

Welcome
to the
UTT!



University of Technology of Troyes

International students guide

*This guide contains practical information about the UTT and student life in
France in general.*

Nowadays, engineers must **adapt and work quickly** in new and multicultural environments. An international experience has become a key point for recruiters and in the professional world. This period of exchange is a good way for students to get familiar with **an international environment**, to learn a foreign language and specially to obtain **additional and complementary competences**.

If you are looking for a **unique experience** abroad for 1 or 2 semesters in a renowned university, the UTT is on top of your list!



All the members of the University of Technology of Troyes, students, professors and administrative staff **welcome you** to the UTT and hope that your stay will be a very **enriching experience** academically, socially and culturally.

Our aim is to provide an environment that suits both your needs and expectations.

We advise you to **read thoroughly** this handbook. If you have **general questions**, or if you would like to give feedback on this guide, you are welcomed to do so by sending an email to incoming@utt.fr.

Chapter 1: The University of Technology of Troyes

- 37,300 m² of purpose-built facilities set in beautiful natural surroundings: 5,000 m² of new laboratories, 2,000 m² of library, 4,000 m² for sport ...
- 2 mechanical engineering work platforms spanning 2,200 m².
- 7 Engineering degrees (Engineering, Master, Phd).
- 2,600 students, 175 PhDs (9 research teams).
- 24% of international students (183 partner universities).

About UTT
HODGKIN



The standard French **engineering curriculum lasts 5 years** and is the equivalent of a Master of Science (MSc). It is accredited by France's independent engineering degree accreditation body, **EduCtion** and can be tailored to each student's individual career objectives as from the first year. UTT offers **seven engineering degrees**, a master's program with the choice of **nine specializations**, a PhD research program in three specialist areas, as well as work-integrated learning (WIL) modules which combine academic study with paid workplace learning (leading to either a vocational degree, an engineering degree or a master's).

Education at the UTT is designed as an arborescent structure: **Common Core**, followed by a **Common Core of Major studies**, and finally **the Major** with its **chosen specialization**, so that the students can gradually build up their own curriculum.

The 6 majors offered at the UTT are:

- Automation and Industrial Informatics (A2I)
- Industrial Systems (GI)
- Informatics and Information Systems (ISI)
- Mechanical Systems (GM)
- Materials Science and Technology (MTE)
- Materials Processes and Manufacture (MM)
- Systems, Networks and Telecommunications (RT)

In addition to the 5 years engineering degree, the UTT also awards a **one-year post-graduate diploma**, the Master of Science, Health and Technology which includes three emphases (Mechanics and Physics, Information Technology and Communication Sciences, and Engineering and Management), each offering three areas of specialization. In **“Optics and Technologies”**, one of the specializations of the Mechanics and Physics emphasis, **courses are given also in English**.

The UTT maintains close relations with the **industrial world**. One third of its lecturers come from industry and the university has numerous research contracts with public and private organizations. During their Major, students must undertake two semesters of professional work experience. In recent years, the University has reached its goal of expanding and improving its **international links** both on a quantitative and qualitative basis. The university has relations with several foreign universities through **bilateral agreements** and various networks.

It is now entering the third phase of its development, focusing on industrial relations, (including industrial placements) and research, (fundamental and applied).



The UTT grading system

Since 1990, with the introduction of the ERASMUS program, the European Union has set up the ECTS scheme (**European Credit Transfer System**) to enable students to validate their periods of study abroad. The ECTS is a system of academic recognition of learning achievements and

transfer of credits throughout the EU, providing a way of measuring and comparing academic results and transferring them from one institution to another.

The ECTS system is based on **3 main principles**:

- Information on courses available and students' results
- Agreement between the participating institutions and the students
- The use of Credit Points

These three core elements are implemented by means of **3 key documents**:

- The information package
- The application form/learning agreement
- The transcript of records

ECTS credits are a value allocated to course units to describe the student workload required. They reflect the quantity of work each course requires in relation to the total quantity of work required to complete a full year of academic study at the institution. Thus, 60 credits represent the workload of a year of study (30 credits = one semester). It is up to the individual participating institution to subdivide the credits for the different courses over the year. Each credit course is worth 2, 4 or 6 ECTS.

The ECTS system is based on the principle of **mutual trust and confidence** between the participating institutions. The code of practice offered by the ECTS ensures that all members adhere to the agreed guidelines and facilitates academic recognition of studies abroad.

The ECTS grade is complementary to but does not replace the mark given by the institution concerned.

A Excellent (10% of students)	D Satisfactory (25%)
B Very Good (25%)	E Pass (10%)
C Good (30%)	F Fail/FX

At the UTT, there is no “catch up” or second examination session in any given semester.

As explained previously, the UTT curriculum offers a high level of **flexibility** as they are based on a **cumulative credit system** divided into semesters. There is a wide range of credit courses from which students can choose. The annual workload for a UTT student is 60 ECTS.

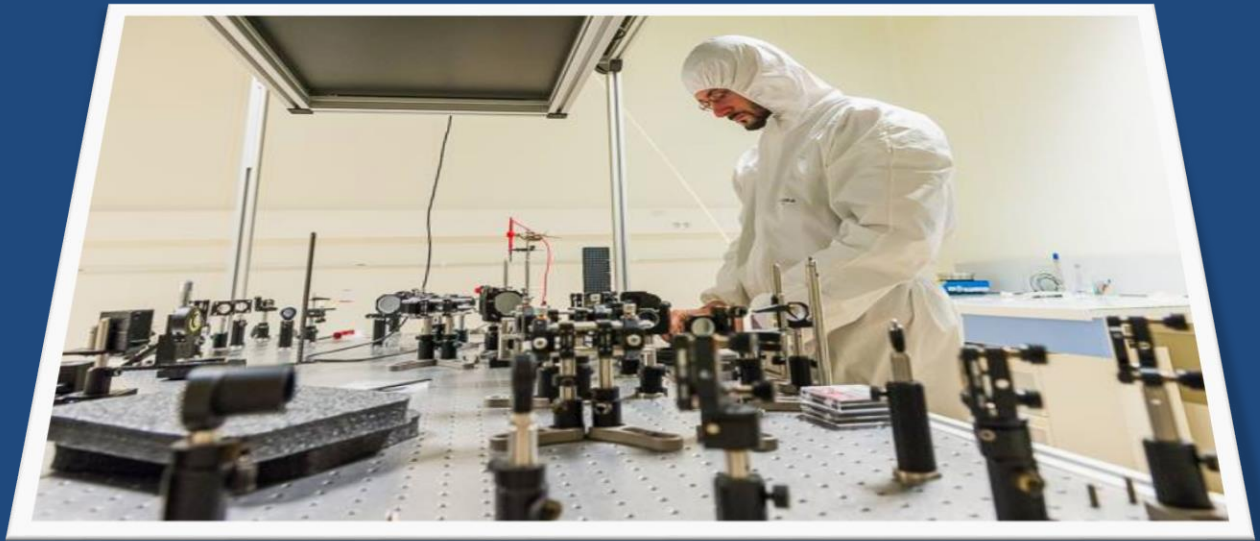
Visiting students can select courses from both Common Core and/or Major studies (including the specializations) under the conditions that the courses are available for the given semester and compatible with the university's timetable. **They can choose credit courses across Majors.** But the students' final selection **must be approved** by both their home institution and the UTT. Although most of the teaching is conducted in French some of the courses are taught in English.

