to March 4, 2013
- **Spring holidays** : April 13 to April 29, 2013

Exceptional closures when emptying the pools (Christmas holidays and last 2 weeks of July).

The "Pass'sports" card allows you to benefit from reduced prices. It is delivered at the swimming pool. Free.

### ***BDS : Bureau des Sports***

Sports Club within the IESEG associations. Please contact them to know the club activities ( University sport centre in Hennetières and smaller structures from AEU on campus, please contact AEU for details)

### ***Maison de quartier Vauban-Esquermes***

Sports (aikido, gym, yoga, judo, kung fu, indoor soccer), Dance (African dance and

percussion, hip hop, modern jazz dance, tango, Brazilian dance), Theatre (theatre, singing), Discovery (chess, scrabble, painting club, sewing club)

**77 rue Roland, Phone : 03 20 22 89 07**

Ⓜ Information and orientation on Wednesdays from 9am to 12am

## ***Centre Sportif Vauban - Champ de Mars***

Martial arts, aikido, karate, gym, dance, tennis, table tennis, badminton, jogging, parachuting, body building, shooting)

**2 bis, Allée des Marronniers ; Phone : 03 28 38 20 29**

## ***Laser game***

**9 rue des Primeurs, 59800 Lille ; Phone : 03 20 13 70 63**

[laser-game-nord@wanadoo.fr](mailto:laser-game-nord@wanadoo.fr) - [www.lasergame.fr](http://www.lasergame.fr)

## ***Inquest, indoor game***

**31 rue Alfred de Musset, Site Décathlon Campus, 59650 Villeneuve d'Ascq**

**Phone : 03 20 05 80 00**

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

## ***Métro Bowling***

37 bowling tracks

Ⓜ Sunday to Thursday from 11am till 1am

Ⓜ Friday from 11am to 2am

Ⓜ Saturday from 11am till 3am

**17 bd Victor Hugo, Lille ; Phone : 03 20 52 70 80**

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

## ***V.L.A.N. Vauban Loisirs Animation***

Conferences, craft, gym, walks, yoga

**139 rue Colbert ; Phone : 03 20 57 27 20 or 03 20 54 77 63**

## > PRACTICAL TIPS

### *In case of emergencies*

- Gendarmerie (police station) : **03 20 16 96 96**
  - Police municipale (local police) : **03 20 49 56 66**
  - Police Secours (emergency services) : **17**
  - Firemen : **18**
  - SAMU : **15**
  - Urgences EDF / Urgencies EDF (electricity) : **0810 333 159**
  - Urgences GDF/ Urgencies (gas) : **0810 433 059**
  - Serrurier (locksmith), plombier (plumber), chauffagiste (heating engineer), electrician : **03 20 16 90 90** (No need in AEU residences as done by AEU services)
  - Objets Perdus (Lost Items) : **03 20 50 55 99**
- 30 rue Frédéric Combemale 59000 Lille**

- Fourrière (car pound) : **03 20 50 90 14**
- Taxi : **03 20 06 06 06**

- Mairie de Quartier Vauban Esquermes (town hall) : **03 20 49 51 90**  
**212 A rue Colbert, 5900 Lille**

- Mairie de Lille : **03 20 49 50 00**

**Place Roger Salengro, BP 667, 59033 Lille Cedex, [www.mairie-lille.fr](http://www.mairie-lille.fr)**

- Préfecture du Nord : **03 20 30 59 59**

**12 rue Jean Sans Peur, 59039 Lille Cedex, [www.nord.pref.gouv.fr](http://www.nord.pref.gouv.fr)**

- OFII Office Français de l'Immigration et de l'Intégration : **03 20 99 98 60**

**892 avenue de la République 59700 Marcq en Baroeul**

- DDTEFP Direction Départementale du Travail, de l'Emploi et de la Formation Professionnelle : **03 20 12 55 55**

**77 rue Léon Gambetta 59000 Lille**

### *Bank holidays*

On these days Government Departments, banks, shops are, in the main, closed. Most stores and businesses close on public holidays, but a majority of museums monuments and restaurants remain open, or only close on certain holidays.

