

Welcome to the University of Caen Lower-Normandy !

As a partner with your University, we are very pleased to welcome you on our campus this year.

We hope that this guide will help you to prepare your stay in the best conditions. We therefore recommend you to read it very carefully.

The University of Caen Lower-Normandy features many sport facilities and offers plenty of cultural and leisure activities which we hope will help you to enjoy your stay in France.

We look forward to meeting you very soon.

The International Office

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I - THE INTERNATIONAL RELATIONS OFFICE (S.R.I.)

As an exchange student registered at the University of Caen, the S.R.I. will remain your contact throughout your stay in France.

Where to find us:

Campus 1 – bâtiment Sciences 1er cycle (registration building)
Ground-floor, door AC 011

See map on the back page

Contacts at the S.R.I. :

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II - BEFORE YOUR ARRIVAL

We recommend you to visit our website (www.unicaen.fr) regularly for up-to-date useful information.

1 - Pre-registration

1.1 Pre-registration must be done on our website:
<http://www.unicaen.fr/sri/moveonline/incoming.fr.htm>

VERY IMPORTANT: in order to confirm your registration, you must download the document onto a PDF file, print it, sign it and attach a photograph. This document must also be signed by your Coordinator and sent to the S.R.I. **before 25 June 2008** for full year and 1st semester admissions, and **before 15 November 2008** for 2nd semester admissions, at the following address:

Université de Caen Basse-Normandie
Service des Relations Internationales
Esplanade de la Paix
14032 CAEN Cedex - France

On the pre-registration form, you can apply for :

• **accommodation in a student's residence** (see IV.1).

Because of a limited number of rooms available, you are strongly advised to return the form as early as possible.

• **an intensive French course** at the CEFE (French Learning Centre for Foreigners). The course (27 hours per week) is designed to prepare students to standard university work.

It includes:

- grammar
- written comprehension and expression
- oral comprehension and expression
- phonetics at intermediate level, or
- specialised language at advanced or upper level (legal French, literary French, etc.)

Dates : 1 – 12 September 2008 ; cost : 300 €.

This session will take place at the CEFE (French Learning Centre for foreigners). You will be welcome on 1 September 2008 at 8.45 a.m. in the Annexe Vissol building (CAMPUS I)

1.2 On receipt of your pre-registration form, the S.R.I. will send you documentation together with :

- an application form for accommodation
- an application form for the intensive French course according to your requirements.

Language support courses are also open to Exchange students at the CEFÉ. These courses take place throughout the semesters 2 days per week (18.00 – 19.30 p.m.) and qualify for 4 ECTS. An application form will be automatically attached to the documentation.

The classes will start on October 13th 2008 for the first semester and February 23rd 2009 for the second semester

1.3 These documents should be returned to the S.R.I. as soon as possible (deadlines : **11 July 2008** for full year and 1st semester admissions and **15 December 2008** for 2nd semester admissions) **together with your payment.** We will then acknowledge receipt of your application form for student's accommodation and send you all information regarding your room.

2 Learning Agreement

You are coming to the University of Caen to study for a year or for one semester. We advise you to refer to our website (www.unicaen.fr) to help you choose your studies programme.

The University is made up of several **U.F.R. (Unités de Formation et de Recherche**, i.e. Faculties), some of which are divided into several departments. You cannot enrol in more than two departments. You first choose the U.F.R. where you wish to register, according to your subject area. You then select your courses among those proposed by the U.F.R. and draw up your Learning Agreement (list of selected courses) with your teacher. This document must be sent to the French Coordinator in the shortest delay.

Please note that changes might occur on your arrival in Caen according to the timetables.

3 Documents to bring with you

For students from EU countries and the EEA :

- An European health insurance card
- A repatriation insurance certificate taken out with your insurance company
- Passport or identity card
- A few passport photographs

For non-EU students :

- A birth certificate
- Passport
- 4 coloured passport photos (with a white background)
- The SE 401-Q-106 form (for students from Quebec only)

4 - Academic Calendar

The semester usually starts at the beginning of October but the date may vary according to the U.F.R. (Faculty).

The faculties of Law and Economics, Food Technology, the Institute of Technology and the French Learning Centre for Foreigners (CEFE) start in September.

Refer to our website for further information.

Holidays 2008-2009

➤ Christmas : from Saturday 20 December 2008 to Sunday 4 January 2009.

➤ Spring : from Saturday 4 April to Sunday 19 April 2009.

