

GROUPE
SUP DE CO
LA ROCHELLE

International Student Handbook

2012-2013



La Rochelle
Business School



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WELCOME FROM THE DIRECTOR OF INTERNATIONAL RELATIONS

I believe that value creation in this century will come from mixing people from different cultures, backgrounds and competencies. Diversity will become a key issue in all spheres of life and it will be this blend which will produce, in many cases, a real competitive advantage. International education is no different in this respect and those students who have grasped the importance of diversity and see it as an opportunity for greater impact will undoubtedly succeed in the International Business arena.

You as international students are part and parcel of this process and we are happy and proud to welcome you to La Rochelle Business School. I sincerely hope that the time spent in our School will turn out to be a defining moment for you as you contemplate your future international careers. Expatriation is always a daunting task since it is a time of self-discovery and learning to adapt to a new language, a new culture, a different education system etc. It really tests your ability to adjust quickly to new circumstances and surroundings. Our task in the department of International Relations is to facilitate your integration and to provide the best possible conditions for you to grow and to learn as much as possible from this experience.

This booklet has been designed to give you as much useful information as possible about the School, the town and the region. I sincerely hope it will assist you in adapting quickly to life in our School.

I wish you a warm welcome to La Rochelle Business School and hope your stay with us will be both profitable and enjoyable.



Dr David P. Evans

Director of International Relations



1. DEPARTMENT OF INTERNATIONAL RELATIONS

The Department of International Relations is a department within the Business School which develops and coordinates activities and programs to enhance the mobility of students, faculty and staff. It serves as an information centre, a link to institutions of higher education worldwide and a catalyst at every level for the internationalization of the entire Business School community. Staff are available at all times to help you with **practical, administrative and pastoral matters which are specific to international students.**

The Business School staff all aim to make your stay in La Rochelle and at our School as happy and successful as possible. As international students you have a number of contacts who can help you with your academic and administrative needs.

Accommodation Services

The service provides short and long-stay accommodation solutions in apartments or home stays

Emilie CARDE

International Student Housing Officer

Tel : +33 (0)5 16 19 62 54

Email : cardee@esc-larochelle.fr

French Language Institute (IEF)

Established in 1936, the IEF offers intensive French Language programs for all proficiency levels. Taught by highly qualified teachers, classes provide personal attention and an introduction to life in France. Many international students start their La Rochelle Business School experience with the IEF.

Geraldine CRESPEAU

French Language Programs Coordinator

Tel : +33 (0)5 51 77 73

Email : crespau@esc-larochelle.fr

Academic Programs

The International Coordinator in each degree program provides information about their options for international study within the School's partner university network.

- Luminita GEORGESCU (Bachelor International Business) : georgescul@esc-larochelle.fr
- Katia BARBIER-PUENTE (Bachelor Business)
- Marina KCHOUK (Bachelor & MBA Tourism Management) : kchoukm@esc-larochelle.fr
- Camille BERGE (Master in Science in Management) : bergec@esc-larochelle.fr

The following units make up the Department for International Relations and are all located :

102 rue de Coureilles
17024 La Rochelle
Tel : +33 (0)5 46 51 77 00
Fax
Hours

ERASMUS Programs

The service provides students with information about scholarships within the European ERASMUS scheme

Marie-Hélène WRIGHT

Erasmus Coordinator

Tel : +33 (0)5 512 77 72

Email : wrightmh@esc-larochelle.fr

International Student Services

The service is responsible for the orientation and advising of international students. All new international students must report to the office on arrival in La Rochelle. They provide assistance with immigration related issues, international student orientation, cross-cultural adjustment and personal issues

Claire FRESNAIS

fresnaisc@esc-larochelle.fr



These staff members are multilingual and highly experienced in looking after international students who are new to France.

Any questions about your program or other academic issues should be addressed directly to the Program Director and/or International Coordinator. You will be introduced to them when you arrive.

2. LA ROCHELLE BUSINESS SCHOOL

Created in 1987, La Rochelle Business School is a relatively young member of the prestigious network of the Grandes Ecoles. It is a non-profit organisation supported by the La Rochelle Chamber of Commerce and Industry (CCI). The School promotes quality teaching that provides an understanding of theory and its practical applications and seeks to create a learning environment strengthened by faculty research and supported by professional service.

