



EXCHANGES STUDENT HANDBOOK

ACADEMIC YEAR 2024-2025







WELCOME TO THE UNIVERSITY OF CAEN NORMANDIE

We thank you for choosing Université de Caen Normandie (UNICAEN) for your study abroad experience and we hope that your stay with us will fulfill your expectations, either academic, cultural and personal.

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

As an exchange student, and whatever the department in which you are attending courses at UNICAEN, the PPMI staff will remain your main contact throughout your stay in Caen.

The PPMI is located on campus 1, in *Maison des langues et de l'international* (MLI - building i), office Li 138.

Your contacts :

Erasmus program: +33 (0)2 31 56 54 00 | intl.erasmus.entrants@unicaen.fr

inter-university programs: +33 (0)2 31 56 53 14 | intl.interu.entrants@unicaen.fr

ISEP coordinator: +33 (0)2 31 56 59 54 | cedric.guern@unicaen.fr

Welcome to your new University and make yourself at home!

The PPMI staff



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YOUR PRE-DEPARTURE PROCEDURES

Make sure to check regularly our web pages where you will find updated useful information.

<https://www.unicaen.fr/international/bienvenue/etudiants-dechange/>

1. PRE-REGISTRATION

1.1 You must pre-registered online on our MoveOn platform and follow the instructions sent to you by our Office of Study Abroad - PPMI.

On the online pre-registration, you can apply for housing in a University residence. **Beware!** A very limited number of rooms is available. Therefore, you must complete your online pre-registration as soon as possible if you wish to get one.

Pre-registration deadlines:

- **June 1st** for a semester 1 arrival and
- **October 1st** for a semester 2 arrival.

1.2 Once your pre-registration received, the PPMI email you the housing form (if requested), and information regarding the French language support program available at *Carré international*.

- The **French language support:**
 - **Levels A1 to C2:** 2 hours per week, 6 to 8 pm.

1st semester: **September 16 - December 20, 2024**

2nd semester: **January 13 - May 2, 2025**

Beware! Once registered, you will receive by email the link to a French proficiency test to help us place you in the right level. You **MUST** complete and submit the online test before July 1st for the 1st semester and December 6th for the 2nd semester.

1.3 You must return those documents to PPMI (*deadlines: June 20th for the 1st semester and October 30th for the 2nd semester*) **along with your payment.**

If you have requested a room, an housing confirmation will be sent to you later with all the necessary information related to your University residence.

2. THE LEARNING AGREEMENT

You will be studying at UNICAEN for a year or a semester. To choose the courses you need to attend, we recommend that you check the list of courses available to exchange students on our web portal at <https://www.unicaen.fr/international/bienvenue/etudiants-dechange/choisir-ses-cours/>.

Additional information:

The University of Caen Normandy is composed of several Training and Research Faculties called *UFR* or *composantes* and sometimes divided in Departments. For your academic registration, you will be attached to a main UFR (notified in your acceptance letter). It will be called your *UFR PRINCIPALE DE RATTACHEMENT*.

Minimum 60% of your course load must be chosen in that main UFR. The remaining 40% can be chosen in your main UFR or in one or several other UFR.

You can choose courses at L1, L2, L3 and M1 levels and mix different levels. For information, courses' levels are organized as follow:

Year 1 > L1, year 2 > L2, year 3 > L3, year 4 > M1 & year 5 > M2.

List of UFR available to exchange students:

LAW • **HSS** (Literature, Language sciences, History, Sociology, Performing Arts, Philosophy) • **LVE** (Foreign Languages) • **Psychologie** • **SEGGAT** (Economics , Geography) • **STAPS** (Physical Education) - **Sciences** (Biology, Mathématiques, Physics, Chemistry, Engineering, Earth Sciences) • **IAE** (Management, Finances).