5 - Living expenses

Monthly budget (estimate):	400,00 €
- Room in a student's residence	138,70 €
- Meals in a student's restaurant	250,00 €
- Transport (Season's ticket from Twisto)	25,00 €

During the first month, allow an extra budget for:

- housing deposit : 138,70 €

- tenant's insurance : approx. 25 €

- student's national health insurance (for non-EU students only) : approx. 200 €

III - ARRIVAL IN CAEN

1 - How to get to Caen

From Paris, you get to Caen by train from **Saint-Lazare** station.

How to get to Saint-Lazare:

- by taxi from the airports (around 30 €), from otherrail stations (from 8 to 16 €)
- by underground (Métro) : (1,50 €)

➔ from Roissy-Charles de Gaulle

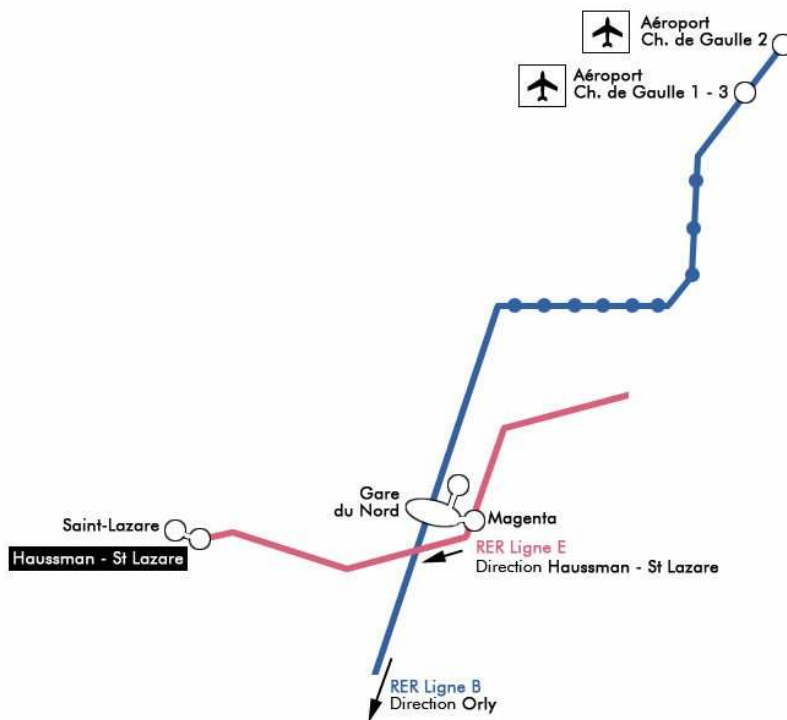
RER Roissy – St Lazare:

Take the RER Line B to Paris

Change at “Gare du Nord”

