



Welcome Guide



Start of the Academic Year – September 2026



YOUR FIRST WEEK AT UTT

The Orientation Week: will take place from August 31 to September 4, 2026. There will be no classes (except for some students admitted to FISEA, who will have refresher sessions in mathematics and computer science)

Please note: from the first day, any absence must be reported and justified within 48 hours at the latest:

- Health issues: submit a medical certificate only to the Medical Center (infirmary) (contact details on page 20)
- Other reasons: provide supporting documents only to the Admissions and Student Affairs Office (ales@utt.fr)

Student card: an essential pass

It will be given to you at the end of the registration process. As a multi-service card, it will allow you to:

- access UTT buildings and borrow books from the University Library
- use photocopiers and printers
- pay for your meals or snacks at the student union, University Restaurant (RU), or Bistrot U
- identify yourself during exams
- access the student common room (subject to Student Union membership fee)

Orientation Week – Week 0

- Administrative procedures and registration
- Academic presentations



Week 1

- Start of classes
- The timetable for Week 1 is different from the following weeks; it will be displayed in Hall N and at the Registrar's Office (building S)
- Your individual timetable for the semester will be provided in mid-September 2026

Week 2

- Start of tutorials (TD) and practical sessions (TP)
- Course booklets (optional) will be available for online ordering



Classes at UTT take place from Monday to Friday, from 8 a.m. to 8 p.m., and on Saturday from 8 a.m. to 12 p.m. Thursday afternoons may be kept free upon request, particularly for sports activities.

Academic calendar

Projet Calendrier universitaire 2026-2027																				
AUTOMNE 2026																				
Août			Septembre			Octobre			Novembre			Décembre			Janvier					
C	TD	TP	C	TD	TP	C	TD	TP	C	TD	TP	C	TD	TP	C	TD	TP			
1 S			1 M			1 J	4 3 3		1 D			1 M	11 10 10		1 V			Périodes d'examen Journées banalisées Féries Fermeture administrative Vacances académiques Zone B Vacances étudiants UTT Intersemestre semaine plan de sobriété sous réserve de validation des instances		
2 D			2 Me			2 V	4 3 3		2 L	8 7 7		2 Me	11 10 10		2 S					
3 L			3 J			3 S	4 3 3		3 M	7 6 6		3 J	11 10 10		3 D					
4 M			4 V			4 D			4 Me	8 7 7		4 V	12 11 11		4 L	14 13 13				
5 Me			5 S			5 L	5 4 4		5 J	7 6 6		5 S	12 11 11		5 M	14 13 13				
6 J			6 D			6 M			6 V	8 7 7		6 D			6 Me	14 13 13				
7 V			7 L	1		7 Me	5 4 4		7 S	8 7 7		7 L	12 11 11		7 J	14 13 13				
8 S			8 M	1		8 J	5 4 4		8 D			8 M	12 11 11		8 V					
9 D			9 Me	1		9 V	5 4 4		9 L	9 8 8		9 Me	12 11 11		9 S					
10 L			10 J	1		10 S	5 4 4		10 M	8 7 7		10 J	12 11 11		10 D					
11 M			11 V	1		11 D			11 Me			11 V	13 12 12		11 L					
12 Me			12 S	1		12 L	6 5 5		12 J	8 7 7		12 S	13 12 12		12 M					
13 D			13 M	1		13 V	5 4 4		13 J	9 8 8		13 D			13 Me					
14 V			14 J	2 1 1		14 S	6 5 5		14 M	9 8 8		14 L	13 12 12		14 J					
15 S			15 M	2 1 1		15 D			15 J	10 9 9		15 M	13 12 12		15 V					
16 D			16 Me	2 1 1		16 V	6 5 5		16 L	10 9 9		16 Me	13 12 12		16 S					
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21 V			21 L	3 2 2		21 Me	7 6 6		21 S	10 9 9		21 L			21 J					
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PRINTEMPS 2027																				
Février			Mars			Avril			Mai			Juin			Juillet			Août		
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3 Me			3 J			3 S	6 5 5		3 L	9 8 8		3 J	12 11 11		3 S			3 M		
4 J			4 D			4 M	9 8 8		4 V	9 8 8		4 V	13 12 12		4 D			4 Me		
5 V			5 L			5 M	9 8 8		5 Me	9 8 8		5 S	13 12 12		5 L			5 J		
6 S			6 M			6 V			6 D			6 D			6 M			6 V		
7 D			7 Me			7 S			7 V			7 L	13 12 12		7 Me			7 S		
8 L			8 J	3 2 2		8 D			8 S			8 M	13 12 12		8 J			8 D		
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16 M			16 M	4 3 3		16 V	8 7 7		16 Me	9 8 8		16 Me	14 13 13		16 V			16 L		
17 Me			17 Me			17 S	8 7 7		17 L			17 J	14 13 13		17 S			17 M		
18 J			18 J	4 3 3		18 D			18 M	11 10 10		18 V			18 D			18 Me		
19 V			19 V	4 3 3		19 L	8 7 7		19 Me	11 10 10		19 S			19 V			19 J		
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26 V	2 1 1		26 V	5 4 4		26 S			26 Me			26 S			26 L			26 J		
27 S	2 1 1		27 S	5 4 4		27 L			27 J			27 D			27 M			27 V		
28 D			28 D			28 M			28 V	12 11 11		28 L			28 Me			28 S		
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			30 M	6 5 5		30 V			30 D			30 Me			30 V			30 L		
			31 Me	5 4 4					31 L	12 11 11					31 S			31 M		