Our Mission

La Rochelle Business School (Groupe Sup de Co La Rochelle) is a major regional actor. In a globalized world, characterised by change, complexity and uncertainty, the School's mission is to:

(1) Provide undergraduate, graduate and executive business education whereby

LEARNERS (students and professionals) acquire the human technical and cultural skills and competencies to enhance their employability and receive guidance and direction to achieve their professional and personal goals

BUSINESS ORGANIZATIONS recruit graduates and address the professional development of their managers to meet the challenges of change and growth

(2) Develop knowledge in business and management through applied research and disseminate results to the academic and professional communities

(3) Contribute to the territorial and regional economic future by mobilizing its networks and areas of expertise (sustainable management and tourism).



Principles and pedagogic approach

In accordance with its Mission Statement, the School aims to train professional generalist managers capable of adapting to the demands of today's uncertain and ever-changing world. To accomplish this, the School's pedagogic approach is based on a number of key principles:

- The **principle of academic excellence** based on teaching delivered by highly qualified faculty and the use of a wide range of practical teaching methods (business games, group project work, research dissertations at master's level, case studies etc.).
- The **principle of professional development** based on industry projects and internships as well as close involvement with corporate partners.
- The **principle of open-mindedness and international mobility** developed through the teaching of foreign languages, world cultures and the history of religions and by periods of study abroad and overseas internships.
- The **principle of commitment, responsibility and citizenship** by developing students' awareness of the social and human realities of the world in which they live via the community engagement project *Humacité*.
- **The principle of personal development** by encouraging students to participate in artistic or sports activities which will contribute to their well-being and enhance the development of their professional and personal project.

We know how important the global dimension of modern business is and we hope that your experience living and studying in our international community will be both successful and personally enriching.

Our Values

- OPENESS TO THE WORLD AND TO OTHERS
- RESPECT, TOLERANCE AND TRUST
- COMMITMENT AND RESPONSIBILITY
- HONESTY & INTEGRITY
- TEAMWORK & SOLIDARITY



Key facts and figures

- Creation of the School **in 1987**
- A diversified product portfolio of **7 academic programs in Management** at bachelor and master levels
- **2 700 full-time students** including **400 international students** (26 nationalities)
- **120 exchange agreements** with international universities in 35 countries
- **14 double degree** possibilities
- **7 000 alumni**
- A **faculty body of more than 250** including **55 academic researchers**
- Strategic alliances with **50 corporate partners**

3. ABOUT LA ROCHELLE

With a population of 80 000 inhabitants, La Rochelle is located on the French Atlantic coast between the cities of Nantes and Bordeaux. It is about 410 kilometres from Paris and can be reached by car in 4 hours 30 minutes or by direct 'T.G.V.' (high speed train) in about 3 hours.

La Rochelle receives more than 3 million visitors a year and is the third most visited city in France. The city and its surrounding county (called the 'Charente-Maritime') enjoy an exceptionally mild and sunny climate with around 2400 hours of annual sunshine – a figure rivalled only by the Côte d'Azur!



Moreover, with its historical port and ramparts, charming cobbled streets, modern yachting marinas, sandy beaches, limestone cliffs, green parks and the proximity of the islands of Ré, Oléron, Aix and Madame... the city provides the visitor with a wealth of diversity and attractions and is the ideal environment for an international student to learn about the French way of life.

There is always something going on in La Rochelle and the city hosts an annual international film festival and the French music festival called the 'Francofolies' every July. It is also the departure point for international sailing races and is home to the marine animal 'Aquarium' which is one of the largest in Europe. Fancy towns such as Bordeaux, Rochefort and Cognac are close by.

We are sure that you will soon come to know and love this beautiful city!

For more information about the history of La Rochelle and the leisure and tourist activities available, please check the following websites:

www.ville-larochele.fr

www.larochele-tourisme.com / www.holidays-la-rochele.co.uk (in English)



PART ONE: PRE ARRIVAL INFORMATION

1. PASSPORTS AND VISAS



All students coming into France **must have valid ID document**.