- January 1st : New Year's Day
- March 25 : Easter Monday
- May 1st : Work day
- May 8 : Armistice Day 1945
- June 2 : Ascension Day
- July 14 : National Day



- August 15 : Assumption
- November 1st : All Saints' Day
- November 11 : Armistice Day 1918
- December 25 : Christmas

## ***Time zone***

From the end of March until the end of October, French time goes from GMT+1 to GMT+2 (we have 6 hour's difference between Québec and France for example) (GMT = Greenwich Meridian Time).

According to the decree of 3 April 2001. In the Departments of Metropolitan France, from the year 2002 and for the following years, the period for Summer Time starts on the last Sunday in March at 2 o'clock in the morning. At this time, one hour is added to the current time.

The period for Summer Time ends on the last Sunday in October at 3 o'clock in the morning. At this time, one hour is taken away from the current time.

(Source : <http://ca-en.franceguide.com>)

## ***Photocopies***

You can credit your student card to make photocopies at IESEG (procedure on Intranet), or go to the following copy shops :

- **COREP PHOTOCOPIE**

**55 bd Vauban 59800 Lille ; Phone : 03 20 57 34 19**

- **LA BOÎTE À COPIES**

**43 bd Vauban 59800 Lille ; Phone : 03 20 54 00 45**

## ***Furnitures***

- **IKÉA**

<http://www.ikea.com/fr>

Furniture, decoration, and accessories for house and office.

**Centre commercial rue Grand But 59160 Lomme ; Phone : 0 825 10 3000**

→ Metro : Saint-Philibert

- **LA FOIR'FOUILLE**

Very cheap items for your bedroom (frying pan, forks, candles, carpet).

**Rue Gambetta in Lille**

## > KEEP YOURSELF INFORMED

### *Newspapers and magazines*

Our local newspaper is called « **La Voix du Nord** ». It is a daily newspaper. If you buy it on Sunday, you'll have an extra magazine with it [www.lavoixdunord.fr](http://www.lavoixdunord.fr)

The well-known French newspapers are :

- **"LIBÉRATION"** [www.liberation.fr](http://www.liberation.fr)
- **"LE MONDE"** [www.lemonde.fr](http://www.lemonde.fr)
- **"LES ECHOS"** [www.lesechos.fr](http://www.lesechos.fr)
- **"LE FIGARO"** [www.lefigaro.fr](http://www.lefigaro.fr)

<http://corumcle.edres74.ac-grenoble.fr/presse/pressefr.htm>

Please check this website which lists some French newspapers and magazines with their websites

You can have free newspapers. They are mainly found at metro stations before 9 a.m.

- **"20 MINUTES"** : can be found at IESEG near entrance [www.20minutes.fr/actualite\\_Lille.php](http://www.20minutes.fr/actualite_Lille.php)
- **"LILLEPLUS"**
- **"METRO"**

## > RADIO STATIONS AND TV CHANNELS

### *Main radio stations*

#### **GENERAL RADIO STATIONS**

- France Inter : 103.7
- Europe 1 : 92.5
- RTL : 93.0
- BBC WORLD SERVICE MW 648 KHZ

[www.bbc.co.uk/radio/](http://www.bbc.co.uk/radio/)

for more English speaking radio stations

#### **INFORMATION RADIO STATIONS :**

- France Info : 105.2

#### **MUSICAL RADIO STATIONS :**

- RTL2 : 89.2
- Le Mouv : 91.0
- Contact FM : 91.4
- Virgin Radio : 92.0
- Skyrock : 94.3
- RFM : 96.0
- Fun Radio : 96.8
  - NRJ : 101.3
- Radio 21 : 104.6
- Radio Classique : 107.3

## 6 TV Channels (if you don't have the cable)

- 1 : TF1
- 2 : France 2
- 3 : France 3
- 4 : Canal + (restricted access during some parts of the day)
- 5 : France 5 / ARTE
- 6 : M6

### NOTES

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**Favorite radios :** .....

