In this guide you will find all the information needed to settle in France and get involved in ESIGELEC.
Even if you all come from various countries and different cultures, you will get to know each other and make new friends through this study period at ESIGELEC.
We invite you to participate actively in the International Week that is organized every year to promote cultures, languages, music, dances from all over the world.
We wish you to succeed in your studies and in your personal life during your stay and we, at the International Relations Office, remain available for any question, advice or help you may need.
Enjoy your stay!

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Quick Glance

Main Contacts

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ESIGELEC Office in China

Vidya SURESH
Incoming Indian Students,
before arrival
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ESIGELEC Office in India
ESIGELEC has 2 locations in Rouen:

Main campus
Technopôle du Madrillet
Avenue Galilée
76800 Saint-Étienne-du-Rouvray
Tel.: +33 (0)2 32 91 58 58

Programmes:
• 3-year Engineering Cycle leading to the French Engineering Degree,
• 2-year Master Programmes fully taught in English
• PhD Programmes
• MSc. Programmes (in partnership with Manipal University)
• ALS Programmes: Linguistic & Scientific Adaptation Programmes

It is a wooded area, amid several institutions of higher education, companies and research centers. Public transport facilities (metro/bus) allow easy access to the city center of Rouen.

Campus facilities
• A state-of-the-art research Institute: IRSEEEM
• 1 large amphitheatre with a 450 seating capacity
• 4 amphitheatres (90 - 250 seating capacity)
• 13 laboratories
• 2 multimedia language rooms
• A library with thousands of books
• A student cafeteria
• Wi-Fi access on campus
• Student clubs

How to get there?
Metro to "Technopôle du Madrillet" and stop at the terminus.

Second campus
18, rue de la Tour de Beurre
76000 Rouen
Tel.: +33 (0)2 35 15 90 23

Programme:
• 2-year Integrated International Preparatory Cycle leading to the 3-year Engineering Cycle.

How to get there?
Metro or bus: stop at "Théâtre des Arts"
## Academic calendars 2018-2019

### Engineering Programme

#### Integrated International Preparatory Cycle

<table>
<thead>
<tr>
<th></th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st year</td>
<td>September 10th</td>
<td>June 21st</td>
</tr>
<tr>
<td>(semesters 1 and 2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd year</td>
<td>September 17th</td>
<td>June 14th</td>
</tr>
<tr>
<td>(semesters 3 and 4)</td>
<td></td>
<td></td>
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</tbody>
</table>

#### Engineering Cycle

<table>
<thead>
<tr>
<th></th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 5 and semester 7</td>
<td>September 17th</td>
<td>February 1st</td>
</tr>
<tr>
<td>Semester 6 and semester 8</td>
<td>February 4th</td>
<td>May 29th</td>
</tr>
<tr>
<td>Semester 9</td>
<td>October 1st</td>
<td>February 8th</td>
</tr>
</tbody>
</table>

#### MSc. & Master Programmes

##### Master EES & IS *

<table>
<thead>
<tr>
<th></th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1 and semester 3</td>
<td>September 17th</td>
<td>February 1st</td>
</tr>
<tr>
<td>Semester 2</td>
<td>February 11th</td>
<td>July 2019 then internship</td>
</tr>
</tbody>
</table>

*MST – EES: Master in Sciences & Technology, speciality “Electronic Embedded Systems”
*MST – IS: Master in Sciences & Technology, speciality “Information Systems”

##### MSc. CEI & AES (in partnership with Manipal University)

<table>
<thead>
<tr>
<th></th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSc. CEI*</td>
<td>February 11th</td>
<td>July 2019 then internship</td>
</tr>
<tr>
<td>MSc. AES*</td>
<td>February 11th</td>
<td>July 2019 then internship</td>
</tr>
</tbody>
</table>

*MSc. CEI: MSc. “Control & Embedded Instrumentation”
*MSc. AES: MSc. “Automotive Embedded Systems”

Dates are subject to change.