- If you are a **citizen of the European Union***, an identity card from your home country will be acceptable for this purpose.
- If you are **from outside the European Union** you must have a passport from your home country. The passport must be valid for the full duration of your studies in France and contain the appropriate visa if necessary.

** Member states of the European Union : Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Spain, Estonia, France, Finland, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxemburg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Sweden and the United Kingdom.*

Study Visa

Students from the European Union do not need a study visa (see list above). The same applies for students from the following countries of the European Economic Area - Iceland, Lichtenstein, Norway, Andorra and Switzerland.

Students from outside the European Union and who are studying for more than 3 months in France must request a **long stay student visa**. This visa enables students enter and stay in France.

Please note that a **tourist visa is not sufficient to undertake long term studies in France**. If you do not have the appropriate visa you risk being expelled from the country. It is not possible to obtain a study visa once you arrive in France and if you arrive with a tourist visa, you will have to return home in order to get a study visa.

You must apply for your visa at your nearest French Embassy or Consulate. As this can take quite some time we strongly advise you to apply for your visa as early as possible.



Students living in the countries listed below are obliged to register with the CEF (Le Centre des Etudes en France – The Centre for Studies in France) to complete an online administrative file and obtain their visa:

Algeria, Argentina, Benin, Brazil, Cameroon, Canada, Chile, Colombia, Congo, Gabon, Guinea, India, Korea, Lebanon, Madagascar, Mauritius, Mexico, Morocco, Russia, Senegal, Syria, Taiwan, Tunisia, Turkey, United States and Vietnam.

The procedure is outlined on the Campus France website:

<http://www.campusfrance.org/fr/a-etudier/etudes05-1.htm>

2. MONEY MATTERS



An international student applying for a visa must provide proof of sufficient solvency to the French embassy.

You must ensure that arrangements have been made to enable you to pay your fees on or before arrival **as you will not be allowed to enrol until you have paid the required amount.**

It is not advisable to bring large sums of cash with you when you arrive in France so we advise the following options for bringing money to La Rochelle:

Cash

- Bring cash to cover the cost of taxis, buses, meals and other miscellaneous expenses. You will want to bring a few hundred euros cash to help set up your accommodation. Credit cards are widely accepted though cash is preferred for making small payments.

Bank Drafts

- Bringing a bank draft to deposit is a safe means of getting money to La Rochelle. However, a bank account can take 7 to 14 working days to set up, and bank drafts can take a further 7 working days to clear (before you can take money out of the account)

Travellers cheques

- You can bring money for the first expenses in the form of travellers cheques which you can deposit in your bank account once you arrive in La Rochelle.



As most of the accommodation is self-catering, you will need to buy food on arrival. There are numerous shops, food outlets and supermarkets close by. In addition, we have a University restaurant (RU) situated near the School (2.80€ per meal) and an on-campus cafeteria with prices for hot and cold meals averaging 4.00€ - 7.00€ per meal.

Obviously you will want to plan your finances as far ahead as possible. The total amount you will need will depend on your own personal lifestyle. However, based on the experience of previous international students, the approximate **monthly budget** for a student in La Rochelle including rent in a private apartment, food, clothes, books and spending money is given below:

Accommodation and bills	550€
Food (campus cafeteria)	120€
Personal spending/extras	100€
Bus Pass	23€
Leisure activities	50€
ESTIMATED MONTHLY TOTAL	843€

We recommend that you open a bank account as soon as possible after arriving in France. Our International Student Services will provide help and advice on this matter when you arrive. To open an account in France most banks will require your School Student Identity Card (issued to you on enrolment), a letter confirming that you are enrolled at the Business School (provided by the Registry) and your passport. Most of the major French banks have branches near the Business School which are welcoming to international students.

Cash points/ATM machines which accept all major bank/credit cards within a 5 minute walk of the campus. You should seek advice from your own bank before leaving the country as they may have a special arrangement with a bank in France which may be of assistance to you.

You will receive further information about banking during the International Orientation Program.



3. GETTING TO LA ROCHELLE

All international students who are receiving this document are expected to attend **the Orientation Week from September 3rd - September 10th (9am to 4pm every day)**. Please make sure that you arrange to arrive in La Rochelle before this date in order to settle into your accommodation before the Orientation Week.