SELF-SERVICE IT FACILITIES



The Digital Services Department (DNum) will provide you, after signing the IT charter and completing your administrative registration, with a username, a password, and an email address in the format firstname.lastname@utt.fr

This account allows you to log in to:

- The ENT (Digital Learning Environment): <https://ent.utt.fr>
- Networked computers for teaching purposes, mainly on the 2nd floor of building A and the 1st and 2nd floors of building P, as well as self-service computers in the library
- The Internet, in accordance with UTT's IT charter

Your password is personal, do not share it with anyone and change it regularly. It must not be a common word or a proper name in any language. It must contain at least 12 characters, including a combination of letters, numbers, and special characters. It should also be different from the passwords you use on other websites, especially commercial ones, in order to reduce the risk of hacking.

Support requests:

Intervention requests should preferably be submitted via the ENT, under the Assistance / Support Request section, or by email at:

dnum-support@utt.fr

UNIVERSITY LIBRARY



On site, the library offers 450 seating spaces, more than 30,000 documents, a computer room, a press area, and a relaxation area.

Online, the digital library provides access to nearly 100,000 e-books, 85,000 journal titles, and 150 theses.

The University Library also offers:

- Spaces for individual or group work, as well as a soundproof booth for videoconferencing
- The possibility to reserve a space via the Affluences app
- A personal account accessible remotely via the library website
- An online book reservation service
- A click-and-collect service
- Cultural events and activities

Library Reception

+33 3 25 71 56 00

bibliotheque@utt.fr

Hours

Extended opening hours
from 9 a.m. to 10 p.m.,
Monday to Friday, and
from 9 a.m. to 12 p.m. on
Saturdays during exam
periods

SPORTS FOR EVERYONE!



The UTT Sports Service (SDS), the UTT Sports Association (ASUTT), and the Department of Education and Training (DFP) invite you to fully enjoy your sporting experience at UTT. Whether for leisure or competition, organizing sports events, or leading activities, they are ready to welcome you.

Leisure sports – for fun:

UTT's Sports Service (SDS) offers a rich and varied program all year round (over 30 activities) for all levels, whether you are a beginner or advanced. Make sure to pay the "contribution to sports activities" during your registration to access the full SDS sports offer. Then, join the UTT Sports Hall, discover a friendly space to practice your activity, and take advantage of the many nearby sports facilities.