### Linguistic and Scientific Adaptation Programmes

<table>
<thead>
<tr>
<th></th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>AALS*</td>
<td>September 17th</td>
<td>Mid July</td>
</tr>
<tr>
<td>SALS*</td>
<td>February 25th</td>
<td>Mid July</td>
</tr>
<tr>
<td>BALS*</td>
<td>August 23rd</td>
<td>September</td>
</tr>
</tbody>
</table>

*AALS: 1 year of courses
*SALS: 1 semester of courses
*BALS: 3 to 7 weeks of courses

Dates are subject to change.
The residence permit is compulsory for non-European students and for a stay of more than 3 months in France. Concerned students must apply for a residence permit as soon as they arrive in France. Then, it takes about 3 months after arrival to get the residence permit. You will be helped by the International Relations Office to comply with the residence permit procedure during your orientation session.

If you are a student from the European Union, from the European Economic Area, from Switzerland, from Monaco or from Andorra, you only need a valid identity card or passport.

If you are a non-European student having a short or a long-stay student visa (more than 3 months), you have to respect the following procedure:

1. Upon arrival, you will have to register with ESIGELEC at the French Office of Immigration and Integration (OFII). You will need to bring the OFII form and the required documents during the orientation session at ESIGELEC.

2. You will receive an email from ESIGELEC to come to collect your OFII notification letter called "convocation". This document is compulsory to attend the OFII appointment. Date and timing will be communicated when you collect the notification letter.

3. You will have to go to the OFII appointment, it is compulsory! For the OFII appointment, you have to bring the notification letter given a few days before by ESIGELEC and buy tax stamps of €60 to go ahead with the procedure. Please note that if you have class you have to go to the Registrar’s office before going to your OFII appointment to inform that you will miss classes at ESIGELEC.

4. During the OFII appointment, a registration stamp will be added on your passport. It will allow you to stay in France until the expiry date of your French visa and will allow you to travel in the Schengen area, as a tourist, for less than 90 days.

5. 3 months before the expiry date of your visa, you will have to start the procedure to renew your residence permit - only if the stay for your internship in France or to continue your studies at ESIGELEC is needed. To start the procedure you will have to send an email to titredesejour@esigelec.fr. If your academic period at ESIGELEC is over and you are abroad for your internship it is not necessary to renew your residence permit. We will advise you on what to do.

If you are a non-European student aged under 18 years old when you applied for your visa, the residence permit procedure is different. Please contact: titredesejour@esigelec.fr
Health insurance

Health insurance is compulsory for all students. In the event of a health problem, students having a health insurance will be reimbursed to the extent of 75% to 80% of the health care's expenses. Once you have a health insurance, you will receive the health insurance card called «Carte Vitale» which you must carry for any medical appointment.

Students from the European Union

Students from the European Union will be reimbursed by the French health insurance called "Sécurité Sociale", for any health problem happening in France, upon presentation of their European Health Insurance Card. This card is delivered by the health insurance in the country of origin where the student or his/her parents are affiliated.

Students not from the European Union

Due to a new regulation regarding the student Health Insurance, all students will have to subscribe to the French health insurance system. This policy is made free of charge and available to all international students studying in France. The application to the health insurance will be made after your arrival in France within the help of the International Relations office of ESIGELEC. IMPORTANT : Make sure you have a valid health insurance from your country for the first 3 months of your stay in France!

Complementary insurance

For additional coverage, you may subscribe to an extra insurance policy which will complete the reimbursement of the medical expenses not covered by the health insurance.
1. After your application to SMENO, you will get a card (called "carte vitale" – this is a green card) but note that this is quite a long process. While waiting for your card - if you need to pay for the doctor or any other specialist, you will get a brown sheet as follows:

![Brown sheet](image)

After getting this brown sheet, you have to go to the SMENO office (International students) or CPAM (European students or students above 28 years old) to be reimbursed.

SMENO (-28 y.o)
123 rue du Général Leclerc - 76000 ROUEN
(very near the Theatre des Arts) - you can reach it by Metro
Opening hours: 10 am - 6 pm
From Monday to Friday
SMENO will help you to fill in the sheet and also note that thanks to your subscription you will get 70% reimbursed.