Arrival by plane at La Rochelle's airport

Some international students will be arriving at the airport located in La Rochelle. There is a bus service running from outside the entrance that will take you into the town centre bus station, the fare is 1.30€. A bus leaves once every 25 minutes or so from Monday to Saturday (no buses on Sunday). To get to La Rochelle Business School from the Place de Verdun (the central bus station) you will need to take the **Illico** bus and get off upon arrival at the "Rond Point de l'Europe" or "La Sole" stops.

Arrival by plane at one of the main Paris airports

Most international students will arrive in France at one of the two main airports in Paris (**Roissy Charles de Gaulle or Orly: the website is www.aeroportsdeparis.fr**) and will then need to get the train to La Rochelle from the Paris Montparnasse railway station. There is however another way to get to La Rochelle: by taking the train from Roissy Charles de Gaulle airport to Poitiers, and then on to La Rochelle.

It is possible to take a suburban train (called the 'RER') and then the subway (metro: **the website is www.ratp.fr**) from the airports to get to the Montparnasse train station, but we strongly advise you to go by shuttle bus. Air France runs buses every 30 minutes to take you directly to the train station and not only will this make things easier with your luggage, but this way you'll also have a guided tour of Paris!!

Air France Shuttle buses to Montparnasse train station

- From Orly Airport: take route 1
- From Roissy Charles de Gaulle Airport: take route 4

For more information about the times and fares of these shuttle buses, go to the following website and click on the route you are interested in: www.cars-airfrance.com/





Travel by train from Paris Montparnasse railway station to La Rochelle

Direct high speed trains called 'TGVs' (*Trains à Grande Vitesse*) run several times a day between Paris and La Rochelle. The journey takes about 3 hours.

Please note that **buying train tickets in advance is much cheaper** than buying your ticket on the day of travel. It is possible to book your ticket from abroad using the following website: <http://www.tgv-europe.com/en>



Travelling by car

If you travel to La Rochelle by car, please remember the speed limits in France:

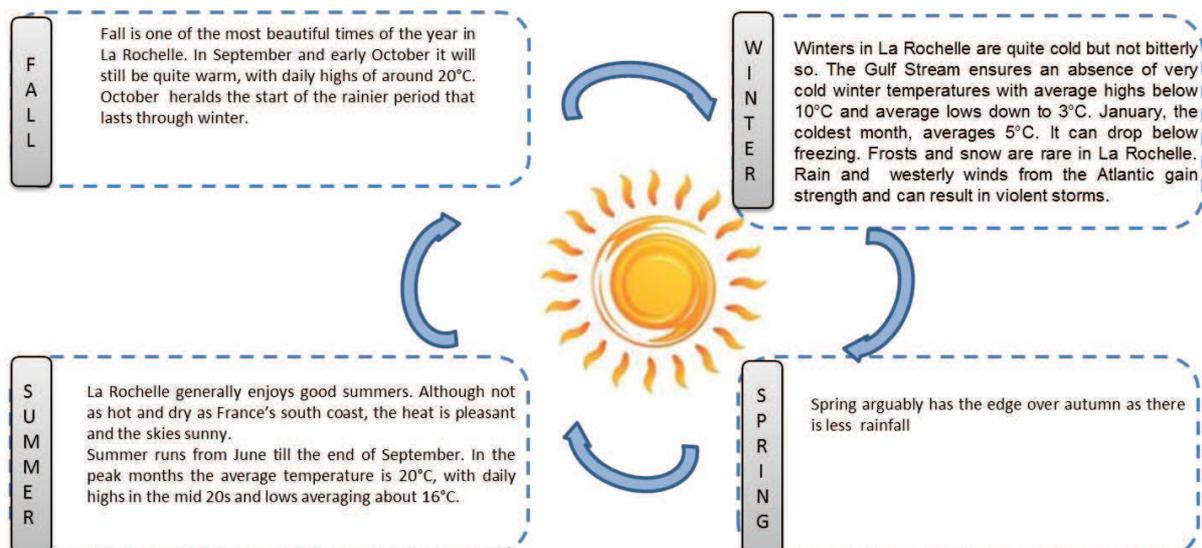
- 130 km/ hour on motorways; 110 km/hour on dual carriageways; 90 km/hour on main roads and 50km/hour in built-up areas.