Studies or internship ?

The UTT offers a certain number of credit courses (called "TX") that require **practical knowledge** and project work. Students who select these courses work in small groups in close contact with a member of the teaching staff. A list of topics for these courses is published before each semester and students can easily register for them.

Students can combine a semester of study with a semester of internship (in a **company**) during their exchange at UTT, the internship taking place during the 2nd semester. It's also possible to do an internship within one of UTT's laboratories (combined or not with a semester of studies). For students who intend to do a work placement outside the university in a company, their internship **must be preceded by a semester of studies** at the UTT.

The various possibilities presented above have been created to help visiting students to find the "right combination" as to satisfy to their home institution's requirements and to have a very **enriching experience** in France.



Supervision

Upon arrival, an **advisor** (member of the teaching staff) is assigned to each student, whose role is to provide academic advice throughout students' period of studies at the UTT, and a "**buddy**" chosen among the UTT students to help in all daily chores and to facilitate their integration within the University, the city of Troyes and the French Society.

The Academic calendar

The [academic year](#) is divided into two semesters:

- The Fall semester (from September to mid-January)
- The Spring semester (from Mid-February to June)

The Fall and Spring semesters are separated by an **Inter-semester** period lasting around 4 weeks.

Chapter 2 – Application and welcome

Address :

Université de Technologie de Troyes
12, rue Marie Curie
International Center contact details
CS 42060
10004 Troyes Cedex
France

Front desk +33 3 25 71 76 00
Website www.utt.fr
International center ri@utt.fr

Michel LEGAULT, *Director of International Relations* international.center@utt.fr

Thierry BOULOGNE, *Associate Director of International Relations* incoming@utt.fr

Christine NININO, *Assistant to the Director of International Relations* incoming@utt.fr

Emilie RICHARD and Elodie MAUFFROY, *Incoming students advisors* incoming@utt.fr

Céline RICHET, *Academic advisor incoming students* incoming@utt.fr

Dominique MASSON, *French Language Course Coordinator* dominique.masson@utt.fr

Anna BODIÉ and Joanna KOLODZIEJCZYK, *Study Abroad Advisors* outgoing@utt.fr

Fanny GIOFFRED, *Erasmus + scholarships* outgoing@utt.fr

Ling GONG, *Asian affairs* ling.gong@utt.fr

Note that Élodie MAUFFROY and Émilie RICHARD are both in charge of the incoming students and are their main speaker before and during their stay. Students can contact them by e-mail or come to see them in their office Room K008 during the regular opening hours: Monday-Friday 9:00 am -12.30 pm and 1:45 pm -5:00 pm (the office is though closed every Monday afternoon, Wednesday morning and Friday afternoon).

For those who are studying at one **UTT partner university**, please contact **at first the International Relations Office** at your university regarding the **application procedure** for going on exchange.

For those who are studying in a university, which does not have any partnership with UTT, it is still possible to study at UTT by paying the [tuition fees as a regular student](#).

For the **non-European students**, please register as well on [CampusFrance](#).

Exchange students are welcomed to the UTT for a period of study from **1 month** up to **1 academic year**.

Application procedure
Application procedure

To apply to the UTT for a semester of exchange or a double degree students have to create an account and fill in the relevant forms on our [Online portal](#).

Important: applications will be processed only if students are officially nominated by e-mail, by the person in charge at the home university to incoming@utt.fr.

[Application deadlines](#) : *Fall semester*: April 15th - *Spring semester*: October 15th

Intersemester program (summer/winter schools)
Intersemester program (summer/winter schools)

Before the start of the regular semester, we strongly recommend students, coming **either for the Fall or the Spring semester**, to **enroll in the intersemester program**. This is a 4-weeks program during which students can attend:

- **Intensive French language** courses (4 ECTS credits, students are dispatched in groups depending on their level) - *French language courses are also taught during the semester for international students (4 to 8 hours per week).*
- **CS03-Project Management** courses (6 ECTS credits - taught in English).

This program is **free of charge** for students coming from partner universities and has been created to **facilitate** the students' **cultural, social and academic adaptation** to the UTT and France. This is also a way for international students to validate courses (10 ECTS) and so to carry **a lighter workload** during the semester, 20 ECTS instead of 30, which represents the usual workload for French students. For students with a good language level, these courses will enable them to study in French while for others; they will provide them with the necessary skills to function at ease within the French society.

Different [visits and activities](#) [m1] are also organized during the intersemester to enable students to get to know more about the UTT, Troyes and the Champagne region (visit of Troyes' city center, visit of the region, visit of a champagne cellar, game activities downtown...). Please note that accommodation, transportation, food, activities and personal expenses are to be paid by the student.

Students from partner universities have also the possibility come to the UTT only to attend this 4-weeks program.

Welcome upon arrival
MAGIC



To benefit from a **welcoming in France** students must:

- Arrive during the [official arrival dates](#) according to their participation or not to our intersemester program.

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- Submit their **arrival-form** (through their online application) respecting the deadline noted on our [web page](#).
 - Students must schedule their flight to France according to the pick up offer detailed on our [web site](#) : a bus comes every official arrival dates to pick up the students at 4 :00 pm in CDG (Paris – Roissy Charles de Gaulle airport). The bus takes the students to Troyes where the International Center member staff welcome the students and drive them to the accommodations.

It is very important for the International Center to know the **exact day and time** international students expect to arrive: **compulsory to contact the International Center** in case of missing connecting flight or train.

❖ **WARNING:**

- There is no other pick up offer so students are asked to respect all the [conditions mentioned](#).
- Minor students must arrive in the Utt with their tutor in order to deal with any administrative documents related to their accommodation and registration to UTT.

Checklist (before leaving home)
 (USCKI12C (06)016 160A1110 110116)

Students **MUST bring** the following documents with them in France:

- **Passport or Identity card** (identity card is only accepted for the European students): it is important to check the **expiry dates** of these documents before coming in France.
- **Student visa**: please contact a French Consulate/Ambassy in the home country for further details.
- **Birth Certificate**: proving the nationality, issued by the appropriate authorities in your home country, must be accompanied by a **sworn translation in French**. Birth certificate is required to apply to CAF and to register at the UTT (it must not be older than 3 months and must bear an « apostille »). Birth certificate translation is extremely expensive in France so we strongly advice students to do it in their home country.
- **Proof of income or financial resources**: students needing to apply for a resident's permit will have to submit, along with their application, a document certifying that they will have at their disposal enough money for their academic year. For more information, please contact your consulate. Students, who will get a long-stay visa, will have to validate it with the "OFII" office. The OFII form will be given to them when they will enter the French territory. This document must be filled out, accompanied with an ID picture and submitted to the International Center. "OFFI" validation will take place once in France and will be organized by the UTT.
- **Student's identity card from the home university**.
- **4 passport-style photographs**: Against a light background, should not be pre-cut and should be of the French [legal size](#).

- **Home insurance documents:** Attestation d'assurance Habitation + Attestation de Responsabilité Civile (compulsory to get the accommodation's keys, fees are paid in France).