CPAM (+28 y.o)
50 avenue de Bretagne
76100 Rouen
(in front of Saint Sever shopping center main entrance)

2. If you need to go to the doctor, you can go to:
Médecine Préventive du Madrillet
Avenue de l’Université
76800 Saint-Étienne-du-Rouvray
or
Maison de l’Université on University Campus
Rue Lavoisier
76130 Mont-Saint-Aignan
You can reach it with bus T1 to "Mont Aux Malades" - Stop: "Campus"
From here you can see a doctor for free and some other specialists.

3. For emergencies, you can go to:

CHU Centre Hospitalier Universitaire – Charles Nicolle
1 rue de Germont
76000 ROUEN
You can reach it with bus T2 to "Tamarelle" Stop: "CHU Charles Nicolle"
Or call: 112

Emergency numbers

Medical emergency: 15
Police emergency: 17
Fire brigade: 18
From a cell phone: 112

First aid at ESIGELEC
There is a first-aid room at ESIGELEC, on the ground floor (BG_126).
No medicine can be given.

Useful information about the Medical Insurance and doctors/ emergencies

Police station: 02 32 81 25 00
Emergency doctors: 02 35 03 03 30
Duty chemists: 02 32 81 25 00
**E-services**

- **E-mail**
- **Timetable**
- **Wi-Fi**

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**Students clubs**

The Students Clubs are also known as the ESIGELEC Students Associations and are the local point of student social life in school. The Students associations organize activities, events, excursions, parties for students.

Activities managed by the students of ESIGELEC within the Students Club (BDE) the Sports Club (BDS) are numerous and diversified.

**The BDE main activities are:**
- Welcoming the new students
- Organization of students’ activities and social life at school
- Promotion of ESIGELEC

**The BDS main activity is:**
- Organization of sports activities: volleyball, handball, basketball, football, rugby, sailing, climbing, etc.

Find all the different clubs in the brochure called “Plaquette Alpha” given in your Welcome Bag!

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**Wi-Fi**

The Wi-Fi service is available in each building.

**Keep in touch with ESIGELEC**

- Join the Facebook page of ESIGELEC or follow us on Twitter!
  - facebook.com/Page.ESIGELEC
  - twitter.com/GroupeESIGELEC

You will find all the news about the students’ clubs, the events, pictures & videos...
- The ENT, the screens, and the mailing will keep you informed too!
- The Newsletter “L’@ctu de l’ESIGELEC-IRSEEM” is published every three months

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**E-services**

**E-mail**

**Timetable**

**Wi-Fi**

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**1. Get your PUK code**

Go to one of the ESIGELEC laboratories to use a computer and log in with your ID and password from ESIGELEC.

Go to srvprint2/watchdoc/account.asp
Your PUK code is at the right top of the screen- be sure to remember this code.

**2. Connection of your student card to the printing system**

Find one of the 5 printers available at school and use your student card to log in + enter the PUK code.

Your student card is now activated for copying, scanning and printing.

Please note that you will always be requested to log in with your student card.

**3. Print out**

To print out your documents from an ESIGELEC computer you have to:
Select “imprimer” – then chose “imp-central” in the list of printers.
Your documents will be directly put on a waiting list.

**4. Get your documents**

Use your card to log in to one of the printer. Your documents on the waiting list will appear.

**Important:**

- Please note that you have limited numbers of files to print. Make sure to check on srvprint2/watchdoc/ how many you have left.
- You have 500 credits every year with the possibility of reloading it during the year.

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**Printing System**

**1. Get your PUK code**

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Metro & bus

The best way to move in the city of Rouen is to take the bus or the metro. The city of Rouen and its surroundings have 61 bus lines and 2 metro lines.

For more information about public transports in Rouen: www.crea-astuce.fr

For the metro map of Rouen: www.la-crea.fr/core_web/images/transport/plan_metro.gif

From Rouen City Center to ESIGELEC by metro

- Bus and metro ticket for 1 trip (valid for one hour): €1.60/ticket.
- You can buy such tickets in the buses or at the metro stations.
- Monthly bus and metro card for unlimited trips: €26.50/month, if the card is monthly paid (-26 years old only),
- or €20.16/month, if the card is paid annually (-26 years old only).