REMINDER

- 1 semester equals 30 ECTS
- 1 academic year equals 60 ECTS

3. DOCUMENTS REQUIRED FOR YOUR REGISTRATION

For EU and EEA (Iceland, Lichtenstein, Norway) students:

- the European health insurance card
- your passport or ID card



For non-UE/EEA Erasmus and exchange students:

- your passport with a long-term student visa
- SE 401-Q-106 form (*for Quebec students only*)
- the OFII form provided by the French embassy or consulate if applicable
- birth certificate: certified translation into French, English, Spanish, German or Italian.



YOUR PROCEDURES UPON ARRIVAL

4. ACADEMIC CALENDAR

The academic year usually starts at the beginning of September but dates may vary from one faculty to another. Please check for specific dates on our website.

• 2024-2025 university breaks

- > Christmas: *December 21, 2024 - January 5, 2025 included*
- > Winter: *Febr. 8 - Febr. 24, 2025 included*
- > Spring: *April 5 - April 22, 2025 included*

• National holidays

- > All Saints' Day (Rel.): *November 1st*
- > Christmas (Rel.): *December 25th*
- > Easter Monday (Rel.): *April 21st*
- > WWII victory: *May 8th*
- > Pentecost Monday (Rel.): *May 20th*
- > 1918 Armistice: *November 11th*
- > New Year: *January 1st*
- > Labor Day: *May 1st*
- > Ascension Thursday (Rel.): *May 9th*

5. PROVISIONAL BUDGET

Estimated monthly expenses:

- room in a University residence **€257** to **€267/month**
- standard meals at University restaurant appr. **€300**
- transportation (*Twisto pass under 26 - unlimited rides*) appr. **€30/36** acc. to your age
- Other (leisure...) **€100**

The first month, expect additional expenses for:

- housing insurance (*mandatory*): app. **€40**
- third-party liability insurance: app. **€25**
- school supplies (textbooks...): app. **€100***
- OFII stamps (for non-Europeans): app. **€60**

6.1. ADMINISTRATIVE REGISTRATION

Your administrative registration will be processed by the *Carré international* prior to your arrival.

Your student card (Léocarte) will be handed to you during the orientation session upon arrival.



6.2. ACADEMIC REGISTRATION

Once registered, you will need to proceed with your academic enrollment at the faculty/ies related to your learning agreement. You have to indicate the courses you have chosen to attend and for which you will take exams. Your academic enrollment must match your learning agreement. If it doesn't, please contact ASAP your coordinator and make sure you are authorized to modify it.

Beware! If you have registered for the French language support course, don't forget to notify it when doing the academic enrollment.

7. REGISTRATION TO THE FRENCH HEALTH SYSTEM

7.1 If you are a European citizen, you can present your European health insurance card (CEAM). It will save you from registering for the French health insurance system.

7.2 If you are from a non-European Union country, you will have to subscribe to the mandatory French health system (*CPAM - sécurité sociale*), even if you are already covered by a foreign insurance. More about the procedure:

<https://www.unicaen.fr/international/bienvenue/etudiants-individuels/la-sante/>

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

8. VALIDATION OF YOUR FRENCH RESIDENCE PERMIT

Only for non-European students holding a Long Term Visa (VLS-TS) with the **R311-3 6° mention**.

To verify if you need to apply for a student visa, check the *France Visa* website:
<https://france-visas.gouv.fr>

Upon arrival, you will have to validate your visa on the ANEF (*Administration Numérique des Etrangers en France*) online platform:

<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/>

Beware: if you don't validate your visa within the 3 months following your entrance in France, it will no longer be valid.

Elements to provide during the online procedure:

- information stated on your visa (visa number)
- date of entry in France with the current visa
- valid email address
- address of residence in France
- a **€60** tax stamp to be purchased online or at the *Trésorerie générale de Caen*, located 7 boulevard Bertrand, in Caen.



If you have any questions or concerns on your visa and its validation process, please contact our support team - Pôle SPI - at intl.spi@unicaen.fr



YOUR ARRIVAL IN CAEN

1. GETTING TO CAEN

Once in Paris, you will have to go to Saint-Lazare train station:

- by cab: app. **€60** from the airports, and between **€15** and **€20** from a train station to another;
- by bus, RER or subway: **€13** from the airports and **€2** from a train station to another.