Health insurance: compulsory [online registration](#) for non-European students ([see tutorial video](#)). European students **must produce a European Health Insurance Card**. Students from Quebec **must produce the form SE401Q106** duly signed and stamped from the relevant authorities in the home country.

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At the start of both semesters, there is a **Reception week** that the foreign students should attend. During that particular week, students will undertake several **administrative formalities** such as courses' registration, reception of their identification card and personal e-mail address, visit of the library, etc. During this week, students will be able to meet their academic advisor and their French buddy.

During Reception Week the **Student Union** organizes several activities aiming at familiarizing all incoming students with their environment and facilitating their integration into the university. **Freshers' weekend** is the major event that closes Reception Week. Attendance is not compulsory but most students participate in this event which, in its organization and implementation phases, is closely supervised by the university's administration. Freshers' weekend is one of the UTT's **major social and sporting events** that foreign students

should not miss.
Getting to the UTT
GETTING TO THE UTT

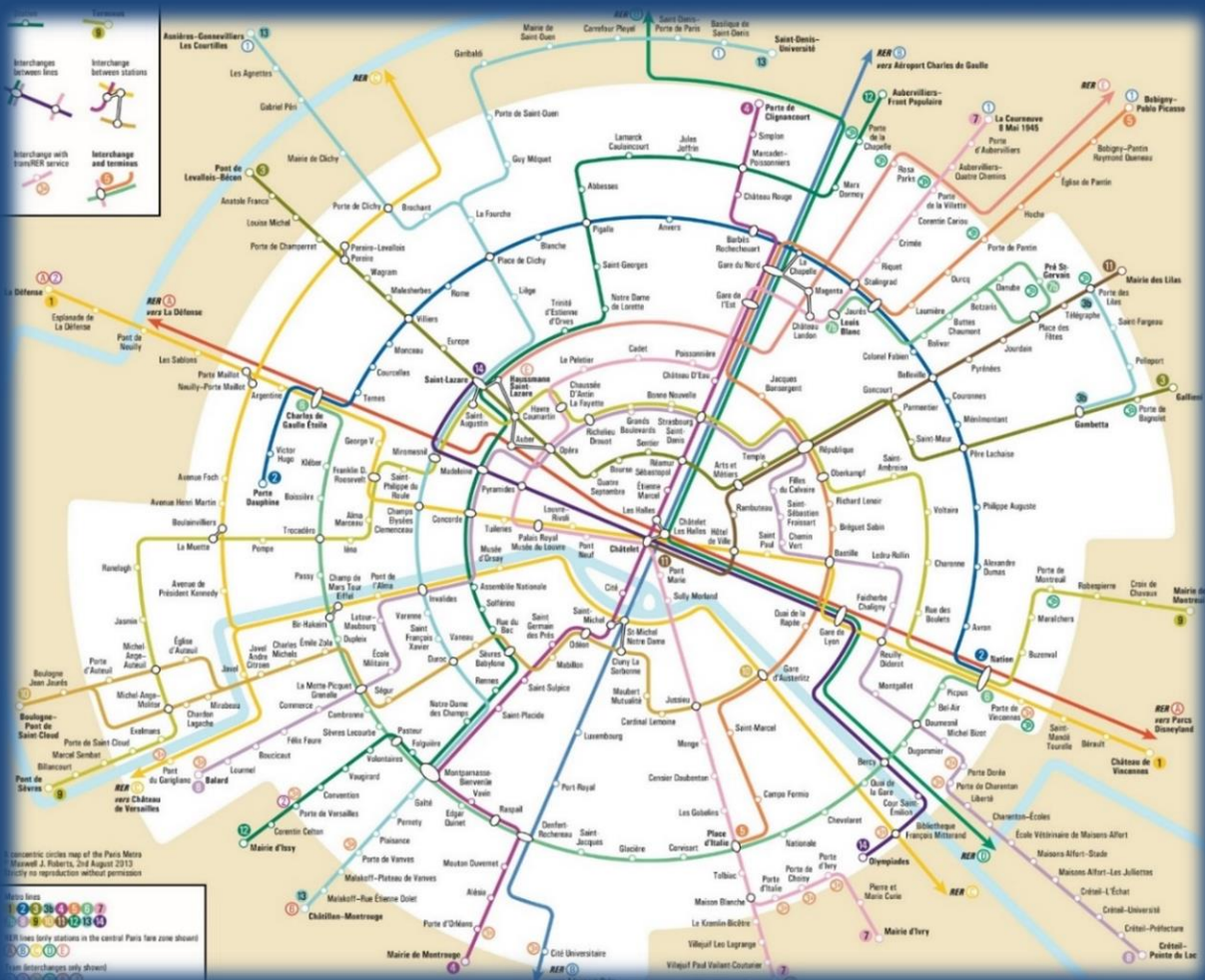
➤ **Arrival in Paris** (please note that the indicated prices may vary from reality):

- **From Paris Gare Montparnasse :** take the Ligne 4 direction Porte de Clignancourt
- **From Paris Gare du Nord :** you must follow the indications to go by foot at Gare de l'Est or take the Ligne 5 direction Place d'Italie.
- **From Paris Gare de Lyon :** You must take the Ligne 1 towards La Défense, change at Chatelet for Ligne 4 direction Porte de Clignancourt and stop at Gare de l'Est.
- **From Roissy Charles De Gaulle Airport:** You must take the RER B (Metro) to Gare du Nord. You will then need to take the subway line 4 heading to Mairie de Montrouge and get off the subway at Gare de l'Est. Or by bus: Find the Bus stop for line 350 to Gare de l'Est.

- **From Orly Airport:** You must take the automatic metro Orlyval to “Antony” station then take the RER line B in the direction of the “Gare du Nord”. Students must get off at the “Gare du Nord” and walk to the “Gare de l’Est”(10 minutes), or take the underground M4 towards “Porte d’Orléans” and get off at Gare de l’Est.
- **From Paris-Beauvais:** You must take the Navette “Paris-Beauvais” direction Paris “Porte de Maillot” and stop at Porte de Maillot. Walk to “Neuilly Porte Maillot” and take the line 1 direction “Chateau de Vincennes”, change at “Chatelet” for Ligne 4 direction “Porte de Clignancourt” and stop at Gare de l’Est.

When in Gare de l’Est, go for train station ticket counter and ask for a one-way ticket to Troyes:
<https://www.sncf.com/fr>.

- ❖ **Warning :** Hop on and off the subway quickly. Doors open and close within an interval of about 30 seconds !



- **Arrival in Troyes' trainstation :**

There are trains to Troyes from Gare de l'Est every 2 hours ([see online](#)). The journey from Gare de l'Est to Troyes is approximately one and half-hours. The ticket costs around 30€.

➤ Getting to the UTT :

From Troyes' trainstation, take the bus line 6 at the bus stop « Gare Perrier » heading to Chartreux up to the bus stop « Technopole ». Get of the bus at « Techopole ». Bus ticket costs around 1,35€. Students can either take a taxi (approximate cost during the day 10€ and 20€ at night).

Access map Trainstation – UTT:



Chapter 3 – Students services

The library (SCD) spans 2,200 m² and holds 35 000 monographs, 10 000 databases and 420 study places.

