

Welcome to IUT Nancy Charlemagne

Guide for incoming exchange students



UNIVERSITÉ
DE LORRAINE



nancy Charlemagne
Relations internationales





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Welcome !

Dear Student,

Welcome to *IUT Nancy-Charlemagne* !

This guide was written to facilitate your "Erasmus experience" as much as possible.

Important information (courses, application, student life...) can also be found on our new website :

<http://iut-charlemagne.univ-lorraine.fr/content/how-apply>





IUT Nancy-Charlemagne is one of the biggest “Institut Universitaire de Technologie”, in one of the greatest student cities in France.

The IUT has more than **1900 students** and over **150 staff members** (teachers and administrative staff).

It is different from **other universities** because the trainers are not only full time teachers but mostly part-time lecturers who also work in their field of teaching. So here, the education is both theoretical and practical. IUT Nancy-Charlemagne is composed of **five departments** in total (see page 5). You can choose courses from different departments: in order to do so, you have to attend the meeting with the International Head Officer in the last week of August.

Most courses are taught in French, which is a great occasion to improve your language level, and the lecturers will of course help you! You also have compulsory French courses for international students (see page 11).

So don't panic we are here to help you !



IUT Nancy-Charlemagne

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<http://iut-charlemagne.univ-lorraine.fr/>



<https://www.facebook.com/iutcharlemagne/>

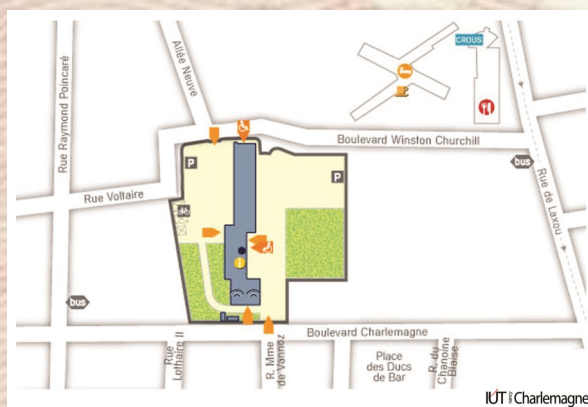


<https://twitter.com/iutCharlemagne?>



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Departments at the IUT:

You have **5 Departments** to choose courses from:

- Gestion des Entreprises et des Administrations (GEA)
Management & Accounting
- Information et Communication (InfoCom)
Communication & Library science
- Informatique (INFO)
Computer Sciences
- Métiers du multimédia et de l'Internet (MMI)
Multimedia Studies
- Techniques de Commercialisation (TC)
Trade & Marketing





WHO ARE WE ?

The members of the International Office are :

Michael LATHAM

Head of International Office

Christine GUNTHEL

Assistant

We are involved in helping international students with their stay
(welcoming week, course program, learning agreements...)

iutnc-international@univ-lorraine.fr

0033 (0)3-72-74-33-60/61



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ON YOUR ARRIVAL

→ PEER MONITORING SYSTEM

A couple of years ago, the International Office created the peer monitoring system. It's really simple: one French student contacts you before you arrive to organize for a meeting. Then, they will help you throughout your stay, with classes and French, with discovering the French culture and also discovering Nancy.

Your peer monitor will be contacting you a couple of weeks before your arrival.



Erasmus students during the International Week



→ WELCOME

⇒ *'Buddy'system*

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⇒ *Erasmus Students Network (ESN)*

French students from the local branch of the Erasmus Students Network (ESN) also have an excellent support system for Erasmus students and all international students arriving in Nancy.

Every year, with the collaboration of **ESN (Erasmus Student Network)**, we organize events for our Erasmus students in order to facilitate their integration in the IUT and in the city of Nancy.

Every year for example, ESN welcomes new exchange students right at their arrival at the train station from the end of August to mid-September.

⇒ *Major events at IUT Charlemagne*

- Information meeting about the classes and the administrative registration with the International Office Team
- A welcome dinner including all the international students with their French mentors
- A presentation from ESN: "Student life in Nancy"
- Intercultural workshops



→ ADMINISTRATIVE REGISTRATION

On your arrival in the city, we recommend you to visit the International Office of the IUT in order to complete your registration. We will ask you to fill in some administrative papers; this way, you will have your student card.



Important documents :

On your arrival, you will be given an '**Administrative Registration Form**' by the International Office Team. You must complete this form and add: **one certificate of third-party liability insurance, one passport photo and your European Health Insurance Card.**

Once you are done with the paperwork, the only thing left will be to be given your **student card**. This card is free and enables you not only to access student services within the University campuses, but also entitles you to a student discount on public transport, in many cinemas and theatres, and in some stores.

