

Welcome to the UTT!



University of Technology of
Troyes
Exchange students guide

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

Welcome to the UTT!

WELCOME TO THE UTT

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 welcome to do so by sending an email to incoming@utt.fr.

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Chapter 1 - Admittance and registration

Is my university a partner with UTT?

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 doesn't have any partnership with UTT, it is still possible to study at UTT by paying the tuition fees.

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

Coming to the UTT as an exchange student

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

Before the start of the regular semester, we strongly recommend that students **enroll in the intersemester program**, (the French intensive course and/or CS03 Project management).

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.

Upon arrival, each student is assigned to an **academic advisor** (Faculty member) whose role is to provide advice throughout the student's period of studies at the UTT.

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.**

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.**

The 4-week intensive French language course, CS03-Project Management and the credit courses offered in English have been created to **facilitate** the students' **cultural, social and academic adaptation** to the UTT and France.

The intensive French language course which takes place before the start of each semester is completed by weekly sessions (from 4 to 8 hours) throughout the semester.

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.

A suitable scheme for such students is to follow the intersemester program in which they can validate an intensive French language course (4 ECTS) and "Project Management" (6 ECTS). This way, international students can **benefit** from the intersemester period to validate courses (10 ECTS) and they have the possibility to carry **a lighter workload** during the semester, 20 ECTS instead of 30, which represents the usual workload for French students.

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 these topics for these courses is published before each semester and students can easily register for them.

Also, there is a possibility for visiting students to undertake a **practical internship** in one of the university's **laboratories or in a company**. 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.

Application Forms must be returned to us at the latest by the **15th of April** for the Autumn semester and the **15th of October** for the Spring semester.

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.

Studies? Research? Work placement?

~~Etudier? Rechercher? Stage en entreprise?~~

At the UTT, the three options are possible. You can combine a semester of study with a semester of internship during your 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).



Intensive French classes

~~INTENSIVE FRENCH CLASSES~~

Exchange students coming **either for the Fall or the Spring semester** are welcomed to participate in a **4-week intensive course**. It takes place before the semester starts and is **free of charge** for students coming from partner universities:

- **French as a Foreign Language** (4 ECTS credits, students are dispatched in groups depending on their level),
- **Project-management course** (6 ECTS credits) taught in English

Different **visits and activities** are also organized to enable you to get to know more about the UTT, Troyes and the Champagne region (short stay in Paris, weekend at the lake in August, champagne cellar...)

Please note that accommodation, transportation, food, activities and personal expenses are to be paid by the student.

French language courses are also taught during the semester for international students.

Application

~~APPLICATION~~

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

Important: your application will be processed only if it is signed by the person in charge at your home university unless you have previously been nominated by email at incoming@utt.fr by your university.

Application deadlines

Fall semester: April 15th

Spring semester: October 15th

Visa, residence permit

~~VISAS RESIDENCE PERMIT~~

There are different visa options. For more information consult our [website](#).

Chapter 2: Upon arrival



Arrival date

~~All arrival dates~~

Students must inform the International Center about their arrival date.

During their application students have to state if they plan to attend our French Intensive courses or if they are only coming for the start of the regular term.

According to their choice, students will be asked to arrive in Troyes during the **official arrival dates** (which are detailed on our [academic calendar](#)) in order to be welcomed at the airport (only for the non-European students) or at the train station in Troyes. Moreover, students are

welcomed only if they fill in and submit (through their online application) their [arrival-form](#) 3 weeks before their expected arrival date.

It is very important for the International Center to know the **exact day and time** international students expect to arrive. Students should not hesitate to **contact the International Center** if they miss a connecting flight or a train.

For more details about the conditions students are welcomed please refer to our website.

Please make sure that you read the document « **Checklist before leaving home** » in order to have all necessary documents upon arrival.

Useful contact details

International Office Contacts

Address	Université de Technologie de Troyes 12, rue Marie Curie CS 42060 10004 Troyes Cedex France
Front desk	+33 3 25 71 76 00
Website	www.utt.fr
International center	international.center@utt.fr

International Office Contacts

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, Cultural Integration of International Students	incoming@utt.fr
Elodie MAUFFROY, Administrative Officer for Incoming Students	incoming@utt.fr
Ling GONG, Asian affairs	ling.gong@utt.fr
Fanny GIOFFRED, Study Abroad Advisor	outgoing@utt.fr
Anna BODIÉ, Study Abroad Advisor	outgoing@utt.fr
Dominique MASSON, French Language Course Coordinator	dominique.masson@utt.fr
Maguelone SENS-CAZENAVE, French Teacher	maguelone.sens_cazenave@utt.fr

Note that Élodie MAUFFROY and Émilie RICHARD are both in charge of the **incoming students** and will be your **main speaker** before and during your stay. You 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**).