You can plan your journey on the following website: www.viamichelin.com

(Driving with a foreign driving license is allowed in Europe: <http://vosdroits.service-public.fr/F1459.xhtml>)

4. CLIMATE AND CLOTHES

Weather in La Rochelle is strongly influenced by the warm currents of the Atlantic Ocean which produces moist mild winters and dry summers so you should bring clothes for all seasons and weather. It is advisable, if you are coming to La Rochelle in the Fall or during the winter, to bring clothes that will keep you warm and protect you from the rain.



5. INTERNATIONAL “BUDDY” PROGRAM

This program is designed to pair up incoming international students and French students for a cross-cultural living experience. If you are interested in meeting new people from France, please complete and return the Buddy Request Form.

6. CHECK-IN AND ORIENTATION

International Student Orientation

The Department of International Relations holds the International Student Orientation program for new international students at the beginning of the fall and spring semesters. The program is mandatory for all new international undergraduate and graduate students, including exchange students.

The program will help you survive the first hectic days of school and ease your adjustment to La Rochelle. Topics covered will include immigration laws, cultural adjustment, education in France, etc. In addition, we provide valuable information about life in La Rochelle on campus.

During orientation you will get the opportunity to get to know other new international students, some current La Rochelle students, and the International Relations staff. The information and topics covered during orientation are essential to ensure a smooth transition to life in your new home!

Program Orientation

Each program organises an orientation program for all new 2012/2013 incoming students. It is designed to introduce you to the Business School and its educational context, the program objectives and expectations together with an introduction to your courses. Further details will be given during International Orientation.

French Language Support & Placement Test (FPT)

All incoming students whose first or strongest language is not French will take part in an intensive French Language preparation seminar to help you practice and progress in French. A French Language Placement Test is organised at the beginning of International Student Orientation and your score will be used to determine the appropriate French class for you.

Please note that all the international students – registered in the different programs of Groupe Sup de Co La Rochelle – have the possibility to attend the French classes during their stay in La Rochelle and validate ECTS credits.



7. BEFORE YOU LEAVE CHECKLIST



- Have you received an unconditional offer of a place on a program?
- Have you completed, signed and returned your acceptance and financial guarantee form/tuition fee payment agreement?
- Have you received full details of the course, the tuition fees and the cost of living expenses you will have to pay?
- Have you paid your tuition fee Deposit?
- Have you returned the Accommodation Form?
- Have you received information about the accommodation allocated to you?
- Have you completed and returned the Arrival Details Notification Form?
- Have you received details of when your orientation program starts and where to go on the first day of your orientation program?
- Have you obtained the following documents for your journey?
 - A valid passport?
 - A visa or UK entry clearance (if you need it)?
 - An air ticket?
 - Evidence that you have enough money to pay for your tuition fees and your housing and living costs?
 - Originals or certified copies of your qualifications?
- Have you obtained insurance to cover your cash and belongings?
- Have you obtained medical insurance to cover emergency repatriation costs?
- Have you had a health check at least four weeks before you leave your country?
- Have you enough warm clothing?
- Is your baggage within the airline's weight allowance (please check your ticket)?
- Have you enough cash and traveller's cheques to cover your first few days in France?

We have listed some of the things you need to check **before** you start on your journey to France.

Further details are to be found on the *Ministère des Affaires Etrangères* website :

<http://www.diplomatie.gouv.fr/en/france/studying-in-france/administrative-steps/>

PART TWO: POST ARRIVAL INFORMATION

1. RESIDENCE PERMITS – non EU Students

If you are coming from outside the European Union you must apply for and obtain a valid student visa from the French embassy or consulate in your home country:

- **If you are coming to La Rochelle for up to one year** you must apply for a **long term student visa**. No matter what the marked expiry date is, you will need to validate your VISA within 90 days after arriving in France.

The process can take up to 2 months to finish, so it is best to meet call in the International Student Services during Orientation to collect the information required to validate your visa.. Please bring your passport, your visa and stamp of entry (usually done when you arrive in the French airport)with you.