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**Favorite channels & shows :** .....

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**Favorite magazines & newspapers :** .....

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# Discover Paris

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Paris, the city of lights .....	<b>p. 125</b>
Useful addresses in La Défense .....	<b>p. 130</b>

# Paris, the city of lights

As France's capital, Paris is a major source of culture, history, fashion, food, and more. The city's rich cultural and historical base, coupled with its tendency to transform and develop, makes Paris an innovative and dynamic city.

Living and staying in the capital, is a pleasurable experience...The diameter of the city is strategically cut by the River Seine. On the right bank, there are many of the most fashionable streets and shops, and such landmarks as the Arc de Triomphe, Place de la Concorde, Louvre, the modern Pompidou Center (Beaubourg) and the Sacré Coeur. On the left bank, you can see governmental offices and is the site of much of the city's intellectual life. It is known for its old Latin Quarter and for such landmarks as the Sorbonne, the Luxembourg Palace and the Panthéon. The historic core of Paris is the Île de la Cité, a small island occupied in part by the Palais de Justice and the Cathedral of Notre Dame de Paris. Rising above the city is the Eiffel Tower.

How do you define a Parisian ? In numbers, the population stands at an estimated 2 153 600 inhabitants. The usual clichés would have us believe that they are always in a hurry, stressed and arrogant, though their image also blends with that of the French lover, romantic and "bon vivant". Paris has 20 districts call "arrondissements" and is divided in two parts by the River Seine, it is commonly says that "Paris left bank thinks when Paris right bank spends".

**Places to avoid :** Although during the day it is a wonderful place to ride bikes, row a boat, go for a walk or have a picnic with friends and families, at night Le Bois de Boulogne located in the 16th arrondissement is a place to avoid.

**Other places to avoid at night** Forum des Halles, at the district Porte de la Chapelle, Porte de Pantin, Porte de Clignancourt

## Museums

National museums are open from Monday to Sunday and closed on Tuesday. There are free the first Sunday of each month. They are free for every student from the European Union under 26 years old. Museums of the city of Paris are free all the year and they are open from Tuesday to Sunday.

## **Theaters**

You can buy tickets with a reduction of 50% for the same day at a kiosk located in the place in front Montparnasse railways station (subway stop Montparnasse Bienvenue on line 4, 6, 12 and 13), another one is located 15 Place de la Madeleine (subway stop Madeleine on line 8, 12 and 14)

### **LA COMÉDIE FRANÇAISE**

The French National Theater sells tickets one hour before the show at Salle Richelieu, Place Colette (subway stop Palais Royal Musée du Louvre on line 1 and 7). The first Monday of each month these tickets are free for people under 28 years old.

### **OPERA GARNIER /OPERA BASTILLE**

The rehearsal is usually booked for the staff of the Opera but many free tickets are available on that day. You only have to go there and ask for some invitations people will give them to you freely.

## **Cinemas**

Many reductions are offered to students according to the different cinema companies (the main ones are UGC, Gaumont, Pathé, Mk2). Note that in the morning (before noon) there are reductions for everybody. Many student reductions do not work on week end and on Friday evening. Your pass Imagine R also gets you some reduction so do not hesitate and go on the website to check.

## **> KEY EVENTS**

### **LES JOURNÉES DU PATRIMOINE**

On September 17th and 18th : Paris offers to you to discover freely its inheritance throughout a lots of activities, walks, exhibitions, workshops, debates,

### **LA NUIT BLANCHE**

On October 1st : That night lots of museums will be open all night long. There will be some shows all around Paris.

### **LE PRINTEMPS DU CINÉMA**

During 3 days, you will only pay 3,50 euros to go to the cinema and see how many movies as you wish.