Insurance

INSURANCE

You will need to purchase several insurance which are **mandatory** to live in France and to study in the UTT: **Home insurance**, **Health insurance** and **Civil liability** (for more information about these insurances please consult our [website](#)).

The International Center will help you to get the required insurances.

Living costs

LIVING COSTS

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...). For all students from non UE countries there is a compulsory health insurance coverage, which costs approximately **220 €** per year.

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** when upon arrival.

TYPE	AMOUNT	FREQUENCY
REGISTRATION FEES (waved for exchange students)	610€	Once. Amount for 2 semesters.
MEDICAL CHECKUP (compulsory)	5.10€	Once
SPORT (optional)	48€ / 24€	Per year. / Per semester.

BDE* (optional)	30€ / 20€	Per year. / Per semester.
HEALTH INSURANCE (compulsory)	217€	Once (a 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.

*"Bureau des étudiants", is the main students' association of the UTT which organizes parties and many other activities during the semester.



Getting to the UTT

~~ARRIVAGE À LA UTT~~

Arrival in Paris (Itineraries)

- From another train station in Paris :

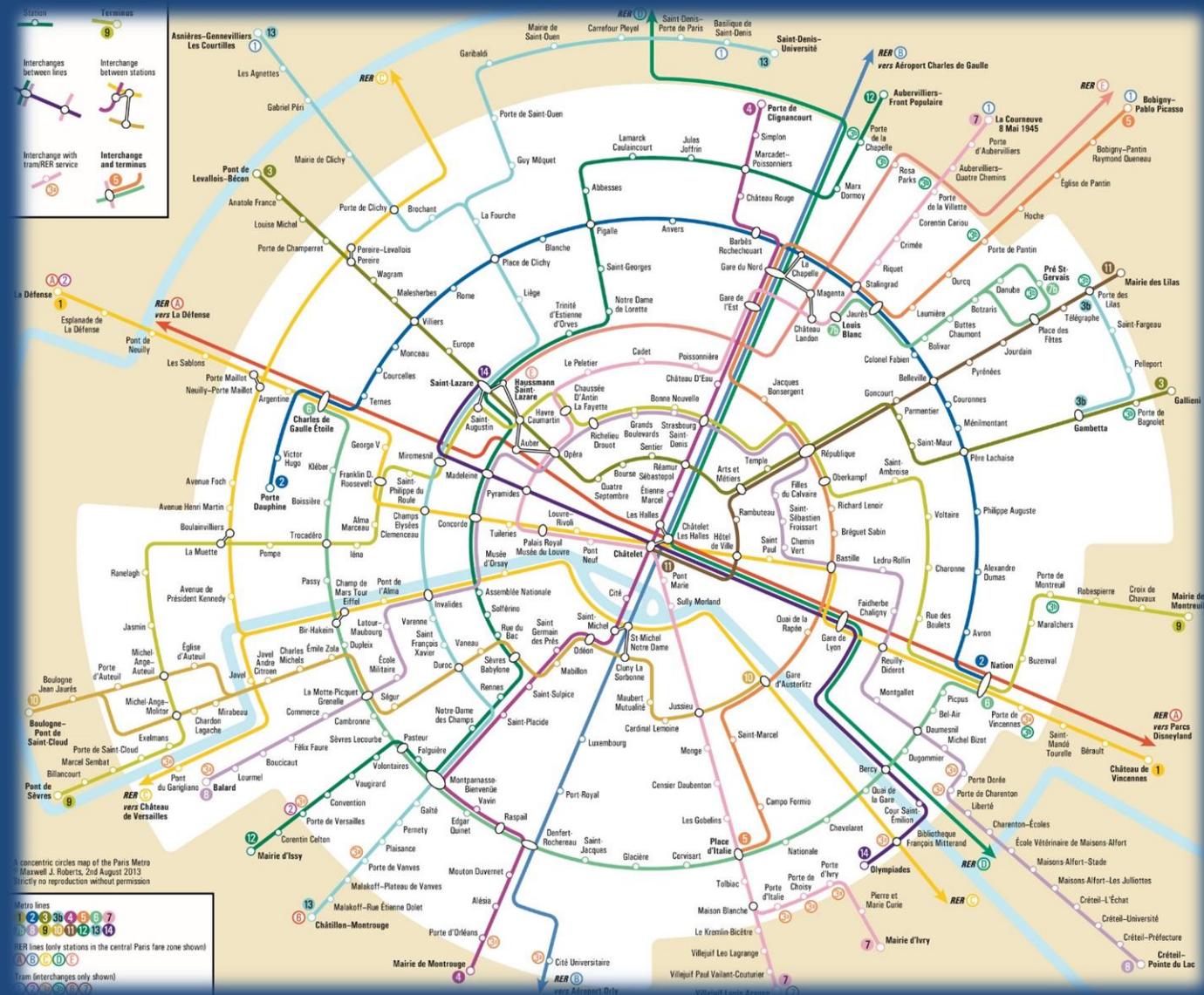
You must either take the subway (metro) or the bus to get to Gare de l'Est. A ticket costs around 2€.