- **If you are coming to La Rochelle for more than one year** you **must** apply for a resident's permit at least 2-3 months before your VISA expires (at the end of your first year of study). Our International Student Services will supply you with the Resident's Permit Application Folder and will explain the procedure and how to complete it. They will check the application and transmit your file to the local authorities (*Préfecture*) in La Rochelle on your behalf.

Students from the European Union do not need a Residence permit: they will simply need a passport/identity card, depending on which country they originate from (we advise you to check with the French embassy in your country to be certain which document will suffice).

Residence Permit (*Carte de Séjour*)

Those of you wishing to stay in La Rochelle for a period longer than 1 year will need to apply for this card toward the end of your first year of study.



2. HOUSING BENEFITS FOR STUDENTS

The French government provides a housing subsidy for students called 'APL' (*Aide Personnalisée au Logement*). This is available regardless of nationality to all students who are paying for accommodation in France.

Eligibility

In order to qualify for APL you must

- be tenant, subtenant or flatmate in a new or old dwelling (9m² minimum).
- be your principal residence, with the rental agreement established in the name of the occupant.
- Hold an international student visa (with the official OFII stamp)

The benefits are variable and are calculated according to your financial resources, , the place of residence, the amount of rent and the type of occupation (shared or furnished). For students who have no declared resources, a minimum revenue is applied for purposes of calculation.

Information on applying for the housing subsidy will be provided on arrival by the International Student Services Officer.

3. OPENING A BANK ACCOUNT



For students living in France for a long period, it will be essential for you to open a bank account in La Rochelle. Groupe Sup de Co and the BDI (The International Student Association) have signed a partnership with a national bank which proposes special advantages for students. Details about how to open a bank account will be given to you at the start of the new School year by the BDI. Feel free to come and see the BDI upon arrival.

Documents required to open a bank account:

- A copy of your passport
- Proof of residence in La Rochelle (your lease, or proof of accommodation if you are living in a host family)
- A Sup de Co Student Card



4. HEALTH INSURANCE



You may wish to have a medical examination before you leave your home country. If you do so, we recommend that it should take place at least four weeks before your departure and we advise you to bring the result of the examination with you.

All international students attending La Rochelle Business School **are required to enrol in the mandatory health care plan** (*Sécurité Sociale*).

ALL international students are required to have **health and travel insurance (including personal liability)** for the entire period in La Rochelle.
You must provide evidence of insurance on arrival.

European Union Students

- If you **have state health insurance** in your home country, you **must apply** for a European Health Insurance Card (EHIC) from your national health service **at least two weeks before leaving your home country**. Thanks to this card, any medical costs at the doctor's, chemist's or in hospitals will be refunded in the same conditions as French citizens.
- If you **don't have health insurance** in your home country you must subscribe to student health insurance when you arrive in La Rochelle. The cost is currently **205€** for the academic year.

State health insurance in France only covers a maximum of 70% of the total cost of prescriptions, doctor's appointments and hospital care. French citizens choose either to pay the remaining costs themselves or subscribe to an additional private health insurance called a *mutuelle*. Without a *mutuelle*, or additional private insurance you will have to pay the outstanding costs of any healthcare you receive in France.

You will have to pay for the cost of your treatment and prescription when you receive them and you are then reimbursed by the social security service. For example, an appointment with a French general practitioner will cost 23€ which must be paid to the doctor at the time of your visit. You will then apply for reimbursement and receive a repayment of 14€ from the state social security service.



Non-European students

- if you are **under 28 years old** you must subscribe to **student health insurance** as soon as you arrive in La Rochelle. The cost of this subscription is included in the School/tuition fees paid if you are a fee-paying student. You will then receive a social security number and later on a « Carte Vitale » (a health card) which you must always use when you have a health visit or need medicine from a chemist`s. This card means you will be refunded in the same way as French citizens for most medical acts and a lot of medicines.
- If you are **over 28 years old**, you will not be eligible for state health insurance. You therefore have two options:
 - You take out medical insurance in your home country. You will be asked to supply an official certificate from your insurance company translated into French, confirming that your insurance will cover all medical fees in France.