Competitive sports; to challenge yourself and represent UTT:

With your membership to ASUTT, you can participate in university competitions organized by the French University Sports Federation (FFSU) and represent UTT in national championships for grandes écoles or in inter-university Troyes competitions.

Sports events throughout the year:

Throughout the year, ASUTT, in collaboration with SDS, organizes numerous events, challenges, tournaments, and sports trips to animate student life and energize the campus.

Sports for learning and personal development:

Courses offered by the DFP on sports-related topics allow you to acquire skills in project planning, management, leadership, facilitation, and evaluation, which will be useful throughout your professional life.

Finally, many student associations give you the opportunity to pursue your passions: music, dance, theater, media, cooking, ecology, robotics, mechanics, innovation, video games, and more.

For more information: <https://www.utt.fr/le-sport-a-l-utt>

Sports Service

Offices at the Sports Hall

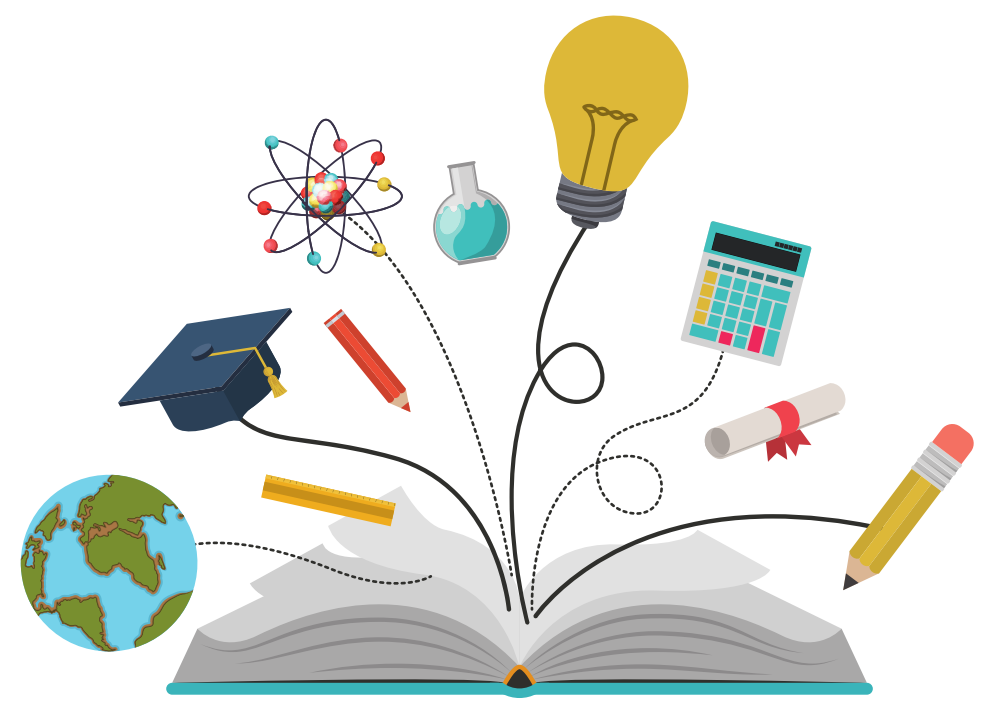
sds@utt.fr

Fees:

Semester: 35€

Full Year: 55€

CAMPUS LIFE



UTT is more than just a place of study – there is life beyond the classroom, and it is particularly rich and varied at UTT.

Student associations are the best way to get involved in your school.

The Student Union (BDE) supports student initiatives, brings together the 55 clubs and associations that animate campus life, and organizes major student events throughout the year: orientation week, graduation parties, barcamps, afterworks, parties, and more...

Music, sports, cultural, scientific, and volunteer activities are available all year round.