- From Roissy Charles De Gaulle Airport

You must take the RER B to Gare du Nord. Please note that Gare du Nord is not the end of the line. A ticket to Paris costs around 10€. 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. You must buy a subway ticket before taking it.

- From Orly Airport

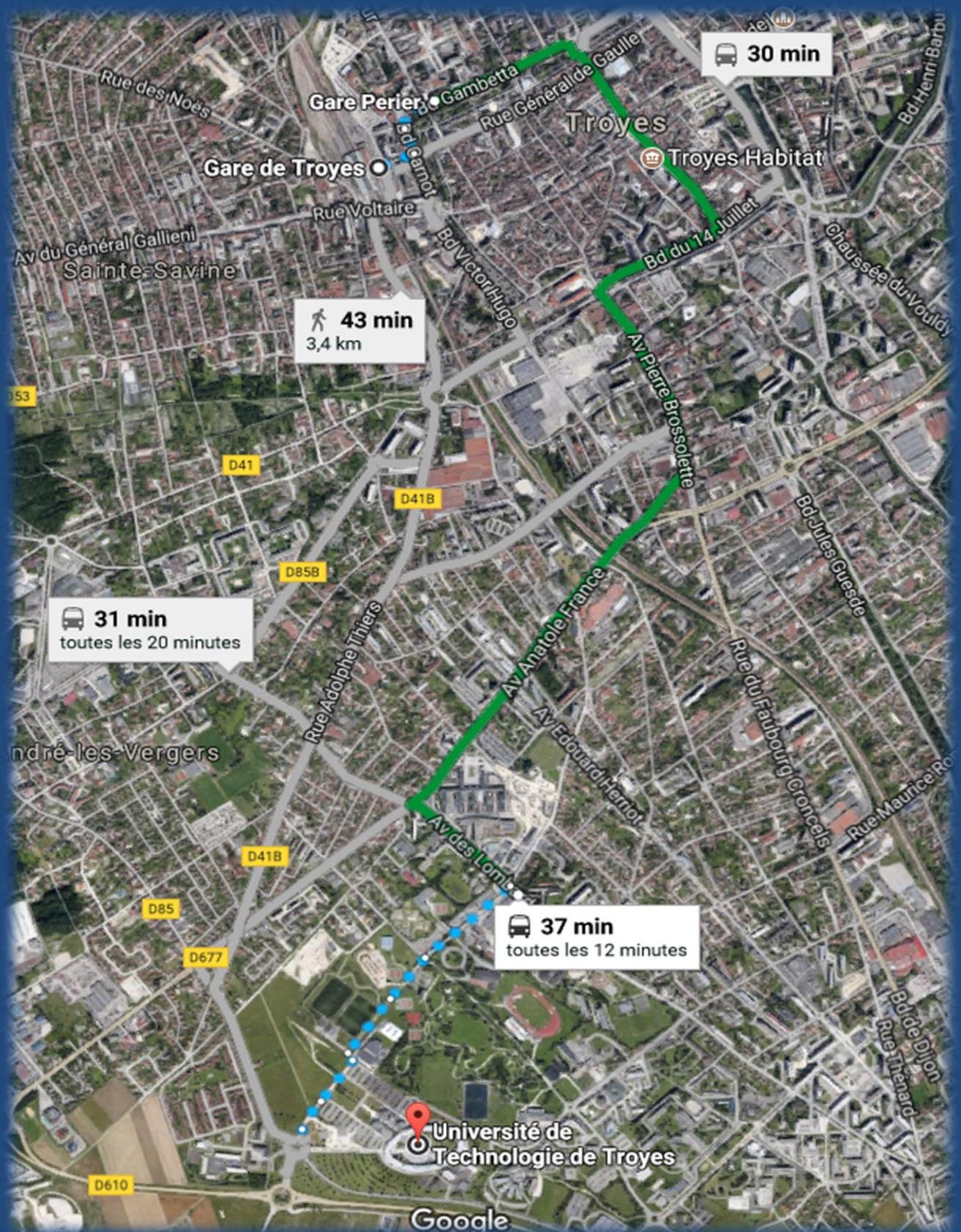
You must take the automatic metro Orlyval to "Antony" then take the RER line B in the direction of the "Gare du Nord". The ticket costs around 12€ and includes a metro connection. Students must get off at the "Gare du Nord" and walk to the "Gare de l'Est" (10 minutes), or take the underground M4 towards "Porte d'Orléans" and get off at Gare de l'Est, (first stop). Total length of the journey is about 45 minutes.