The Library

In the reading room, the library offers newspapers, magazines, books and reference works (dictionaries, encyclopedias, etc.) in the fields of science, technology, human and social sciences and languages, and in all kinds of versions (paper, video, audio, electronic).



The information system enables tracing of documents (available, on order, on loan). Another version also gives access to the documents of the two other French Universities of Technology (Compiègne and Belfort-Montbéliard).

The computerized documentary research service (RDI) enables access to bibliographical, numerical, textual databases situated within the national and international servers (fee service).

You may check online the library [opening hours](#) . Opening times are shorter during the university holidays and longer before exam periods.

☎ 03.25.71.56.00 - 📧 bibliotheque@utt.fr



University cafeterias

There is a canteen « Restaurant Universitaire » near the UTT serving hot lunch.

Open Monday to Friday: 11:30am to 1:30pm (closed during holidays).

One meal costs 3,25 € (payable either by cash OR with the UTT student's card).



Vietnamese Restaurant (next to the university restaurant)

Open Monday to Friday : 11:30am to 1:30pm

A meal costs between 3€ and 4.60€



UTT cafeteria (next to the UTT reception desk)

Open Monday to Friday : 7:30am to 6:30pm.



Mac Donalds" - Fast Food Restaurant (15 minutes-walk from the UTT)

30 avenue Maille, 10800 Saint-Julien-les-Villas - Phone: 03 25 71 07 00

Opening days and hours : Monday to Sunday: 9:30am until 10:30pm



Pat'à pain" - panini, sandwich, pizza restaurant (20 minutes-walk from UTT)

60 blvd de Dijon, 10800 Saint-Julien-les-Villas - Phone: 03 25 82 35 59

Opening days and hours : everyday 6am to 9pm.



Chinese restaurant "Royal de St Julien" (20 minutes-walk from the UTT)

43 blvd de Dijon, 10800 Saint-Julien-les-Villas - Phone: 03 25 74 20 31

Opening days and hours: everyday 11:30am to 2:30pm and 6:30pm to 10:30pm.



Speed rabbit Pizza (20 minutes-walk from the UTT)

249 rue Faubourg Croncels, 10000 TROYES - Phone: 03 25 49 01 01

Opening days and hours: Everyday 11h30am to 2pm and 6pm to 11pm



"Kebab" restaurant : "Au Keboklo" (10 minutes-walk from the UTT)

71 av Anatole France 10000 TROYES - Phone: 03 25 40 62 24

Opening days and hours: Monday to Saturday : 11:30am to 2pm and 6pm to 11pm and Sunday: 6pm to 11pm.

Mind Lab
MIND LAB

The **Mind Lab** is a **coworking space**, including a working room, a lounge and a meeting room. It is open to academics, staff and students.

The Mind Lab is at your disposal, should you want to prepare a world tour, meeting with a local company, organizing an event, realizing a personal project, and so on; **welcome to this coworking space!**

There are over **30 clubs and associations**, thanks to the energy and commitment of their members, enable our university to be so much more than just an institution providing

Clubs and associations

- **The Students' Union (BDE)** acts as a catalyst for all this energy. It coordinates most extra-curricular activities: clubs and associations' projects. Equally important, it is the students' representative body for the university administration: bde@utt.fr .



- **Pulsations** (Music Club and Choir) pulsation@utt.fr

This club gathers some of the **most interesting music groups of the UTT** and is aimed at all those interested in instrumental and choral music. A room is booked for them and during the week, different periods are set aside for practical sessions and beginners' training. They organize some **musical parties** especially the "Scène Ouverte" – which stands for "Open stage" - (a 600-students event). Whether you fancy Mozart or the Rolling Stones, there will be a place for you.

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- **UTT Gala** (BDE Gala committee) gala@utt.fr

The Gala is held annually within the University's premises and it welcomes over **2000 people**.

The Gala's benefits are given to a different *charitable organization* each year. The committee organizes it. The objective is to do better than the predecessors.



- **Fanfar'UTT** fanfarutt@utt.fr

This is the brass band of the UTT. These musicians are always there for festivals, sporting events... to share their **passion for music and furious rhythm**.

- **INTERLINK** (*International Students Association*)

This association **participates actively** in the reception of foreign students. Its main objective is to facilitate the students' integration in the university, in the city and in France. Throughout the year, it organizes **several activities** (cultural, artistic, sports...).



And many others!

Argentique argentique@utt.fr (photography club)

Media UTT media@utt.fr (club of the 7th art)

Campus3 etu@campus3.fr

Club Bières c-bieres@utt.fr (organizes gatherings for students and teachers of the UTT)

La Roue Verte laroueverte@utt.fr (bike association)

UTT Marine (Sailing and Water Sports Club) marine@utt.fr

ASUTT asutt@utt.fr (sports association)

Rock (dancing club) rock@utt.fr

Theatre Club theatre@utt.fr

Bringing **vitality** to the campus, these clubs and associations bring you **the best of the UTT** so do not hesitate and get involved!

Sports play an important part of the students' life at the university. Sports are not compulsory, but their practice is strongly encouraged.

Students wishing to take part must subscribe to the sports union (24€/ 1 sem – 48€ / 1 year).

There are more than **40 sporting activities** on offer. For certain activities there may be a small surcharge.



Students may also participate in different university competitions. The following activities are normally on offer: Basketball, Futsal, Rugby, Ultimate, Athletics, Badminton, Equestrianism, Judo, Handball, Volley ball, Water polo, Rowing, Boxing and many others....



Student card

Once students' enrollment is effective, they receive a **multi-service student card**:

- It serves as students' 'UTT ID'. So students have to have it with them (especially for exams).
- It can be used as a **swipe card** to access the different buildings.
- It can be used as a payment card: **copy card** (enabling to print through UTT printers) and a **cafeteria card** to pay for meals (Izly electronic wallet) and purchase in the Student Union (BDE).

Note: When 1st delivered, 50 printing/photocopy credits are automatically put on the card, but students have to put some money by themselves if they want to add some credits when they

The Student Portal and account have no more left or if they want to eat at the university restaurant.

Once students' enrollment is effective, they receive a **personal ID and a password**, giving them access to UTT student portal (e-mail, library portal, e-learning, access to their personal account, overview of their credits and enrolled courses,...).

There is **WiFi** access throughout the campus (the network is UTTETUDIANTS). Students get a **temporary login and password** upon arrival. Once students' enrollment is effective, they receive **permanent access**.

During the semester, you may have access to computers from 8am to 10pm in the computer rooms and at the "SCD" library (closed during holidays and intersemester periods).

Students can rent informatics equipment with the UTT library (SCD).

Chapter 4: Practical Information

Living expenses

The average living expenses are around 500€-600€ per month. The cost of living for students in France is one of the cheapest in the Western World. When students are making their budget forecast they should divide their expenses into 2 categories:

- Their **regular living expenses** on a monthly basis: **about 550 €**
- The **additional expenses** associated with travelling, living and studying in a foreign country, which are not included in the regular monthly expenses (tourism, leisure activities, rent deposit, Student Union's subscription...).