Subway map available at www.ratp.fr

Once at Saint-Lazare, you can board a train to Caen. The ride is 1.45 to 2.15 hrs depending on the train. For information, all trains to Cherbourg stop in Caen.

Schedules and rates at www.sncf-connect.com

From Caen's train station, two options:

- the taxi (*recommended if carrying heavy luggage*)
- the bus.

If you choose the taxi, show the driver the address of your residence and not the PPMI's. It will cost you app. **€11** (+ 10 % *nights, sundays and national holidays*).

If you choose the tramway, the fare is **€1,60** (*valid 1 hour*) to be purchased at the bus stop with cash or credit card.

Itinerary:

- **Campus 1 residence:** Tram T1 ou T2. Get off at «CROUS-SUAPS»
- **Lébisey residence:** Tram T1 (Hérouville). Get off at «Cité U Lébisey»
- **Côte de Nacre residence:** Tram T2 (Campus 2). Get off at «Campus 2»
- **Grémillon residence:** Tram T1 (Hérouville). Get off at «Château d'eau»

Twisto lines and schedules at www.twisto.fr

If you wish a shuttle service to travel straight from the airport to Caen, the fare is approximately **€120** one-way.

Type **NAVETTE AÉROPORT PARIS CAEN** in your search engine to get a list of shuttle companies.

If you are housed in a University residence, you must first go to the residence's front desk to get the key to your room.

Don't forget to call your relatives to let them know you arrived safely!!!

You will then go to the PPMI - bldg i (MLi) - office Li138 - to let us know that you arrived and ask all the questions you might have at this point.

PPMI office hours: Tuesday, Wednesday and Thursday from 9 am to 12:30 pm & from 1:30 pm to 4:30 pm. Not open to the public on Monday and Friday, except during the arrival period.



YOUR INTEGRATION AT UNICAEN

2. ORIENTATION WEEK

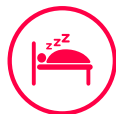
In partnership with the various student services, with local partners (Normandy Region, City of Caen, Crous, Twisto...), with student and civic associations, the Carré international offers each term a large program of integration workshops, meetings and visits designed to ease your first steps in your new living and study environment.

Among other things:

- orientation session,
- IT workshops (Compte numérique, Izly, Eduroam...),
- student life guidance (insurances, bank account...),
- city and campus tours,
- integration night with student associations,
- visits and excursions to discover the famous Norman landmarks,
- ...

The detailed program of the orientation week will be sent to you by email a few weeks prior to the beginning of the program.





YOUR HOUSING OPTIONS

Important: if you are studying abroad through a bilateral exchange program (all programs except Erasmus+), housing benefits may be included under the agreement signed with your home University. Make sure to enquire about housing options when applying at your local office of study abroad.

1. HOUSING IN UNIVERSITY RESIDENCES

University housing is strictly **reserved for students under 30**.

• **Comfort room**

- 9m² single room, equipped with bed, desk, closet, toilets, shower, fridge (*common kitchen on each floor*); beddings are provided.

Beware! We will try to satisfy your housing request according to rooms' availability but we have a very limited number.

For all students (*full-year or semester 1*), the housing form and the full payment of the rent must be returned to the PPMI **before June 20th**.

The proof of bank transfer, stating our **971/975** reference, must be attached to the housing form.

Specifications:

> For extended stay in June 2025, room requests and payments must be done directly at the residences.

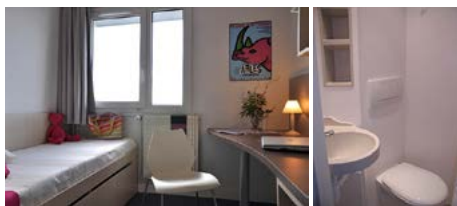
> Room benefits run during all University breaks.

> At the end of your stay, we recommend that you wait a couple of months to close your French bank account.

Upon arrival:

• **Mandatory housing insurance with third-party liability** (*min. €35 per year*).