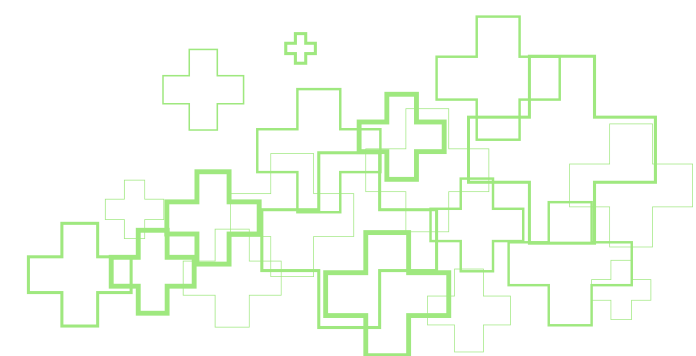
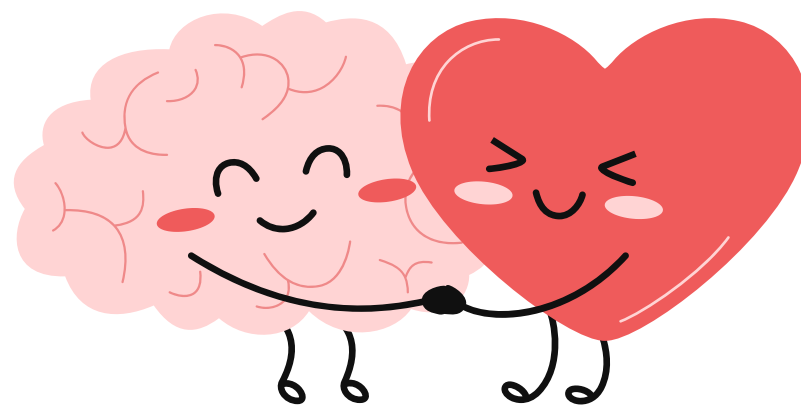
The Student Union:

bde@utt.fr

Student life coordinator:

franck.jacquemin@utt.fr

HEALTH



The Health Center is a place for reception, listening, advice, and care.

If you are called in for a health check-up, attendance is mandatory (please bring your health record).

Nurses: inform them of any health issues that may affect your studies! They are also available to answer questions about your health or listen to your concerns.

Psychologist: available on Mondays all day, Tuesday mornings, and Friday afternoons. Appointments are made through the nurses.

Special provisions for students with disabilities: For any information or requests regarding accommodations for classes and/or exams, please consult the nurses or the disability coordinators upon arrival. Requests are reviewed individually in collaboration with the Health Center, a physician accredited by the MDPH, and the Student Disability Coordinator: handicap@utt.fr (Building S).

**Health Center/
Nurses**

Office S007
+33 3 25 71 76 96
infirmierie@utt.fr

Psychologist

Julien Molinier
julien.molinier@utt.fr

Social Worker

Julien Molinier
service-
social.reims@crous-
reims.fr

SAFETY CONCERNS EVERYONE



At UTT, a few basic safety rules apply to you:

Traffic

- Speed is limited to 30 km/h on campus
- Watch out for pedestrians, bicycles/scooters, STOP signs, and respect right-of-way on parking lots (several accidents occur each year!)
- For cyclists and scooter users, remember helmets, lights, and high-visibility vests, and no headphones

First aid / Emergency response

- Have you witnessed an accident requiring intervention? Call **03 51 59 11 00** or emergency services directly (15, 18, or 112, and 114 for people with hearing impairments) in case of a life-threatening emergency.

Do you see a fire or smoke?

- Do not waste time and press a red alarm box; this will immediately trigger the fire alarm. This also applies if you detect a suspicious smell (such as gas).

When the fire alarm sounds

- Follow the instructions of the evacuation coordinators (wearing fluorescent yellow vests)
- Close doors and windows of the rooms you leave
- Use the routes indicated on the evacuation plans
- Do not use elevators
- Do not re-enter buildings unless authorized by evacuation coordinators: stopping the fire alarm does not mean the fire is under control or that the drill is over

Questions / Answers



- [How can I change my classes?](#)

To change your classes, you must be careful because there is a deadline, after this date it won't be possible to change at any circumstances. To change your classes, you must send an email to the international office and tell them which class you want to give up and what is the new one you want to join. If the class you want to join is already full, you can send an email or meet directly the teacher to ask if it's possible to be added to the class.