### **ROLAND GARROS**

Last week of May, first week of June : world famous French tennis tournament

## JOURNÉE DE LA MUSIQUE

21st of June : concerts all day long in the streets in the whole country

## LA FÊTE DU CINÉMA

You buy the first ticket at a normal price and for the whole week you will only have reduction on all others tickets to see whatever movie

## > OUTSIDE PARIS

### **Versailles**

[chateauversailles.fr](http://chateauversailles.fr)

**1 Rue Robert de Cotte, 78000 Versailles ; Phone : 01 30 83 78 00**

Classified since 30 years at the world inheritance, the Castle of Versailles is one of the most beautiful realization of the French Art in the 17th century. The old Pavillon of hunt of Louis XIII has been changed and became bigger under his son Louis XIV who settled the Cour and the government of France in 1682. Til the French Revolution, kings of France lived there and made it become more beautiful.

#### How to reach Versailles :

→ RER C

To go to Château de Versailles by RER C, you have to buy a ticket for Paris - Versailles Rive Gauche zones 1-4

→ By Train SNCF

Arrival Versailles Chantiers from Paris Montparnasse

Arrival Versailles Rive droite from Paris Saint Lazare

Time for RER and SNCF trains on [www.transilien.com](http://www.transilien.com)

### **Château de Fontainebleau**

**Place du Général de Gaulle, 77300 Fontainebleau ; Phone : 01 60 71 50 70**

Very important in the French history the castle of Fontainebleau was one of the House of the sovereigns of France from François 1er to Napoleon III. Several kings left their footprint in the building and the history of the castle,

The forest of Fontainebleau is 25 000 acres and is very famous because it inspired many artists in 19th century : the impressionists and the school of Barbizon as well as photographs, writers and poets.

### **How to reach Fontainebleau :**

→ By train : take the train Gare de Lyon station (main lines) direction Montargis, Sens or Montereau. Get off at Fontainebleau-Avon, then take bus line A direction «Les Lilas» till bus stop « La poste - château ».

→ By shuttle Paris/ Vaux-le-icomte/ Fontainebleau A shuttle from "Parivision". goes regularly to Fontainebleau from Paris, departure at 214 rue de Rivoli  
More information on : [www.parisvision.com](http://www.parisvision.com) ; **Phone : 01 42 60 30 01**

## ***Chartres***

Chartres was a city very important in the French history. It was occupied in the Neolithic period and will be visited by King Henry IV, to Jean Moulin famous French partisan under WWII. Today this modern city became in few years the capital of the lights and of the perfume, its cathedral and its stained glasses.

### **How to reach Chartes :**

→ From Montparnasse railway station (main lines)

## ***Le Parc de Sceaux***

Le Domaine of Sceaux was created by Jean-Baptiste Colbert (1619-1683) and his eldest son the Marquess of le Seignelay (1651-1690) in the last third of 17th century.

The museum of Île-de-France, created in 1937 and located in the heart of the property of Sceaux offers many collections in the castle, l'Orangerie, the Pavillon d'Aurore, le Petit Château and the stables. You can take a walk in the gardens crossing history from Colbert to nowadays.

## ***Provins***

Provins is a medieval city. A legend says that the city of Provins was born during the Roman period. Based on this tradition the tower of Provins would have been built by Julius Caesar. In fact this building located at the top of this rock was built in 12th century by the Counts of Champagne. We can say that the tower was already there because it is mentioned in charter. You will be invited to drink a jug of wine while singing feast songs, clapping hands and tapping feet.

### **How to reach Provins :**

→ By train from Paris : Gare de l'est to Provins



# **Chantilly, town of Princes**

Chantilly has lived to the rhythm of its castle for the last four centuries. Since Anne de Montmorency, in the 16th century, Chantilly has seen the greatest, whether they be Kings, Princes, Dukes, Duchess or poets. Hunting and grand receptions were the thing. This period has left its mark on Chantilly with the Chateau and the Condé Museum ; the Grand Stables (1719) and the Living Horse Museum ; the Hippodrome (1833) and the Manse Pavilion (late 17th century) or the forest.

# **Giverny**

Claude Monet lived from 1883 to 1926, in his house of Giverny. He was passionate by the garden and the colors so he created his own garden of flowers and his own garden of water like a real work. By walking in his garden you will feel the atmosphere that reigned in the master of the Impressionist painting.