Take the RER Line E to St Lazare

Get off at “St Lazare”, last stop



➔ from Orly

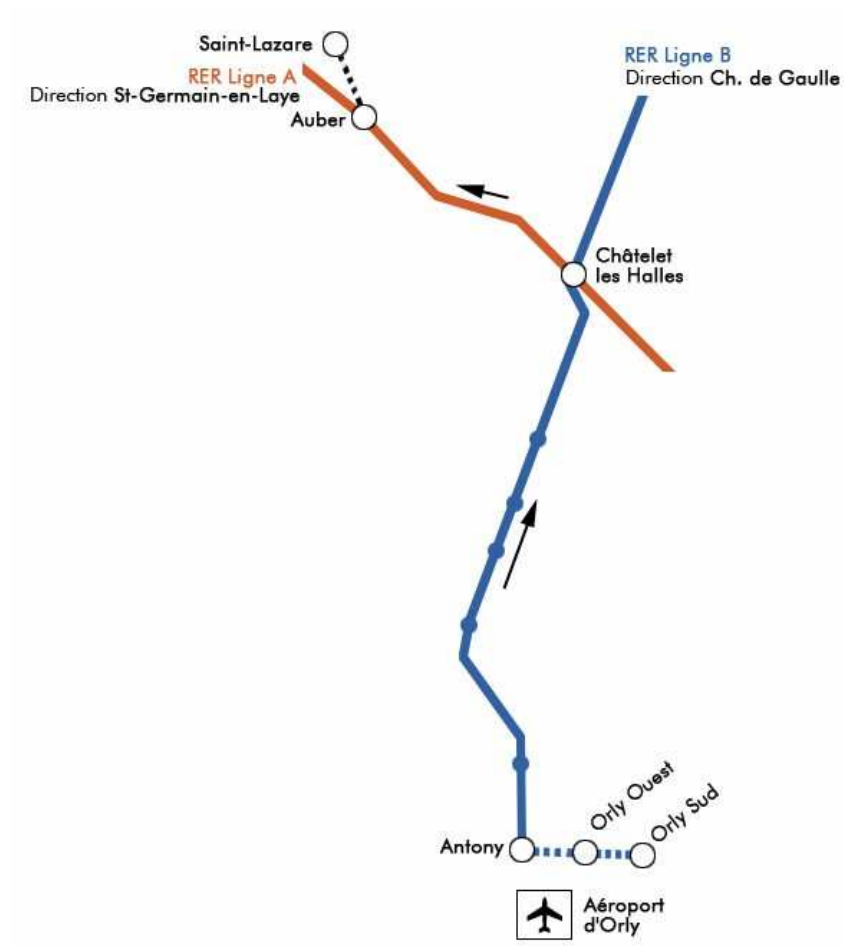
OrlyVal + RER Auber

Take [OrlyVal](#)

Change at “Châtelet-les-Halles”

Take the [RER Line A](#) to St-Germain-en-Laye

Get off at “Auber” and walk to St Lazare (5 minutes)

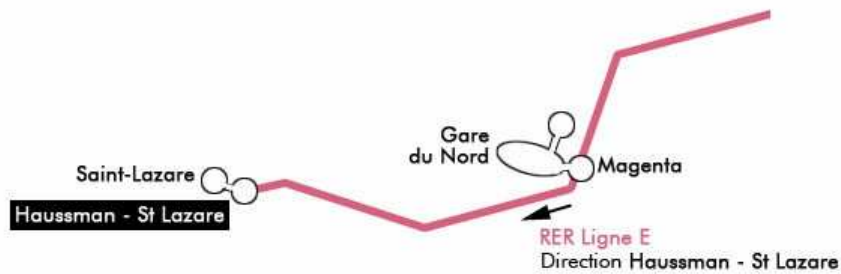


➡ from Gare du Nord

RER Gare du Nord – St Lazare:

Take the [RER Line E](#) to St Lazare

Get off at “St Lazare”, last stop



➡ from Gare de l'Est

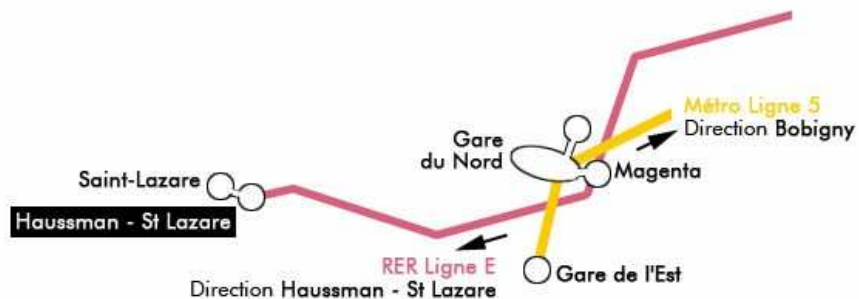
Underground Gare de l'Est – St Lazare:

Take the [Line 5](#) to Bobigny

Change at “Gare du Nord”

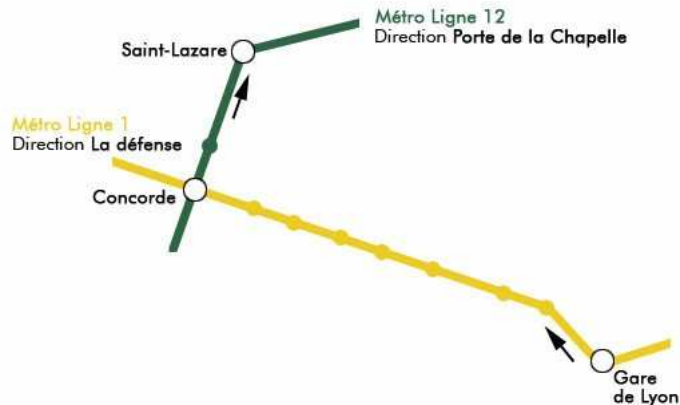
Take the [RER Line E](#) to St Lazare

Get off at “St Lazare”, last stop



➡ from Gare de Lyon

Underground Gare de Lyon – St Lazare:
Take the [Line 1](#) to La Défense
Change at “Concorde”
Take the [Line 12](#) to Porte de la Chapelle
Get off at “St Lazare”



➡ from Gare d’Austerlitz

Underground Gare d’Austerlitz – St Lazare:
Take the [Line 10](#) to Boulogne
Change at “Sèvres-Babylone”
Take the [Line 12](#) to Porte de la Chapelle
Get off at “St Lazare”



The train journey from Paris to Caen takes about 2 hours and the cost is 22 €. For timetables refer to : <http://www.voyages-sncf.com>

How to get from Caen rail station (1, 25 €) to the University:

➡ to Campus 1 and University residences “Tilleuls” and “Peupliers”: take Line A (direction Campus 2) or Line B (direction Hérouville St Clair) and get off at CROUS-SUAPS.