TYPE	AMOUNT	FREQUENCY
REGISTRATION FEES (waived for exchange students)	601€	Per year.
SPORT (optional)	48€ / 24€	Per year. / Per semester.
BDE (optional)	30€ / 20€	Per year. / Per semester.
CYFC (Student and campus life contribution) – compulsory for some students more details online .	90€	Per year.
HOME INSURANCE (compulsory)	45€-100€	Per year.
RENT	300€-500€	Per month.
DEPOSIT (compulsory)	1 month's rent	Once.
PUBLIC TRANSPORT	50€	Per month.
EVERYDAY FOOD	200€	Per month.
OTHER	50€	Per month.

❖ **Note:**

Students should make sure to have an **International Credit Card** (Visa or MasterCard). Whichever type of accommodation they choose, they will have to pay **a rent and a deposit** upon arrival.

Moreover, before students' arrival, the International Center will help them **opening a French bank account** with the **Société Générale** (partner with UTT).

Students who want to open a bank account will receive by e-mail a **form to fill out and a list of required documents** to submit to incoming@utt.fr.

The International Center **will organize appointments in the UTT** where the bank will come and meet the students to sign for the **contracts** and to get the **bankcard**.

A French bank account is **necessary** for several reasons: to apply to the **housing benefits**, to be refunded from the accommodation **deposit**, to be refunded from any medical cares from the **French National Health Insurance**.

Visa/residence permit

There are different visa options. The most used for studies are:

Visa exemption	Students from the EU (European Union) or EEA (European Economic Area) as well as residents from Switzerland, Monaco and Andorra do not need to apply for a visa for coming staying in France no matter how long they will stay.
Short stay visa for studies	For a stay up to 3 months. This is a Schengen regulation with no automatic application. Some countries have exceptions (list of those countries at http://www.diplomatie.gouv.fr).
Long stay visa (VLS-TS)	Valid for one-year maximum (could be less depending on the duration of stay). It will be used as a resident's permit after validation in France (fees apply) More details at: http://www.ofii.fr , «Studying in France», «Studying» There are no exemption for long stay visa application. For students who need a visa, please register via CampusFrance.

The International Center of the UTT can **book an accommodation** only for students coming from partner universities: to do so, students **must agree with the “booking conditions”** and fill in their **arriving on the application-form** (procedure on the [online portal](#)).

[Real estate partner agencies](#) keep some of their accommodations for the international students and the International Center is **in charge of allocating** these accommodations (*Person in charge: Elodie Mauffroy – elodie.mauffroy@utt.fr – Room K008*).

Given the **limited number of vacancies** and the **high demand** for housing, when students book such accommodation, they **must commit themselves** in accepting the allocated accommodation.

That is why it is important for students to read thoroughly the **“booking conditions”** before choosing their accommodation; we won’t be able to accommodate a change of mind once in Troyes.

The International Center will do its best to respect the students’ choices but students must keep in mind that we have **limited number of accommodations** in our different partners’ residences.

Please note that **low-cost temporary accommodation** may be necessary for a couple of days before entering the final accommodation (average price per night: from 15€ to 30€).

Underage students are ONLY ACCEPTED in the CROUS Residence: the legal tutor must be present the day the student arrives in order to sign all administrative documents concerning the accommodation and UTT’s registration.

As a tenant, International students commit:

- To stay in the accommodation during **the entire duration of their stay** (for the students coming for **1 semester**)

- To stay in the accommodation **at least 1 semester** and **no more than one year** (the equivalent of 2 semesters): for the students coming for **more than 1 semester** (due to accommodation constraints we need to make room for new students).
- to pay their **rent on time every month** (First month-rent and deposit are to be paid on arrival)
- **Not to exchange housing** with a friend, neither during their stay nor when they leave the accommodation. **The International Center is in charge of accommodation allocation**
- **not to sublet the housing** to another person (prohibited in France)
- **not to accommodate other people**, only the people whose names appear on the lease have the right to occupy the unit durably
- to **assume all the financial charges** bound to their accommodation



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- ❖ **Local tax:** This tax is **compulsory** and **MUST** be paid by every tenant and every owner in France to the French Government. For **more information**, please refer to their web site: www.impots.gouv.fr. If students were occupying an accommodation on January 1st, they will have to **pay a local tax** ("taxe d'habitation") at the end of the calendar year, amounting to about **one months' rent** for the entire year (regardless of the length of their stay).

In France, home insurance is **compulsory**. Students must have purchased it before coming in France (only with companies based on the French territory) and must provide their landlord/real estate company with a proof of insurance.

- **What is home insurance?**

Home insurance is a **coverage** for the landlord/real estate agency and especially for the tenant in case of any **incident and/or accident** (fire, burglary, water damage, broken windows, natural disaster, storm...). If any goods are damaged following such events, the home insurance will **cover a part of the repairs**.

Home insurance also protect the tenant thanks to the **civil liability** (compulsory for students' registration to the UTT). It is a coverage for private life in case of damage caused to other people and/or to their goods.

- **How to get Home insurance?**

The International Center will **provide help** to the students to subscribe home insurance thanks to **several partners** and sends the **procedure and subscription forms** to the students by e-mail with their accommodation address and details **1 or 2 weeks before the official arrival week**. The subscription has to be done **by e-mail or online** (depending on the company procedure).

After the subscription, students will receive by e-mail (from the company of their choice) an **"Attestation d'assurance habitation"** and an **"attestation de responsabilité civile"** which they will have to submit to incoming@utt.fr in order to get the keys of their accommodation upon arrival.

- **How much does it cost and when can students pay?**

The subscription is effective for **1 year** and costs around **45€-150€** for a year: which means the **students must renew** themselves their contract **every year** if they stay for more than 1 year.

The **payment and signature** of the contract will take place in the UTT during the **appointment organized by the International Center** (students will receive a calendar upon arrival to know about the different appointments organized for them).

- **Worth Knowing:**

Home insurance remains under **students' sole responsibility** even when the International Center has provided assistance in booking the accommodation.

Students must notify any change of accommodation to their insurance company that may occurs during their stay.

For **students looking for accommodation on their own**, we can provide them the contact information of insurance companies on request.

WARNING: students MUST wait for the International Center's e-mails to subscribe anything!

Housing benefits

Housing benefits (or "CAF" in French), is a financial support from the French Government. People can benefit from it, depending on their financial situation and when they pay for a rent in France.

European and non-European students with a **Long Stay visa**, (VLS: Visa Long Séjour- étudiants type D in French) can apply, if they wish, for **the housing benefits**. Applications to the housing benefits (online application www.caf.fr) are examined by **CAF** who decides alone, for each applicant, on his/her **eligibility** or not to the housing benefits and on the level/amount of benefits. Note that the International Center of the UTT are **not in charge** of the students' application to CAF and do not provide help to the students to apply.

WARNING: CAF is a financial service offered by the French Government only when students pay for a rent. Students cannot rely on this money and wait for it to pay for their rent. In such case, the real estate company/landlord will inform the CAF which will stops once for all to give money to the student.

*If CAF money is frozen for any reason, students **MUST** anyway pay the entire rent. Then, when the situation is fixed, the landlord/real estate company will deduce the money of the CAF from the following rent(s).*

The French National Health insurance (“Sécurité Sociale”) is **compulsory** in France. This is a **medical** coverage. Different rates and conditions apply which means that the French National Health insurance for students reimburses only **a part of** the people’s **medical expenses**.