- [Where can I print my documents?](#)

To print your documents, you can go to the library where you can find printers at your disposal. You also need to take your student card with you to log in and print your documents.

- [Where do I have to go to get my student card?](#)

To make your student card, you have to go to the office L008. It's open every day from 11:45 a.m. to 12:15 p.m.

- [What should I do if I lose my student card?](#)

If you lose your student card it's not free, you will have to pay 10€ to get a new one. You will have to go to the dedicated office open every day between 11:45 a.m. and 12:15 p.m.

- [Who can sign my arrival certificate?](#)

To have your "arrival certificate" signed, you must go to the international relation office (K008) and ask to Emilie Richard or Cassandra Jactel to sign it.

- [Why do I need a visale account?](#)

The visale account is for foreign students who need a French guarantor to get an accommodation. This platform allows you to get a guarantor and then be able to have access to CROUS accommodation or apartments. This process is mandatory because you can't rent a place without a guarantor in France.

Questions / Answers



- [What are the administrative procedures to benefit from the CAF?](#)

As of July 2026, all students from countries outside the European Union will no longer be eligible for housing assistance (APL). To benefit from the CAF, you need to create an account and make a request. You can find the entire procedure about the “housing allowance” at the dedicated page “tutorial” in the website.

- [Where is the Scolarity \(administrative office\)?](#)

The scolarity is situated in the building S of the UTT. You can find the map of the UTT on the UTT website following this link: <https://www.utt.fr/plan-d-acces>
You can also find maps all over the campus.

- [What should I do If I lose my password to log in?](#)

If you lose your password, you can come to office K008 and ask to send a request for intervention. The international relation office will send you an email with a link to follow and change your password.

- [How could I get my bus card?](#)

If you want a bus transportation card, you need to go to TCAT store which is in Troyes’s city center. Once on-site you have the choice between two memberships; the first membership is for a month, and the second membership is for four months. Both are renewable.

- [How do you pay with the student card?](#)

To pay with your student card, you need to create an account on the app Izly (with your smartphone) and add money in it. After that, when you go to a CROUS restaurant or cafeteria you can pay with the card. Use your student card and the QR code of your Izly account to pay.

USEFUL PHONE NUMBERS



EMERGENCY – HEALTH

- Firefighters: 18
- Emergency medical services (SAMU): 15 or 112
- Police emergency: 17
- Poison control center: 15

SOS Doctors 10

2 rue Louise Michel
10600 La Chapelle Saint-Luc
Phone: 36 24

Troyes Hospital

101 Avenue Anatole France-
Troyes
Phone: 03 25 49 49 49

TRANSPORT

SNCF

rue du Ravelin-Troyes
Phone: 36 35

TCAT (Bus)

Sales point:
16 rue de la République-Troyes
Phone: 03 25 70 49 00

ADMINISTRATIONS

Library

Boulevard Gambetta-Troyes
Phone: 03 25 43 56 20

Family Allowance Fund (CAF)

www.caf.fr

CROUS-Troyes Branch

11 et 13 rue de Québec-Troyes
Phone: 03 25 82 19 45

Town Hall

Place Alexandre Israël-Troyes
Phone: 03 25 42 33 33

Police Station

rue des Gayettes-Troyes
Phone: 03 25 43 51 00

Prefecture

rue 2 Pierre Labonde-Troyes
Phone: 03 25 42 35 00

CATERING

Bistrot U dans la Rue

Phone: 03 25 71 76 10

CROUS University Restaurant

Place Léonard de Vinci-Rosières
Phone: 03 25 78 17 44

IUT Cafeteria

Rue de Québec
Phone: 03 25 42 71 25