→ REGISTERING TO COURSES

You have to confirm the list of subjects that you will follow: you will be given your courses schedule and will have to pass you exams.

This procedure generally has two steps:

- Before summer, we will send you the list of the available courses for the next academic year so that you can fill in the part "before the mobility" of your "**Learning agreement**".
- When you arrive, you will probably have to modify your "**Learning Agreement**". You should complete it, sign it and return it to the International Office.

STUDENT LIFE

→ CLASSES



⇒ *Choosing classes*

As an Erasmus student, you are given the chance to choose and to attend a wide range of courses from any department. For example, if you are studying Communication or Advertising, you can choose other courses from the Marketing or Management department which are indeed in another department. The list of the available courses will be sent to you before summer.

⇒ *Attendance*

Here in our university, attendance is mandatory. If you are regularly absent from a class, then the teacher will warn the International Office Team and you will not be allowed to go to the exam, which means you will not get the credits for the course.

⇒ *Being late for classes*

Regular lateness is also not authorized in our institution. Arriving to the class after the roll call will make you noted down as "absent". So it's important to be careful not to be regularly late and not just for these reasons, but also in order to show respect to your classmates and teacher by not perturbing it frequently.

⇒ *Our teachers*

Classes in Nancy-Charlemagne are either given by regular teachers who have their own offices at the IUT, or either by part-time instructors who work outside and come to our institution to give special classes. But no matter which, please keep in mind that they are all here to listen to you and help you. So don't hesitate to get in touch if you face any problems! You will be given their email address.

⇒ *Note Taking*

Some of our teachers authorize taking notes with a portable device (a laptop or a tablet) and some are strictly against it. So it should be a good idea to ask them first.

→ EXAMS AND GRADES

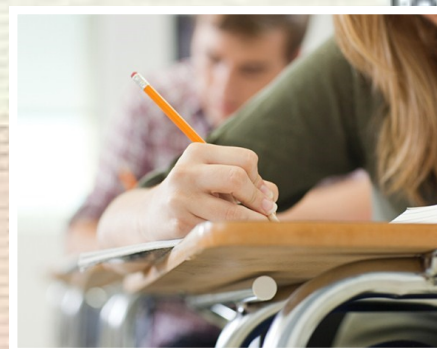
⇒ Evaluation of the Student

In traditional universities, a student's success is generally being evaluated in short periods and in a really intense way.

In IUT Nancy-Charlemagne, the evaluation isn't just composed of one exam. In fact you are going to be evaluated according to how well you have done in your class assignments, your homework all semester long and to how well you have dealt with your group projects.

⇒ Grading

The grades are from 0 to 20. And every instructor has their own way of grading, which generally depends on their expectations. Given the fact that French is not your mother tongue, you can ask them for some more help with the content of their course .



⇒ Make-up Exams

For any reason, if you miss an exam and would like to attend the make-up exam, you'll have to give a certificate of absence to retake it. Please inform the International Office of any absence to an exam ASAP ! If you feel like you have failed an exam, please inform the International Office Team and we will arrange with the teacher for you to have another exam

→ FRENCH COURSES FOR FOREIGNERS (FLE)

IUT proposes free French courses for Erasmus students. These courses are compulsory **for every student whose mother tongue is not French.**

And do not forget that these classes will bring you **3 ECTS credits.**



SERVICES



→ LIBRARY

It's located on the first floor in the IUT. You can access a large number of documents and also borrow them for a pre-defined period of time.

You can borrow up to 12 documents at one time: 4 dissertations, 4 books and 4 periodicals. In order to borrow one or more documents, you only have to show your student card to the library workers (so that they can register you).

For more information :

<http://bu.univ-lorraine.fr/bibliotheques/iut-nancy-charlemagne>

→ CREM

The Media Resources Center is located on the 7th floor. Our computer lab gathers both multimedia and image/sound processing facilities and IUT students always have access to the multi-purpose hall, to our computing facilities or to our language laboratory. You can also benefit from our numerous equipments (professional cameras, electronic cameras) and be advised by the 2 technicians.

For more information : iutnc-crem@univ-lorraine.fr



TRANSPORTATION

⇒ BUS AND TRAM: www.reseau-stan.com

Stan Agencies : Monday to Saturday : 7h00 - 19h30

44, rue des Carmes or Espace Transport - Place de la République



The public transport service in Nancy (Le Service de Transport de l'Agglomération Nancéienne, known here as 'STAN') is a local network composed of 2 lines of tramway and lots of bus lines which travel all over the city. A single ticket costs €1.30; a ten ticket pass costs €9,20; and the student monthly subscription (unlimited travel for 31 days on the STAN network) is €27*.