To be refunded at most, students can subscribe a **complementary medical care insurance** (“une mutuelle”) but this is **NOT COMPULSORY**. Students can subscribe to a “mutuelle” once in France (they will pay it every month).

- ***European students***

If they have a European Health Insurance Card, they do not have to take out the French National Health Insurance for students.

- ***Non-European students*** (and European students who do not have a European Health Insurance Card) : compulsory to register [online to the French Health Security System](#).
- ***Students from Québec (Canada)***, do not need to take out the **French National Health Insurance** ONLY if they provide the **SE401Q106 form** duly validated from their country.

- ***Students coming for the French Intensive Course only***

They must have their **own health insurance** to cover their whilst in France (except students with the European Health Insurance card).

- ***Students under 18***

They will be required to provide a medical certificate on arrival to the UTT + a consent for medical treatment. They must prepare these documents in their home country and bring them in France.

- ❖ ***Warning : Upon arrival, students must submit a **medical certificate**, delivered by the doctor from the home country and a **medical sheet information** (both documents are available on our online plateforme-moveon). It is the sole **responsibility** of the students***

to verify that they have all **necessary insurances** for the whole duration of their studies at the UTT/of their stay in France.

There is a **nurse** on duty every day in the S building (room S007). You may also talk with the university **doctor or a psychologist** if need be (make an appointment by e-mail before).

Health Center in the UTT
USO

Please note that the university doctor is not a GP but is working in the framework of Occupational Medicine to keep people (including students) well at work – physically and mentally.

❖ ☎ 03.51.59.12.90 ✉ infirmierie@utt.fr

- *Students with disabilities*

If you have a disability, health condition or specific learning difficulty such as dyslexia, you may need certain facilities, assistive technology or support services to enable you to make the most of your studies or training. This can include alternative exam or assessment arrangements.

Besides the Student Health Centre, the UTT has a dedicated person for disabled students:

☎ 03.25.71.76.35 ✉ sandrine.berthier@utt.fr / Room T019

- *Emergency help*

Emergency phone numbers (FREE CALL):

POLICE : 17

FIREMEN : 18

SAMU (emergency medical service): 15

European emergency number : 112

Central police station: Commissariat Central de Police (Police Headquarters)

18 rue Gayettes - 10000 TROYES (downtown)

03 25 43 51 00

Nearest police station

Police (Commissariat) - Bureau Chartreux

3 rue de Bourgogne - 10000 TROYES

03 25 49 66 95

Doctors

Health care outside the University Downtown :



COGNON Philippe, LAJOINE Pierre et PONT-ROY Nathalie
90, Rue Général de Gaulle - Phone : 03 25 73 13 38

Near the UTT :

VALERIO Jean-Luc

87, Avenue Edouard Herriot - Phone : 03 25 82 08 43

Hospital

101 avenue Anatole-France 10000 Troyes - Phone: 03 25 49 49 49 – **Emergency number: 15**

Hospital's emergencies are only for emergencies (broken arm, serious wounds...)

Pharmacies



There are several pharmacies around the university and one is near every residence. You can find them easily by typing the French word for pharmacy into google maps : pharmacie.

In case of emergency on Sundays and late at night, call the emergency number for police (17) and ask the address of the pharmacy on duty (in French: “pharmacie de garde”).

Downtown, the “Pharmacie du 14 Juillet” (57 Boulevard du 14 Juillet, 10000 Troyes) is open 24/7. (Phone : 03 25 73 09 31).

Departure time Départ

- **How to leave the accommodation?**

In France, the law compels people to respect the notice periods before moving out: **One month's notice** when students are at the end of their studies and about to return to their home country/begin their internship. **Three months'notice** in any other case (i.e. you stay in France

but want to move out). The month's notice has to be given to the real estate agency by e-mail (for more information e-mail incoming@utt.fr).

In case of change of address, please do not forget to inform:

- The UTT: the International Relations Office (elodie.mauffroy@utt.fr), the Registry's Office (readme@utt.fr)
- The real estate agency you depend on
- The Caisse d'Allocations Familiales ("Housing Benefits")
- The bank (if you have opened a bank account in France)
- The Social Welfare Office (health insurance office)
- Your home insurance company
- The OFII (Office Français de l'Immigration et de l'Intégration) – only if you arrived less than a year before or if you haven't had your "official" medical check-up yet
- The Prefecture – only if arrived more than a year ago: please provide the Prefecture with a new proof of residence. Please also take your passport with you as a sticker with new address will be placed on your resident's permit (Opening hours of the Foreigners' Service (Service des Etrangers): from Monday to Thursday 08.30 Am to 11.30 Am and Friday from 8.30AM to 11.30AM and from 1.00PM to 4.00PM). [m2]

Your **lease agreement** compels you to **clean and empty** your accommodation in order for the real estate company to draw up with you the **outgoing inventory of fixtures**. Otherwise, your deposit will **not be refunded** or only partly. Moreover, a **cleaning fee** might be charged (the amount may reach hundreds of euros).

Please clean: the fridge (defrost if beforehand and put the thermostat on 1), the floors of the entire accommodation, the shower drain, the water closets/toilets and the washbasin, the cooktop and the sink. Do not forget all tables, chairs, desks, cupboards. You also have to dust: around the bed base, the bedside lamp, around each plug, all skirting boards. And you must indicate any problem or breakdown/failure before you leave the accommodation.

Accommodations have to stay **clean and tidy** all year round, as specified on your lease. The International Center may **check your accommodation**. If it is not kept clean and tidy, your home University will be warned and you may be charged with a **cleaning fee**.

Note that no departure date and no inventory of fixtures' appointment will be changed, postponed, cancelled once you will have sent your month's notice.

PLEASE REMEMBER TO KEEP AN EYE ON YOUR BELONGINGS AND ALWAYS LOCK YOUR ROOM
EVEN IF YOU LEAVE IT FOR A SHORT MOMENT.

- *Before leaving France*

Before returning to their home country, **students must:**

- Cancel their **phone subscription**
- **Return their bike if rented and their books** to the library (15 days before leaving)
- Return their **French bank card** to their Bank office (for destruction) and give the bank their home bank IBAN (International Bank Account Number) if any transfer from France to the home country is necessary¹
- **Inform the International Center** of the UTT about their departure date and leave their home address, phone number and e-mail address where they can be contacted
- **Terminate any contracts** they will no longer need, especially their home insurance contract.

¹ Note that students must leave their French account open up to two months after their departure in order for the Real Estate Agencies to refund them from their deposit (NO INTERNATIONAL TRANSFER), the French bank account is free of charge during 1 year.



Chapter 5: Sightseeing

Territory

With a surface area of 550 000 km², metropolitan France is twice the size of the UK, and slightly smaller than the state of Texas. It is **the biggest nation in western Europe**.

The capital and the nation's largest city is **Paris**. Apart from Paris by far the largest urban area in France, other major cities are **Lyon, Marseille, Toulouse, Nice, Nantes and Strasbourg**.

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

Climate

The climate in France is quite varied, but generally west European - on the whole a bit warmer than the UK, a bit cooler than Spain. Don't expect to find summer in winter in the South of France! Note that France (and western Europe) has **4 seasons**.

Religion

There is **no official religion** in France; France is a secular republic. However about about half of French people say they are Catholics, and 2% Protestants. There are churches in all French towns and most villages.