Information provided on the housing request form.



Comfort room

The University residences

- **Campus 1 residence**

23 av. de Bruxelles - BP 5153 - 14070 Caen cedex 5

Check-in Crous building i (not to be mistaken with MLI, UNICAEN bldg i)

- **Lébisey residence**

114/116 rue de Lébisey - BP 5153 - 14070 Caen cedex 5

Check-in at the front desk of the main building

- **Côte de Nacre residence - Campus 2**

2 Boulevard du Maréchal Juin - BP 5153 - 14070 Caen cedex 5

Check-in at the secretariat

- **Cité Jean Grémillon :**

BP 54 - Avenue de la Grande Cavée - 14202 Hérouville St Cl

Check-in at the secretariat



3. OFF-CAMPUS HOUSING

- **Lokaviz** : Crous online platform for off-campus housing

www.lokaviz.fr

- **Temporary housing on arrival**

To find an hotel in Caen, we suggest that you check dedicated websites such as Booking.com, Hotels.com, or Tripadvisor.

- **Host families**: contact us

- **Youth hostel**: The People - 15 avenue Victor Hugo - 14000 Caen

Website: <https://www.thepeoplehostel.com>

- A list of other type of housing is available on our website:

<https://www.unicaen.fr/international/bienvenue/etudiants-dechange/se-loger/>



Front desk of the campus 1 residence



Lébisey University residence

Photos: Zéme et images pour Crous Normandie Caen



PRACTICAL INFORMATION

1. SAFETY PRECAUTIONS

- At home, lock the door and close the windows of your room/flat before going out. **Remove any indication of your address on your key chain for the dorm or for your host family.**
- Do not carry large amounts of cash with you. Be careful at ATM machines: do not be distracted when entering your PIN number. Declare loss of debit cards to your bank immediately.
- Scan your passport and visa (if you travel to France under a student visa) so they can be accessible from anywhere through your mailbox. When going out in Caen, carry photocopies of your ID and keep the originals in your room.
- Keep your bags with you at all times, keep your bag closed, and do not put valuables in an easily accessible place (like the outside pocket of your backpack).
- Beware of pickpockets, especially in crowded places and in public transportation.
- Do not go out alone with someone you do not know well enough. Do not leave friends alone at parties, bars, or clubs, especially if they seemed to be under alcoholic influence. Going out in groups is preferable. If you intend to go home late night, please call a cab or, if you decide to walk back anyway, stay in groups and remain on lighted streets.
- At parties, in bars, or clubs, always keep an eye on your drink, do not accept drinks from someone you do not know.
- You must be over 18 to consume alcohol and always do so with moderation.
- Possession and consumption of drugs, no matter the type, are illegal in France and punishable by prosecution and imprisonment.
- In case of an emergency, you can dial the police emergency number, **17**, on any phone (toll free number) or call the campus security at **02 31 56 60 40**.

2. UNIVERSITY RESTAURANTS

- **Campus 1**

- Restaurants A and B
- Cafeterias: «La Parenthèse» (*under galerie vitrée*) ; «Oxygène B» (*located outside restaurant B*); «La cafèt'» of Maison de l'étudiant (Mde)

- **Cité Lébisey**

- Restaurant C
- Bar-fast food «Le Mambo», open 7 days a week year-round

- **Campus 2**

- Restaurant D
- Bar-cafeteria : «Highlands Bar» ; «la cafétéria des Sciences 1»

- **Campus 4 :**

- Restaurant Claude Bloch (*lunches only, from Monday to Saturday*)

University restaurants serve lunch and diner. Breakfast can be taken in the different cafeterias. Meal: **€3,30** which can be paid by credit card or with your **Izly** (payment with your Leocarte or with the Izly smartphone App).

Information on Crous Caen Normandie restaurants and cafeterias: <https://www.crous-normandie.fr/restauration/nos-structures-de-restauration/carte-des-restaurants/>

Detained information on Izly:

<https://www.crous-normandie.fr/se-restaurer/payer-son-repas/>

3. WORKING IN FRANCE

Students registered for a full-year and who are native speakers of English, German, Spanish or Italian, can apply for a teachers' assistant position in a mid-school of Calvados through the **Speak 14** program.