Please make sure you hop on and off the subway quickly. Doors open and close within an interval of about 30 seconds.

There are trains to Troyes from Gare de l'Est **every 2 hours**. The journey from Gare de l'Est to Troyes is approximately one and half hours. The ticket costs around 30€.

Access map to the UTT (from the train station)



Reception week

RECEPTION WEEK

At the start of both semesters, there is a **Reception week** that the foreign students must 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.

They will also be assigned an **advisor** (member of the teaching staff), whose role will be to provide academic advice throughout their period of studies at the UTT, and a "**buddy**" chosen among the UTT students to help them get started in all daily chores and to facilitate your integration within the University, the city of Troyes and the French Society.

Freshers'weekend

FRESHERS' WEEKEND

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.

Internet access

INTERNET ACCESS

There is **WiFi** access throughout the campus. Please, ask for your login and password at the International Office once your administrative registration is done.

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).

French bank account

FRANÇAIS BANK ACCOUNT

Upon arrival, the International Center will help you opening a bank account (*for more information consult our website*).

Student card

Carte étudiant

Once your enrollment is effective, you will receive a **multi-service student card**. It serves as your 'UTT ID' (especially for exams). Make sure you always have it with you.

It can be used as a **swipe card** to access the different buildings, a **copy card** (enabling you to print through UTT printers) and a **cafeteria card** to pay for your meals (Izly electronic wallet).

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 have no more left or if they want to eat at the university restaurant. The buying of printing and copy credits is possible at the UTT only and to put some money for the university restaurant it's only possible on internet (www.crous-reims.fr for more information).

If you pay the BDE subscription, you can also:

- Access the parties
- Use 'BuckUTT', the student electronic money to buy coffees/teas/snacks in 'Le Foyer' (student place/cafeteria in UTT), buy tickets for parties, buy food and drinks at parties, get discounts....

You didn't check the BDE subscription when you registered? No worries, you can subscribe at any time on BDE desk! BDE means 'Bureau des Etudiants' translated by 'Student Desk / Student Office / Student Union'.

Chapter 3: Studies at the UTT

Campus map

- 37,000 m² of purpose-built facilities set in **beautiful natural surroundings**
- 2 mechanical engineering work platforms spanning 2,200 m²
- **Language laboratory** with 36 student workstations
- A factory mockup
- an amphitheater with a seating capacity of 500



Academic calendar

Students can consult it on our [website](#).

Inter-semester

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

The UTT offers an original way to French students - or to international students - to make the most of this period by taking part in group **activities**. They can be suggested by both the students and faculty members. International students who have already spent a semester at the UTT can also enrich themselves by participating in the many activities offered or propose an activity of their own.

Departments

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, CTI 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)

While each major is coordinated by a specific academic department, the UTT also has a « Collegium of Humanities » from which all students select a certain number of credit courses.

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).



Study administration

Administration des études

UTT offers some courses **taught in English**: <http://www.utt.fr/en/international/to-study-at-the-utt/programmes-in-english.html>

Courses offered at UTT:

http://www.utt.fr/_resources/International/Telechargements/CatalogueOfCourses.pdf?download=true

Library

Bibliothèque

The library spans 2,200 m² and holds 35 000 monographies, 10 000 databases and 420 study places.

You will find it in the middle of the Rue (the covered passage).

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



Chapter 4: Accommodation

Booking Accommodation

The UTT can **book an accommodation** for students coming from partner universities: to do so students **must agree with the “booking conditions”** and fill in their wishes on the **application-form** (procedure on the online portal).

Real estate **partner agencies** keep some of their accommodations for exchange students and the International Department is **in charge of allocating** these accommodations.

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 really important for students to read thoroughly the **“booking conditions”** before choosing your accommodation, we won’t be able to accommodate a change of mind once in Troyes.

Please note that **low-cost temporary accommodation** may be necessary for a couple of days before entering the final accommodation (average price per night around 20 euros).