Money

France's currency is the **Euro**.

Food

French people **love to eat**. People usually take time for lunches and dinners. French food culture is wide and you will find **specific food for each region** in France. For example, specific food in Troyes will be **the andouillette and the Chaource cheese**.

The "**baguette**" the famous French bread stick can be found in our "Boulangeries" (= bakeries).

France is one of the world's great **wine** producing countries, and a country with a vast range of wines, from heavy Mediterranean reds to light fruity sparkling whites.

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



An hour and a half from Paris by road or rail, Troyes, once the regional seat of power for the Counts of Champagne, is a city **rich in art and history**. The old city center has kept intact its **medieval architecture** with its half-timbered houses and Champagne checkerboard façades of alternating dark-red and chalk bricks. The old city center is known locally as the ‘**Champagne Cork**’ because of its unusual shape.

Present day Troyes (130,000 inhabitants including its suburbs) has a **vibrant cultural and artistic life**, a thriving economy and many sporting activities. Various events take place throughout the year, such as the “Nuits de Champagne” (musical entertainment evenings) “les Bâisseurs de Cathédrales” (an open-air show telling the story of how the cathedrals were built). “L’ESTAC” is the name given to the Troyes football team which enjoys much local support.

Troyes still remains today France’s **textile capital** both for production and marketing of textile products, notably through its numerous factory shops concentrated on two sites on the outskirts of the city. **World-famous brands** of clothing such as Lacoste, Petit Bateau, Absorba and DD are still produced in Troyes.

The Aube region can pride itself on having attracted companies who are either national, European or world leaders in their various fields. For example: street pole manufacturers (Petitjean); locksmiths (Vachette); manufacturers of printing presses (Gravograph); electronic components (CQE); bicycles (Cycleurope) or industrial laundry machines (Electrolux).

Troyes is a **friendly, easy-going and safe place** to live, close to some of the most beautiful countryside in the region: one third of the department is forested and has the highest number of **artificial lakes** in Europe.



The Aube region is also famous for its **champagne and wines**: its vineyards produce a quarter of all Champagne production (www.ot-troyes.fr / www.ville-troyes.fr).

You can find online a comprehensive map of the city, both downtown as well as the city surroundings.

- **By train**

Troyes is situated on the Paris-Bâle railway line. Arrival in Paris is at Gare de l'Est (train station *Travelling* in the North-Eastern part of Paris, an hour and half's journey away). There's a train to Paris **every 2 hours**, excepted at night when the trains are less frequents. A second-class return ticket Troyes/Paris costs around 60€.

If you want to travel further than Paris, you'll have to take a connecting train in Paris. You can find more information and buy tickets either online (<https://uk.voyages-sncf.com/en/#/>) or at the train station.

Do not forget to travel with **an ID** in order to prove your age!

Note that in France, it is **compulsory to punch your train ticket before entering the train**. You'll find yellow punching machine before the rails. Please note that you only have to punch traditional rectangular card (bought at the train station). If your ticket was printed on a standard A4 sheet, you do not have to punch it before travelling.

- **Travelling by bus**

The public transport operator in Troyes is called **TCAT** and its head office is located downtown, on the Place du Marché (near the Town House, the FNAC).

Opening hours: Monday to Saturday from 8:45am to 12:45am and from 1:15pm to 7:00pm (until 6:00pm on Saturdays). More information about the services and the prices on www.tcat.fr.

To obtain a Pass, students must go to the station "Les Halles" and take with them:

- their Identity Card
- a proof that they are studying in Troyes (the UTT student card or school certificate)
- 1 photograph, 35mm wide/ 45mm high

- **Biking**

Biking is very popular among students. Commuting from downtown to the UTT is fast (around 4km) and easy as Troyes'area has a flat terrain.

You can buy a **second-hand bike** through **La Roue Verte** laroueverte@utt.fr which is the students bike association at the UTT. They can even help you out with repairs.

You may also rent a bike and a parking space through the city of Troyes. Please check their website <http://www.halleauxvelos.com/>



Libraries

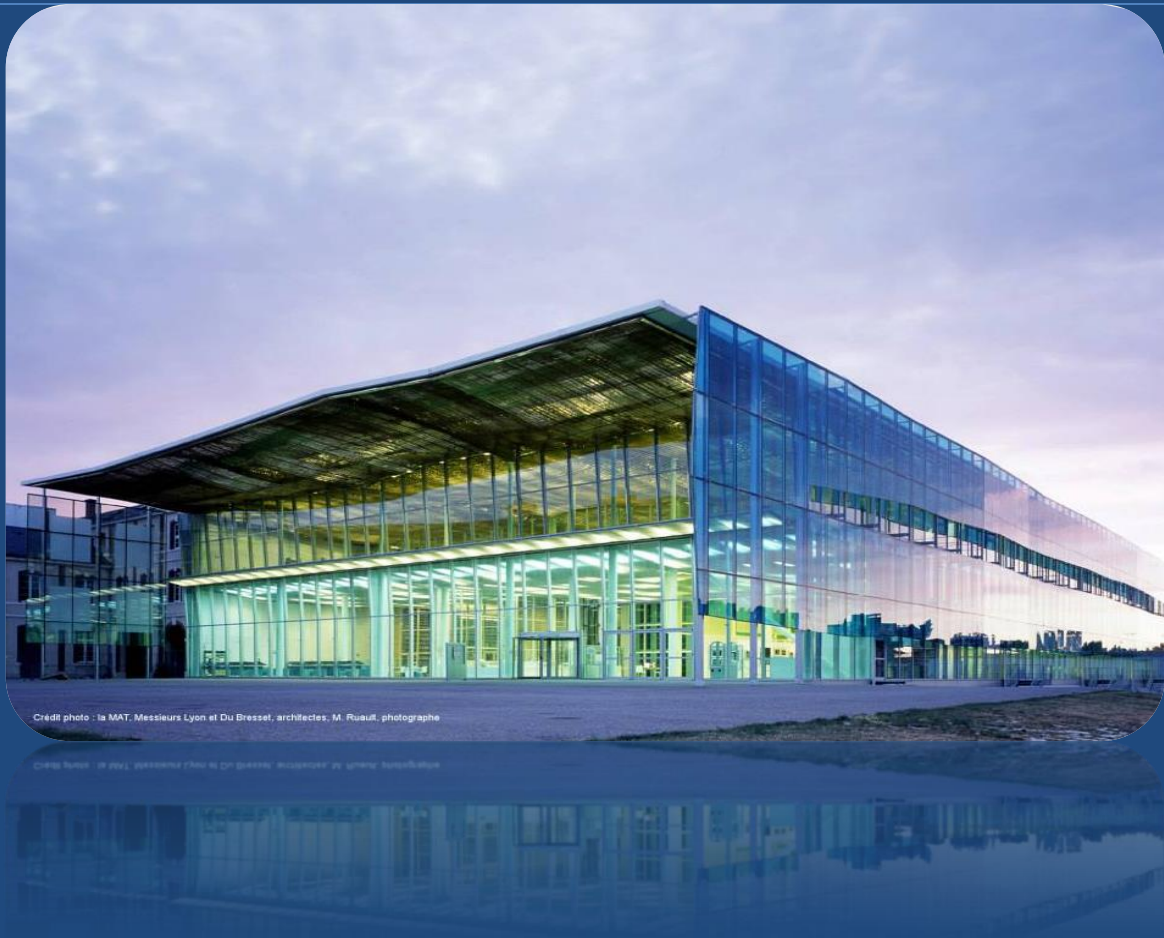
Following the example of the UTT Library, the **Médiathèque du Grand Troyes** is a working space that enables students to work in quiet in the center town.