Service: 7 hours/week - Remuneration: **€458/month**.

Interested students can sign-up directly with Conseil départemental 14 during the **«Student life» Fair** organized during the integration week.

Also, if the visa type allows working in France, international students are allowed to have a part-time job of 20 hours per week maximum.

Crous developed a dedicated online platform, **Jobaviz**, regrouping a large number of student jobs available in Caen and surroundings: www.jobaviz.fr.



4. MAISON DE L'ÉTUDIANT (STUDENT CENTER)

You will find there:

- a show room, an exhibition hall and a cafeteria
- various proximity services (stamps, ATM, photo booth...)
- an off-campus housing service, students jobs

5. SPORT ON CAMPUS

The «Service universitaire des activités physiques et sportives» (SUAPS) offers a whole set of sport facilities, including a swimming pool, located on campus 1 (*next to restaurant A*).

Online registration early September

SUAPS - Tel : 02 31 56 64 61 - www.unicaen.fr/vie-de-campus/vie-sportive/

6. UNIVERSITY LIBRARIES

To borrow documents, study, work in groups or simply share a moment of conviviality, the network of 22 libraries of the university welcomes you on our different campuses and sites: Caen, Alençon, Saint-Lô and Cherbourg. Libraries also offer many online resources: digital books, online press, databases ...

More info on the site: <https://bibliotheque.unicaen.fr>

7. BANK ACCOUNT

A French bank account is necessary to be reimbursed for your eventual medical expenses and for the room deposit. If you decide to open one, the following documents will be requested: your student card, your passport and an housing certificate.

You will find, near the campus, various banks to choose from.

Make sure to have a certain amount of Euros in cash for your basic expenses upon arrival (*transportation, meals...*).

Important! At the end of your stay, we recommend that you wait a couple of months before closing your French bank account.



New university
stadium - Campus 1

8. HEALTH

In case of illness, the «Service de santé étudiant - SSE» (student medical centre) provides general practitioner appointment and medical prescriptions.

In case of an emergency, just dial **15** on any phone (*toll-free number*) to be in touch with the emergency services.

There are several hospitals in Caen with an Emergency unit where you can go if necessary, especially at night or on weekends. Otherwise, always consult with a general practitioner first.

In case of hospitalization, make sure that you have your insurance documents with you so you don't have to advance the payment when leaving the hospital (*always very expensive*).

Information about SSE at

<https://www.unicaen.fr/vie-de-campus/sante-bien-etre-handicap/>

9. EMERGENCY NUMBERS

Emergency numbers to remember:

POLICE SECOURS : **17**

FIRE DEPARTMENT : **18**

SAMU (Emergency Medical Assistance) : **15**

SOS MEDECINS : **3624**

PHARMACISTS ON DUTY: 3237 (numéro audiotel 24h/24h, 0,34€ TTC / MIN)

DENTAL EMERGENCIES : 02 31 85 18 13 (Sundays and national holidays)

CHU (University hospital) : 02 31 06 31 06

Also, if you simply pick-up any green phones marked « **urgences médicales** » in the hallways of University buildings, you will be on line with the emergency services (SAMU).

10. INTERNET

Internet access is available on all campuses (*wifi*) and in University residences (*wifi or wired internet; make sure to bring a RJ45 cable*). UNICAEN and CROUS residences also have computer rooms that you can access with your student card.

REMINDER: the French electrical standard is **230 volts**. Make sure that your electronic devices are compatible with that standard.

Internet access on campus is secured by your **personal digital account** provided upon registration.

11. ESN CAEN AND BUDDY SYSTEM

ESN Caen welcomes you!

In collaboration with the university and its local partners, the ESN student association organizes a wide range of activities to help settle into life in Caen.