The house of Claude Monnet and the museums of the masterchiefs of the impressionist painters (Pierre Bonnard, Claude Monet, Edgar Degas, Auguste Renoir,..).

## **WHAT I WANT TO VISIT :**

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# Useful addresses in the district of La Défense

## > WHERE TO BUY FOOD AROUND THE CAMPUS ?

### **Supermarkets**

- **MONOPRIX CNIT LA DÉFENSE**

⊕ Open from Monday to Saturday from 09.00am to 10.00pm

- **MONOPRIX : 14 avenue Léonard de Vinci, 92400 Courbevoie**

⊕ Open from Monday to Saturday from 09.00am to 10.00pm

- **AUCHAN : Centre Commercial les 4 Temps**

⊕ Open from Monday to Saturday, from 9.00am to 10.00pm.

- **CARREFOUR MARKET : 20 rue Bezons, 92400 Courbevoie**

⊕ Open from Monday to Saturday, from 8.30am to 8pm.

⊕ Open on Sunday morning till 12.30am.

- **FRANPRIX : 30 avenue de l'Arche, 92400 Courbevoie**

⊕ Open from Monday to Saturday, from 9am to 10pm.

⊕ On Sunday from 09.00am to 1.30 pm

### **Shopping mall “Les 4 temps”**

[www.les4temps.com](http://www.les4temps.com)

This mall offers you a lot of facilities such as : restaurants, shops, banks, cinemas and food of the world.

### **Size correspondence**

Please refer to p.108

## > FOOD FOR THE SOUL

### *Cinemas*

- **CINÉMA UGC CINÉ CITÉ LA DÉFENSE**

Centre commercial Les Quatre Temps

Phone : 08 92 70 00 00

- **GAUMONT CHAMPS ELYSEES MARGNAN**

27, avenue des Champs-Élysées, 75008 Paris

- **GAUMONT CHAMPS ELYSEES**

50 Avenue des Champs-Élysées, Paris

You are eligible to a discount with your student card ( expect weekends)

### *Libraries & databases*

#### **YOU HAVE ACCESS TO IESEG LIBRARY**

##### **Bibliothèque universitaire Vauban Paris la Défense, Room B44**

🕒 From 1.00pm to 7.00pm every day except during Christmas and Easter break.

You can consult and borrow various books (reference books, dictionaries, history manuals...). The documentation center is open every day from 1 pm to 5 pm. You have at your disposal a resources center for languages which allows you to view DVDs in their original version, and also cd-roms for learning English on yourself. Moreover linguistic support (grammar, CV ...) given by your teachers are proposed once a week.

Upon arrival you will be given a card with a credit of 5 euros to make photocopies. Then you refill it you will have to go on the IESEG website.

Up to 500 books, papers and reviews are available, you can see them on our catalog ( le catalogue). To make a research please tick toutes les bibliothèques ») You can borrow up to 3 books\*s for 1 week renewable three times. The reviews and the newspapers has to be read in the libray (Challenges, les vocables espagnol, anglais et allemand, Le Monde, Les Echos...)

#### **YOU ALSO HAVE AN ACCESS TO SEVERAL DATA BASES**

- **FACTIVA**

It proposes an integral text of more than 10000 newspapers from 150 countries, among which Le Monde, les Echos, Le Figaro, La Tribune, The Financial Times, The Wall Street Journal as well as main papers from the International papers.

- **DIANE**

Access to the results and the BILAN of all the companies which publish their results to Greffes de Tribunaux de Commerce en France

- **BUSINESS SOURCE COMPLETE**

9.700 publications in integral text in the field of finance, de la accountancy, management, marketing, economy. Access to the studies and reports, financial datas

- **XERFI 700**

Sectorial studies on several markets in France, Europe and in the world. For France : diagnostics and projections on economic and financial results of the area for small and medium companies.

- **EUROMONITOR**

Access to demographical and economic statistics and consumption.

- **EMERALD**

Access to bibliographical references of articles in managing literature and access in integral text to more than 140 reviews.