Student **subscription fee is 10.00 €**. Students will need to show proof of residence in Troyes, their student's ID and an Identity Card. Payment of this subscription also gives access to the Library "Des Marots" and to the nearby library "Des Chartreux".

Médiathèque du Grand Troyes

Espace Argence, Boulevard Gambetta –

03.25.43.56.20 - www.mediatheque.grand-troyes.fr/



Credit photo : la MAT, Messieurs Lyon et Du Bresset, architectes, M. Rusauf, photographe

Stores

Grocery stores near the UTT



Leader Price (discount store, 10 minutes-walk from the UTT)

81 Ter, Avenue Edouard Herriot, Troyes - Phone: 03 25 82 21 10

Opening days and hours : Monday to Saturday: 9am to 12:30am and 2pm to 7:30pm

Carrefour (Bus line #11 ; 15 minutes-ride ; get off at "Centre Commercial St André"))



Av Charles de Refuge, 10120 Saint-André-les-Vergers - Phone: 03 25 42 23 79

Opening days and hours : Monday to Thursday: 8:30am to 9:30pm / Friday: 8:30am to 10pm / Saturday: 8:30am to 8pm



Intermarché (15 minutes-walk from the UTT)

23, Boulevard de Dijon - Saint-Julien les Villas - Phone: 03 25 75 39 94

Opening days and hours: Monday to Saturday: 9am to 7:30pm

Grocery stores near Anatole France residence



Carrefour (Bus line #11 ; 15 minutes-ride ; get off at "Centre Commercial St André"))

Av Charles de Refuge, 10120 Saint-André-les-Vergers - Phone: 03 25 42 23 79

Opening days and hours : Monday to Thursday: 8:30am to 9:30pm / Friday: 8:30am to 10pm / Saturday: 8:30am to 8pm

Vival (2 minutes-walk from Anatole France)



60, Avenue Anatole France, 10000 Troyes - Phone: 03 25 82 22 37

Opening days and hours:

Monday to Saturday: 7:30am to 1pm and 3pm to 9pm, Sunday : 7:30am to 1pm

Grocery stores downtown



Intermarché (10 minutes-walk)

64 Mail des Charmilles - Troyes - Phone: 03 25 80 88 32

Opening days and hours: Monday to Saturday from 9am to 7:30pm



Monoprix (5 minutes-walk)

6 rue Louis Ulbach - Troyes - Phone: 03 25 73 10 78

Opening days and hours : Monday to Saturday: 8:30am to 8pm

Carrefour City (5 minutes-walk)



37 Rue Raymond Poincaré – Troyes - Phone : 03 25 81 10 79

Opening days and hours : Monday to Saturday: 7am to 10pm ; Sunday: 9am to 1pm

Bakeries



Au bon pain chaud (10 minutes-walk from the UTT)

86 Ter, Avenue Edouard Herriot - Troyes

Opening days and hours:

Monday to Saturday: 6:30am to 7:30pm / Sunday: 7am to 1pm

A regular normal baguette costs 0,85€

La Mie Câline (in front of the city hall)



65 rue Georges Clemenceau – Troyes

Opening days and hours : Monday to Friday: 6:45am to 7:30pm /

Saturday: 7:30am to 7:30pm



Gérard (Next to the city hall place)

42 Rue Emile Zola – Troyes

Opening days and hours: *Wednesday to Monday from 6:15am to 8pm*

Self-service laundry

There is one **near the university restaurant**. It is open everyday from 8am to 8pm. Beware it may be closed durant the holidays. You'll find another laundry downtown, 107 rue du Révérend Père Lafra, Open 24/7.

Phone

- Calling France
00 33 + cancel the first 0 of the French number;
EG : 03 25 71 58 14 becomes 00 33 3 25 71 58 14

Useful addresses in Troyes

- Calling abroad
00 + country code with two numbers + phone number

MGEL (Mutuelle Générale des Etudiants de l'Est)

76, rue du Général de Gaulle - 10000 TROYES

03 25 73 09 10 fax : 03 25 73 63 63

LMDE La Mutuelle des Etudiants (LMDE)

58 r Gén Saussier - 10000 TROYES

Dial 3260 and say " LMDE ", attention: special number!

Préfecture de l'Aube (Administrative Headquarters)

2 rue Pierre Labonde - 10000 TROYES

03 25 42 35 00 - www.aube.pref.gouv.fr

Open from Monday to Thursday from 8:30 Am to 11:30 Am and on Friday from 8:30AM to 11:30AM and from 1:00PM to 4:00PM.

Mairie de Troyes (Town Hall) 2015/2016 Edition

Place Alexandre Israël - 10000 TROYES

03 25 42 33 33 - www.ville-troyes.fr

Main Post Office: La Poste Thibaud de Chamapagne

38, rue Louis Ulbach - 10000 TROYES

03 25 43 77 77 or 36 31

The nearest Post Office

54 Avenue des Lombards - 10000 TROYES

CAF de l'Aube (local Office for Family Allowances)

15, avenue Pasteur - 10000 TROYES

0810 25 10 10 or 03.25.49.41.20 - www.troyes.caf.fr/

Nearest police station

Police (Commissariat)

Bureau Chartreux 3 rue de Bourgogne - 10000 TROYES

03 25 49 66 95

Gendarmerie Nationale (local constabulary)

20 bis, quai Dampierre - 10000 TROYES

03 25 73 12 22

Fire Station

27, chaussée du Vouldy - 10000 TROYES

03 25 75 77 18 36

Nearest doctor:

Groupe Médical des Chartreux

87 av Edouard Herriot - 10000 TROYES

03 25 82 08 43

Main Hospital (Hôpital des Hauts-Clos)

101, avenue Anatole France - 10000 TROYES

03 25 49 49 49

CPAM (Health Social Security):

113 rue Etienne Pédrion - 10000 Troyes

Phone: 0 820 904 189 / Fax : 03 25 46 23 59

Monday to Friday: 8:30 am to 4:30 pm

To check your e-mails and have access to courses, UTT announcements, files and actuality:

<http://ent.utt.fr>

UTT web-site / site officiel de l'UTT: www.utt.fr

Practical and academic information for international students: <https://www.utt.fr/international>

About student life at UTT (student's web site) : <https://www.utt.fr/vie-du-campus/la-vie-etudiante-a-l-utt/>
<https://www.utt.fr/vie-du-campus/la-vie-etudiante-a-l-utt/>

(You may access to every parts of these both sites when you will have your own login and password on the fresh week.)

About Interlink association and practical information: <https://etu.utt.fr/orgas/interlin>

About the city of Troyes, “Aube” department and “Champagne-Ardennes” region:

<http://www.ot-troyes.fr/>

About buses in Troyes: <http://www.tcat.fr/>



Welcome in Troyes and ENJOY your stay!