ESN Caen ensures that international students are well-integrated into their study environment, with mentoring and mutual support systems, as well as into local areas, with visits to the city, the campus and historical sites in Normandy, bonding evenings, buddy evenings, horse-riding outings, visits to museums and more.

They also organize *Polyglot Cafés* several times a month, where local and international students get together to chat in a spirit of conviviality and good humor (in French, Spanish, Italian, Arabic, Portuguese, Chinese, Russian, German, Norwegian, Swedish, Danish...)!

You would like to have someone help you with your paperwork (documents, accommodation, jobs), guide you through the local culture and practice the language and help you meet local students?

Make sure to join the ESN Caen Buddy System at <https://buddysystem.eu/fr/register>



The ESN Caen team

12. LEARN MORE ABOUT...

- ... UNICAEN: www.unicaen.fr
- ... the student life: www.unicaen.fr/bienvenue
- ... Caen: www.caen.fr
- ... the local weather: france.meteofrance.com
- ... Normandy: www.normandie-tourisme.fr
- ... the train schedules: www.sncf-connect.com
- ... the Paris subway: www.ratp.fr
- ... the Paris airports: www.parisaeroport.fr/
- ... Carpooling in France: www.blablacar.fr
- ... the national buses: www.blablacar.fr/bus et www.flixbus.fr
- ... Caen buses and tramways: www.twisto.fr
- ... the Regional buses: www.nomadcar14.fr/fr/
- ... the airport shuttles:
www.bhs-shuttle.fr & www.albion-voyages.com
- ... the Caen-Carpiquet airport: www.caen.aeroport.fr

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The *Carré international* staff remains at your disposal to help you prepare your journey to France and UNICAEN!

NEXT ON YOUR AGENDA

APRIL/MAY/JUNE

- Pre-register online on the UNICAEN website (Moveon App) using the link sent to you by email
- Send back your housing form fully completed and signed along with the proof of payment (only for students requesting housing on campus) and register for the SLF program
- Upon reception of your acceptance letter sent by the PPMI, elaborate your learning agreement using our «Pick-your-courses» online catalog:
www.unicaen.fr/international/bienvenue/etudiants-dechange/choisir-ses-cours/
- Take the online French proficiency test (for SLF registration only)

JULY: the PPMI complete your administrative registration (no action necessary on your part). You will receive an email confirming your registration and providing your student login (*Mon Compte Numérique*).

- Log on to your digital account as indicated in the email. You will find a message inviting you to create your IZLY account, necessary to purchase meals, copies, etc once in Caen.
- Create your IZLY account online.
- Subscribe to an housing & third-party liability insurance (see section in this guide).
- Inform the PPMI of your scheduled date of arrival.