These data bases and other ones are available on the web site of the BU Vauban and can be consulted from the campus o, the multimedia room or from whatever if you are register on the website. (Just click on the top of the page)

E -books are also available on Dawsonera.

You can consult or borrow them from 1 to 7 days.

For all information, or help to search a book or a paper, please contact :

**Liora Loche** : [l.loche@ieseg.fr](mailto:l.loche@ieseg.fr) office B39

- **BIBLIOTHEQUE NUMERIQUE EN RESEAU (BNR)**

BNR is a numerical source of documentation ; from IESEG intranet, you can have access to databases. You can find a lot of academic papers and newspapers in each management's area.

## ***Buy books in La Défense***

- **LA FNAC** [www.fnac.com](http://www.fnac.com)

**2 Place de La Défense, Phone : 08 25 02 00 20**

## > IN CASE OF EMERGENCIES

- Police Secours (emergency services) : **17**
- Firemen : **18**
- SAMU : **15**
- SOS plumber or locksmith : **01 41 71 06 46**
- EDF electricity : **810 333 159**
- GDF gas : **810 433 059**
- Lost items : **0821 00 25 25**

## > KEEP YOURSELF INFORMED

### *Newspapers and magazines*

Our local newspaper is called « **Le Parisien** ». It is a daily newspaper  
[www.leparisien.fr](http://www.leparisien.fr)

The well-known French newspapers area :

- **"LIBÉRATION"** [www.liberation.fr](http://www.liberation.fr)
- **"LE MONDE"** [www.lemonde.fr](http://www.lemonde.fr)
- **"LES ECHOS"** [www.lesechos.fr](http://www.lesechos.fr)
- **"LE FIGARO"** [www.lefigaro.fr](http://www.lefigaro.fr)

<http://corumcle.edres74.ac-grenoble.fr/presse/pressefr.htm>

Please check this website which lists some French newspapers and magazines with their websites

You can have free newspapers. They are mainly found at metro stations before 9 a.m.

- **"20 MINUTES"**
- **"METRO"**

## > RADIO STATIONS AND TV CHANNELS

## > BANK HOLIDAYS

## > TIME ZONE

Please refer to p. 114-116

# Welcome charter for international students

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**The Lille Catholic University is committed to pay a detailed attention to their foreign students.** This is presented partly or totally by their courses of studies in each of the establishments which makes up the entire university.

In order to reserve them **the best possible welcome**, to guarantee them a harmonious integration, and to provide the entire university community with a beneficial intercultural climate of exchange, the people of Lille Catholic University commit :

- 1 **To listen to every requests of information from their foreign students, and to quickly answer the questions**, in a comprehensible fashion for a person coming from a different cultural context.
- 2 **To ensure a personalized welcome** for the foreign students by devoting the time necessary to their physical settlement and their integration within the establishments which receive them.
- 3 To recognize “all of their duties” to the foreign students :
  - To give them the means to express and share the cultural and spiritual richness that they carry
  - To associate them with the structures which represent the student/ associative life
- 4 **To accompany the foreign students** in order to facilitate their administrative steps with Lille Catholic University, as well as with their exchange partners. Among the faculty/staff and students of the university there are designated “peer facilitators” whose purpose is to help the in coming international students.

In accordance with the human and Christian values which inspire them, the members of Lille Catholic University consider that the foreign students and their rich linguistics, culture, spirits and differences help invite a universal openness to their institution.



### LILLE CAMPUS

3 rue de la Digue  
59000 LILLE  
Phone : 00 33 (0)3 20 54 58 92  
Fax : 00 33 (0)3 20 57 48 55

### PARIS CAMPUS

Socle de la Grande Arche  
1 Parvis de la Défense  
92044 PARIS LA DEFENSE cedex  
Phone : 00 33 (0)1 55 91 10 10  
Fax : 00 33 (0)1 47 75 93 75

[ieseg@ieseg.fr](mailto:ieseg@ieseg.fr)  
[www.ieseg.fr](http://www.ieseg.fr)