➡ to the residence “Lébisey”: take Line B (direction Hérouville St Clair) and get off at CITE U LEBISEY.

➡ to the residence “Côte de Nacre”: take Line A (direction Campus 2) and get off at CAMPUS 2.

2 - If you have applied for accommodation in a student’s residence, the first thing to do on arrival is to go to your residence and take up your room.

Do not forget to let your parents know that you have arrived safely!!!

You are then requested to come to the S.R.I. and ask any questions you might have regarding practical matters.

Opening hours: from Monday to Thursday, 13.30 – 16.30 p.m.

3 - Welcome Day on Thursday 2 October 2008

For students enrolling in a U.F.R. (faculty).

Attendance at this meeting is compulsory.

Programme for the day

Morning – 9.30-12.00 a.m.:

We will present you the University together with the cultural activities and sport facilities. Your attendance at this meeting is compulsory in order to fill in an application form necessary for the administrative registration.

Lunch – 12.00 -1.30 p.m.:

Lunch will be offered at the university restaurant and will give you the opportunity to meet the other exchange students.

Afternoon – from 1.30 p.m:

We will take you to the *Scolarité Générale* in order to proceed with your administrative registration.

The following documents are required:

EU students

- Identity card or passport
- Medical insurance certificate (E128 form)
- 1 passport photo

Non-EU students

- Identity card or passport
- Birth certificate
- 1 passport photo
- You **must** subscribe to a student's national health insurance even if you are already insured in your home country. **Cost : around 200 €**

This does not apply to students from Quebec subject to presenting the SE 401-Q-106 form.

4 - Academic Registration

Once you get your student's card, you will proceed with the academic registration at the U.F.R. of your choice. You have to indicate the courses that you will attend in Caen and for which you will take examinations. Make sure that your choice matches your Learning Agreement. If not, you should quickly get in touch with your Coordinator and ask him/her to change your Agreement.

5 - Residence Permit

For non EU students only

The following documents are required:

- Passport with a student's visa
- Birth certificate
- 4 coloured photos (with a white background)
- Proof of your residence in France
- Copy of your student's card from the University of Caen
- Medical examination certificate (55 €)
- 1 self-addressed envelope
- Health insurance certificate

IV - ACCOMMODATION

1 - Accommodation in a student's residence

Student's housing is strictly reserved for students under 30.

- 9m² single rooms with WHB (shared bathroom and kitchen on each floor and TV room) ; bed linen and blankets are provided.
- the rent is set at 1 112 € for a stay from 1 October 2008 to 31 May 2009 (these dates cannot be changed). **Payment must be enclosed with your application form.**

➤ should you require accommodation in August and September 2008 or June 2009, please apply and forward your payment directly to the residence.

➤ students may keep their room during the holidays.

On arrival :

- a deposit of 138,70 € (2008-2009) has to be paid **at the student's residence**.
- a compulsory tenant's insurance (approx. 25 € peryear) has to be taken out at a local insurance company.

2 - Students residences

➔ Cité **Les Peupliers** – Campus 1
23 avenue de Bruxelles – BP 5153 – 14070 Caen cedex 5

➔ Cité **Les Tilleuls** – Campus 1
23 avenue de Bruxelles – BP 5153 – 14070 Caen cedex 5
Reception in the E Building

➔ Cité **Lébisey**
114/116 rue de Lébisey – BP 5153 – 14070 Caen cedex 5

➔ Cité **Côte de Nacre** – Campus 2
boulevard Maréchal Juin – BP 5153 – 14070 Caen cedex 5

Each residence has a reception office open **Monday to Friday from 7.30 a.m. to 7.00 p.m.**

3 - Accommodation outside campus

- Finding temporary accommodation on arrival:
For a list of hotels, refer to Caen's website www.ville-caen.fr, heading, item of news, to find accommodation

Address of the local **Youth Hostel** : 68 rue Eustache Restout, 14000 Caen
Tél. : +33 (0)2 31 52 19 96 – Fax: +33 (0)2 31 84 29 49

- A list of host families and rented accommodation is available at the S.R.I.