You are entitled to a transport card called “Carte Astuce”, that gives you access to unlimited bus and metro travels. This card can be bought in the bus and metro agency of Rouen called TCAR:

7 rue Jeanne d’Arc - 76000 Rouen
Tel.: +33 2 35 52 52 52
Website: www.crea-astuce.fr
Opening hours: From Monday to Friday (07:00 am to 07:00 pm)
Saturday from 09:30 am to 05:30 pm

Weather & climate

The average temperature in Rouen during summer is about 23°C. In winter, it rarely snows but it often freezes.

Catering

The university cafeterias are run by the CROUS. A main course and a dessert can be bought at a subsidized cost of €4.50 to €5. The cafeterias are situated at:

- Mont-Saint-Aignan: University cafeteria of "Panorama". Meals are served in self-service with tickets. Cash payments are accepted.
- Saint-Étienne-du-Rouvray: ESIGELEC cafeteria or University cafeteria "l’Estudiantine" Meals are served on a self-service for which the CROUS issues a special card. Cash payments are accepted.

Money and daily life

You need approximately €600 per month for living expenses.

The estimated monthly cost of living for a student in Rouen can be defined as followed:

- Housing in Rouen: €250 - €450/month
- Bus card: €26.50/month (-26 years old only)
- ESIGELEC Cafeteria: €3.50 - €4.90/full meal
- Laundry: €5 for a wash
- Phone subscription : €2 - €20/month
- Internet subscription : €2 - €20/month

Transport in Rouen

Car-sharing

There are many websites which offer this service for example the website created by the department of Seine-Maritime: www.covoiturage76.net

Cyclic’

The city of Rouen offers you to ride the city by bike. You have 14 stations and 175 bikes.

More information: cyclic.rouen.fr

Train

SNCF is the national railway company. “Rouen Rive Droite” is the name of the train station in Rouen.

For more information on bookings/timings: www.voyages-sncf.com

- Place B. Tissot
  76000 Rouen
- Centre Commercial Saint-Sever
  76000 Rouen
- 445 rue Garibaldi
  76300 Sotteville-les-Rouen
Tel.: +33 8 36 35 35 35
Documents required:
• Valid identity card or passport
• Accommodation certificate
• Bank account details ("RIB")
• Schooling certificate or student card

Several providers are available, for example:

Phone calls:
• International calls (fixed lines): country code + state/region code + phone number
• International calls (mobile): country code + mobile number
• To call France from abroad: dial 0033 + 9 digits number (without the first 0)
• For calls within France: dial the 10 digit number (starting with 0)

Students can purchase a plan from a range of attractive offers in any internet service providers, such as SFR, FREE, ORANGE or BOUYGUES. Some packages include landline phone for local or international calls. All students have a personal ESIGELEC email address (valid for the period of studies at school).

Post offices are opened from 9.00 am to 5.00 pm, from Monday to Friday. They sometimes close at lunchtime. They are also open on Saturday morning. Letter boxes are yellow in color.
The closest post-office from ESIGELEC is located at metro station: "Ernest Renan" at Saint-Etienne-du-Rouvray.

Voltage in France is of 220 Volts. We highly recommend you to buy an adaptor before your arrival.

Once the residence permit is issued, students can apply for an international driving license, if you already have a driving license in your home country. Students have to contact the "Prefecture of Rouen".

Documents required:
• Driving license from you home country
• Proof of residence: housing contract, electricity or telephone bill, etc.
• Residence permit & passport
• 4 passport size photos
• International driving license application (available at the "Prefecture of Rouen")
CISE

Ground floor

Lecture Hall
(access by Ground floor)

Entrance: Car Park side

1st floor

Labs
F1_209
F1_210
F1_213
Ce projet a été financé avec le soutien de la Commission européenne. Cette publication n’engage que son auteur et la Commission n’est pas responsable de l’usage qui pourrait être fait des informations qui y sont contenues.