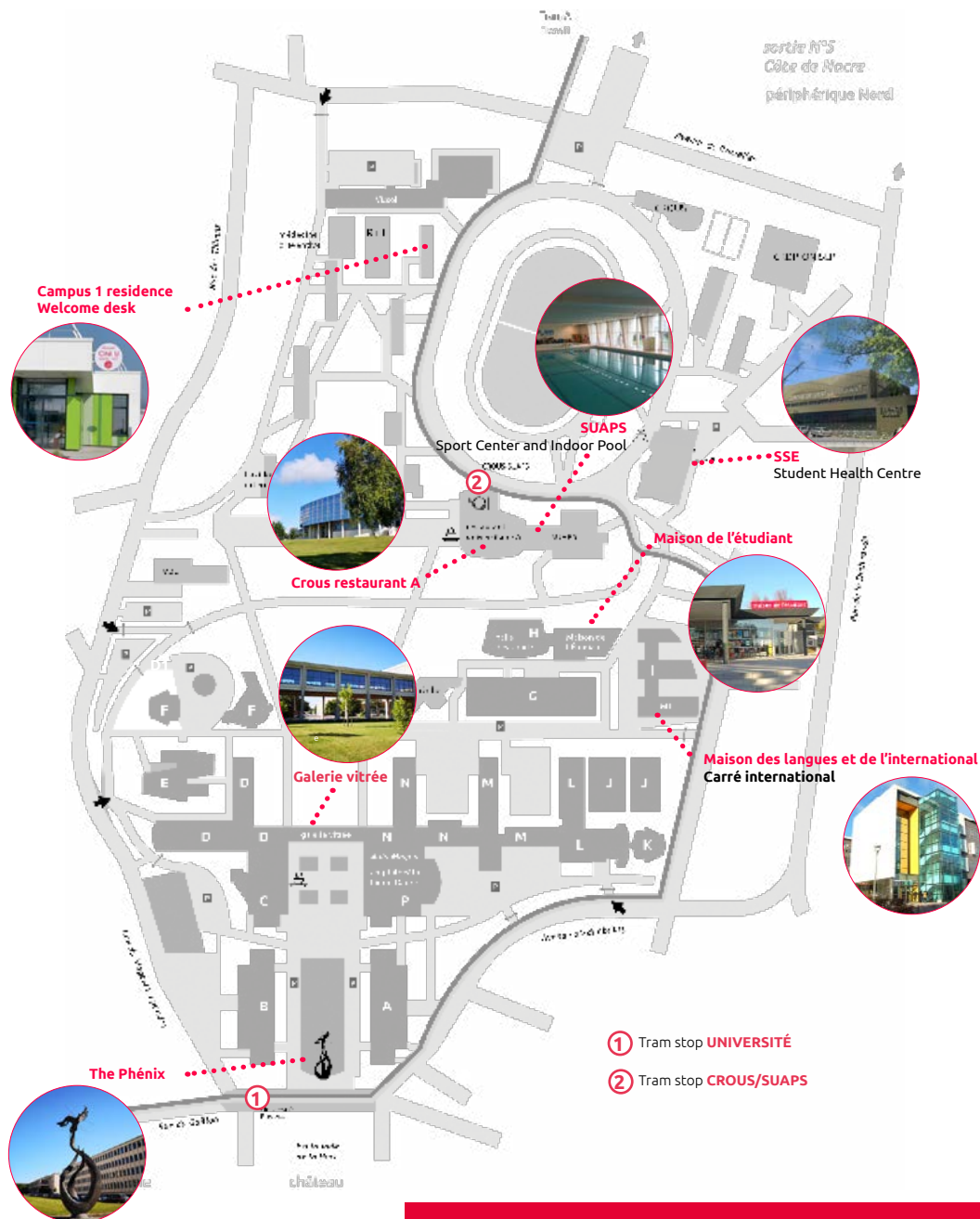
UPON YOUR ARRIVAL IN CAEN

- Complete your academic registration (registration to the courses you have chosen) at the secretariat of your department(s) of studies.
- Open a French bank account (if you think it's necessary)
- Register to the University Sport Center - SUAPS if you wish to practice
- Registered to the free French health care system - CPAM (only for non-European students).
- Meet with the PPMI staff and retrieve your student ID

BEFORE RETURNING HOME

- Meet with the PPMI staff and have them sign the certificate of departure provided by your home university.
- Make an appointment with the Crous to make your room check-out.
- Stop by the secretariat of your department(s) of studies to provide mailing information to receive your transcripts.
- Cancel all contracts and subscriptions made in France (Insurance, bank, phone...)

Université de Caen Normandie - Campus 1



Find the maps of all UNICAEN campuses at
<https://www.unicaen.fr/universite/decouvrir/territoire/>



Maison des langues et de l'international (MLI)
Campus 1 - Bâtiment i
CARRÉ INTERNATIONAL
Pôle des Programmes de mobilité internationale (PPMI)
Office Li 138

[HTTP://WWW.UNICAEN.FR/BIENVENUE](http://www.unicaen.fr/bienvenue)

Opening hours

Monday: not open to the public
Tuesday: 9am-12:30pm & 1:30pm-4:30pm
Wednesday: 9am-12:30pm & 1:30pm-4:30pm
Thursday: 9am-12:30pm & 1:30pm-4:30pm
Friday: not open to the public