The bus stop closest to IUT is the bus stop "Charlemagne": lines 6 and 16 go through it. The second closest bus stop is "Médreville", which is right next to the University Restaurant. It's also possible to reach the city center in a few minutes by using line "3", which passes from Medreville.

** You can get these tickets from any bus driver or any "Stan kiosk" that can be found next to some bus stops.*

If you are or are planning on traveling frequently in Nancy and in its suburbs, it could be a good idea to subscribe to "STAN" for a card "SimpliCités" that you can use for transportation.

On regular use, its tariffs should be more profitable than tickets.

⇒ BIKES: <http://www.velostanlib.fr/>

Using the services of "Vélostan" you can also rent bicycles.



Using "Vélostan Lib" kiosks, which are exclusively available all around the town, you can rent bicycles for daily and weekly use. Also from the "Vélostan Boutic" shops, you can rent bicycles for even up to a year, which is more convenient and profitable again, in long term use.

And not to forget that aside from being ecological, bicycles are one of the most used and most recommended ways of transportation around Nancy.



Student prices are: €10 for one month, €20 for 3 months, €50 for a year. A deposit of €80 is required for each bike.

HOUSING

Being an Erasmus student, you have the possibility to accommodate in a room in a student residence during your stay in Nancy.

There are also other student residences in Nancy, managed by the CROUS (regional center for students – a company which provides various types of accommodations to students).

University Residence of MEDREVILLE

Located right next to IUT Nancy-Charlemagne and the Student Restaurant, Medreville receives lots of Erasmus students every year.

The rent depend on the type of room you choose:

- room without a toilet : from 177,60 €
- room with a toilet : from 267,00 €
- studio : from 348,60 €

On the other hand there are always other student residences (like Aristide Briand), and before deciding you can check all of them from the link below:



<http://www.crous-nancy-metz.fr/logements/carte-des-logement/>

If you choose to stay in a CROUS residence, please be careful with the following:

- CROUS closes at 7pm on weekdays (4pm in August), and is closed every weekend. As you cannot get the keys of your room outside opening hours, you should try to arrive before 7pm on a weekday. If you cannot manage to do so, book a room in a hotel, talk to your IUT tutor or to ESN members to find a solution.
- Make sure you bring enough money with you, because you may be demanded to pay a deposit when you arrive in your room. (This again depends on the room you choose. Ex: 180 € for a room without toilets, 234 € for a room with toilet etc.)
- If you have a guarantor, please bring the corresponding papers (photocopies of his/her last 3 pay cheque stubs, his/her ID, proof of residency and of his/her bank receipt (rib)). Consider making an insurance plan for your room before or at your arrival.



PHONE NUMBERS & WEBSITES

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⇒ TELEPHONE NUMBERS

Urgent Medical Aid Service : **15**

Police : **17**

Firefighters : **18**

European Urgency calls : **112** (from a mobile phone)

SOS : **3624**



To make a call outside France, you should type :00 + country code + the number you'd like to call (without the 0)

⇒ USEFUL WEBSITES ABOUT THE IUT & NANCY



<https://www.facebook.com/iutcharlemagne>

www.nancy.fr

www.ot-nancy.fr

www.toutnancy.com

www.nancystan.com

www.nancybynight.com

www.monptidoi.com

⇒ INTERNATIONAL STUDENTS NETWORK OF NANCY

contact@esnancy.fr

Tel: 06-60-56-26-42

www.esnancy.fr



esn

INTERNATIONAL EXCHANGE
ERASMUS STUDENT NETWORK

ASSOCIATION DES ETUDIANTS INTERNATIONAUX DE NANCY

We strongly recommend you to get touch with them. You won't regret as it will help you to discover new places and to make new friends!



TESTIMONIES

"I will surely come back to Nancy, it's a really beautiful city! The students, the Profs and the staff had always been really willing to help, the task sharing was wonderful. I will always have great memories of my stay here, which, sadly passed too quickly..."

TINA (Germany)

"The reception days helped me enormously to understand how everything functions in IUT, because it was a little different than my University. And I also really liked the system of peer monitoring because it has given me the chance to meet lots of French people and to go to many student parties. »

JEROEN (Belgium)

"For me, discovering Nancy and it's culture was a real pleasure. And also this year that i have spent in France has given me a chance to improve my French and also it has taught me how to be more independent. Everyone had been really helpful during my stay so I strongly recommend IUT Nancy-Charlemagne !"

ANASTASIA (Holland)