V - STUDENTS RESTAURANTS

➔ On Campus 1

- Restaurants A and B
- Cafeterias: **La Parenthèse** (under the “Galerie Vitree” – see map); **L’Oxygène B** (on the ground-floor of Restaurant B).
- Kiosk and takeaway **Le Dépanneur** (next to the reception of reception office “Les Peupliers”).

➔ Cité Lébisey

- Restaurant C
- Bar-restaurant **Le Mambo**

➔ On Campus 2

- Restaurant D
- Bars-cafeterias

➔ On Campus 4 : Restaurant (lunch only)

All students’ restaurants serve lunch and evening meals. Price: 2,80 € per meal (2007/2008)
You can pay with tickets (on sale in all restaurants) or by rechargeable “Moneo” card.
BEWARE ! The students’ restaurants are closed on week-ends.

VI - MISCELLANEOUS

1 - JOB OPPORTUNITIES

English or German natives have the opportunity to work as a language assistant in a local secondary school from January to May.

The job is 7 hours per week and the salary is 458 €per month.

If you are interested, please contact the S.R.I. **before November 2008** for further information.

2 - MAISON DE L’ÉTUDIANT (STUDENT’S HOUSE) – see map of the campus

The “Maison de l’étudiant” is on Campus 1 and offers many services including :

- ⇒ a theatre / concert hall
- ⇒ a cafeteria opened from 10.00 a.m. to 3.30 p.m.and concert nights
- ⇒ a space for exhibitions
- ⇒ postal service
- ⇒ a cash machine; telephone cards; photocopy machine; computers with access to internet; WI-FI terminal
- ⇒ small ads for accommodation
- ⇒ small ads for temporary jobs

3 - SPORT FACILITIES

The University's sports club (S.U.A.P.S.) offers many modern facilities, including a swimming-pool, set up on Campus 1 (close to Restaurant A – see map).
S.U.A.P.S. – Tel: 02 31 56 64 61

4 - BANKS

Several banks have a branch close to the campus.

***CAREFUL!** Banks are usually closed on Saturday afternoons, Sundays and bank holidays..*

If you wish to open a French bank account, the following documents will be required: your student's card, passport and a proof of address.

Do not forget to bring a few Euros with you to allow for expenses on arrival in France.

5 - MEDICAL CARE

You can go to the doctor's free of charge on the campus at the **Médecine Préventive** (a white and grey building located behind the **Annexe Vissol**).

If you are ill and unable to go to the surgery, you can ask the residence's caretaker or your landlord to give you the name and telephone number of a doctor.

A visit at the surgery costs 22 €.

There are several hospitals in Caen. All have a casualty department where you can go in case of emergency especially at night.

If you are admitted at the hospital, make sure you bring all your health insurance documents with you to avoid being charged for your stay (always very expensive).

6 - EMERGENCY NUMBERS

SAMU (Mobile emergency medical service)	15 ou 02 31 06 88 88
CHU (Centre Hospitalier Universitaire)	02 31 06 31 06
SOS Médecins	02 31 34 31 31
Police secours (Emergency services)	17
Pompiers (Fire brigade)	18
Police Municipale de Caen (Local police)	02 31 30 45 50
Gendarmerie Nationale (Police station)	02 31 35 55 55
Police Nationale	02 31 29 20 30

All the handsets marked “Urgences médicales” found in the residences’ corridors are directly connected to the SAMU.

7 - BIENVENUE À CAEN

This association offers the opportunity for foreign students to meet French families, go out or spend evenings together.

“Bienvenue à Caen” has an office at the town hall and is open Mondays and Wednesdays from 2.00 to 4.00 p.m.

Tel.: + 33 (0)2 31 30 41 00

8 - INTERNET

Please note that access to internet is not available in the residences’ rooms. However, the University has a number of computer rooms with free access to internet available on presentation of your student’s card.

The S.R.I. also have computers at your disposal with access to internet during its opening hours.

9 - VOLTAGE

CAREFUL! We remind you that the French electrical standards are **220 volts**. If you bring electrical appliances with you, remember to check whether they are compatible with this voltage.



Service des Relations Internationales

Guide d'accueil

**à l'intention
des étudiants étrangers d'échange**

**Programmes Erasmus
& Interuniversitaires**

2008 - 2009

Université de Caen Basse-Normandie

France