Worth Knowing: *for the underage students, 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 and only one residence, among the partners agencies, accepts the underage students.*

General clauses

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 Department 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



House Insurance

HOUSE INSURANCE

In France, house insurance is compulsory. You must have purchased it before moving into your accommodation (only with companies based on the French territory). You must provide your landlord with a proof of insurance.

The International Department will provide **help to the students** to subscribe house insurance and will notify the home address and all the required details to the students up to **1 or 2 weeks before the official arrival week**.

If you look for accommodation on your own, we can provide you the contact information of insurance companies on request.

Local tax

LOCAL TAX

If they were occupying an accommodation on January 1st, students 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).

Housing benefits

HOUSING BENEFITS

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 Relations of the UTT are not in charge of the students' application to CAF and do not provide help to the students to apply (a tutorial to apply is available in English on our website).

How to leave the accommodation?

~~HOW TO LEAVE THE ACCOMMODATION~~

In France, the law compels people to respect the **notice periods**: **One month's notice** when you are at the end of your studies and about to **return to your home country** or begin your internship. **Three months' notice** in any other case (i.e. you stay in France but want to move out).

In case of move out or return to the home country, it's **really important to inform** the different companies you subscribed in (The UTT, home insurance company, the bank, the real estate agency...) in order to inform them about your new address or to stop/cancel the subscription.

Your lease agreement compels you to **clean and empty** your accommodation in order for the landlord 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).

And you must **indicate any problem** or breakdown/failure before you leave the accommodation.

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

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

Chapter 5: Health care and insurance

Student Health Centre

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).

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.

If you are ill and need to see a GP, please revert to the following chapters.

 03.51.59.12.90  infirmerie@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

Health care outside the University

Doctors



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)

Medical Insurance

IN MEDICAL INSURANCE

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)

They must take out **the French National Health Insurance** for students upon registering to the UTT.

Students coming for the French Intensive Course only

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

Students above 28 years of age can't benefit from the students' health coverage and must apply to the general [French health insurance](#). For more information, please contact the International Department.

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.

Please note that the health coverage provided by the French National Health insurance for students is governed by the French "Sécurité Sociale". Different rates and conditions apply which means that the French National Health insurance for students reimburses only a percentage of the amount of the medical treatment.

Chapter 6: Student Services

The Student Portal and account

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

Students have access to the **computer laboratories** from 8:00 Am to 8:00 Pm from Monday to Friday and from 8:00 Am to 12:00 Am on Saturday.

Each student, after signing the UTT information charter, receives an account and a password to access these resources.

Eating on campus

Façade ou cawbors



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 your UTT student's card)

UTT “QG” cafeteria (in front of the university restaurant)

Open Monday to Friday: 11:30am to 2pm and 7pm to 8:30pm

Closed during holidays



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 the 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** covering 160m², 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!**

Sport facilities

~~Sport facilities~~

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.

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 Union

UNION STUDENTIQUE

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



Clubs

CLOUBS

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

A selection of the most popular are listed below:

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.

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), [Comics Street](#) (Comics and Strip Cartoons) comics@utt.fr , [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!

Chapter 7: Getting around

About France

Metropolitan France

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 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.

Good to know

GOOD TO KNOW

Sometimes, when hearing you talking in French, especially if you're a beginner, people will often switch to English. They are not insulting you or your French language, they just think it would be easier for you in English. Don't hesitate to gently ask to have this conversation in French in order **to improve your skills**.

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.

The city of Troyes



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 Bâtisseurs 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.

Travelling by train

Troyes is situated on the Paris-Bâle railway line. Arrival in Paris is at Gare de l'Est (train station 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 frequent. 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 can provide you with this document)
- 1 photograph, 35mm wide/ 45mm high

Biking

BIKIUD

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

FIOLAU62

UTT Library

03 25 71 56 00

ESC Troyes (Graduate School of Management)

03 25 71 22 22

Faculté Library – in the University annexe building,

Place Préau - 03 25 80 74 77

Médiathèque du Grand Troyes

Espace Argence, Boulevard Gambetta –

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

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".



Stores 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)



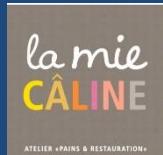
86 Ter, Avenue Edouard Herriot - Troyes

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

Useful addresses in Troyes

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 Chamapgne

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: 113, rue Etienne Pétron - 10000 Troyes

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

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

Useful web sites

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 informations for international students: www.utt.fr/international

About student life at UTT (student's web site)/ « Site Etudiants »: www-etu.utt.fr

(*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 informations: <http://www-etu.utt.fr/etu/interlink>

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 !