OR

- You can take out insurance with a private organization. We work regularly with the organization below, but you are free to take out a contract with any insurance company. For more details please consult the following website :Prévoyance Etudiant – www.peeFrance.com

Student Health Service - Campus Medical Service (SIUMPPS)

The campus Student Health Service provides a full range of health services to all enrolled La Rochelle Business School students. The staff at the clinic is professionally trained and is able to counsel students on health care needs. The clinic offers services including around the clock primary care, mental health, nutrition, contraception and sexual health and vaccinations. Medical consultations are for medical certificates only (internships, study abroad programs etc.)

44, avenue Albert Einstein, 17000 La Rochelle.

(Building : Pôle communication, multimédia et réseaux)



5. OTHER INSURANCE

In addition to health insurance, you must also have appropriate personal effects, property and liability insurance cover. **We strongly recommend that you take out insurance before you leave your home country to cover you whilst you are travelling.**

Students will not be issued with an apartment key unless evidence of insurance cover for personal effects and personal liability is provided.

If you need help in arranging insurance once you arrive in La Rochelle, we can give you details of French companies which specialise in student insurance.

6. CAMPUS LIFE

Campus activities

The Student Association (*Bureau des Elèves*), is the organization that represents and coordinates student activities and interests throughout the school. It provides many options to enrich student life on campus

The Student Association (or BDE as it is known) has 3 primary purposes:

- To represent student interests to senior management boards of the School
- To organise a number of campus-wide events
- To help co-ordinate, promote and assist student clubs that form an integral part of life at La Rochelle Business School

Student Clubs & Events

Students Clubs are the heart of La Rochelle Business School experience. An integral part of the Student association, our Clubs provide a vibrant, collective and fun community to suit the needs of our diverse and international student body. Whether you are interested in career, cultural or sports clubs, there is always more going on than you could ever have time for. Clubs provide students with an opportunity to explore areas of interest and provide important networks to alumni and the wider community.



Student Clubs also provide important leadership opportunities within the school community. Club leaders willingly devote a lot of time and energy to the school community in a way that visibly enhances the experience of every student at the school

There are **6 different categories of student clubs and associations in the Business School**

Main Associations dedicated to all the students		
BDE (GRAV'E.T.) 	(Bureau des Étudiants, BDE) is the hub of student life. The BDE organizes a number of student activities (social events, parties, outings, internal directory of students, etc.) The association also manages many of the clubs and supports the different key figures for the School, such as staff and other businesses.	bde@esc-larochelle.fr
BDI (Bureau des Internationaux) 	The BDI is dedicated to international students within the School. Its main role is to accompany international students in their day-to-day life, and to organize opportunities for French and international students to get to know each other (parties, buddy system).	bdisupdeco@gmail.com
Business application : the 2 following give the opportunity to students to develop market studies directly with companies 		
ATLANTIC ETUDES	The Market Research club carries out paid market surveys for a number of French and international corporations (Salomon, Alstom, Medef...)	atlantic@esc-larochelle.fr
LRA (La Rochelle Actions)	LRA (produces Marketing ideas and is an active member of the CNPMS (National organization for Marketing Services held by students) : carries out, on a paying basis, long term projects for many local and national companies.	lra@esc-larochelle.fr
Pôle Compétences : specialized services 		
CANAL SUP	The School's video club that attends student events such as the Gala show, parties, sport events and puts together reports and short films.	canalsup@esc-larochelle.fr
AD' DESIGN	Works on graphic design, developing posters, logos and websites	addesign@esc-larochelle.fr

TRADING SUP	The Finance club offers training and advice in financial investment to students and professionals. They participate in virtual financial contests.	tradingsup@esc-larochelle.fr
Citizenship & Civic Interests		
SUP CITOYENNETE	<p>Develops and takes part in humanitarian and environmental projects, in France as well as abroad.</p> <ul style="list-style-type: none"> In France : National funding contest, as Telethon, in December. Local business project : helping population to open and deal with a grocery store for low income families. International : Projects developed mainly with India, giving a hand to an association in Jaipur to give education and work to young abandoned kids. 	supcitoyennete@esc-larochelle.fr
GROUPE SOLIDARITE	Groupe Solidarité had created a local grocery. They collect toys, clothes for people in need. They also participate to famous associations as Téléthon and Resto du Coeur.	supsolidarite@edu.esc-larochelle.fr
GROUPE INDE	Projects developed mainly with India, giving a hand to an association in Jaipur to give education and work to young abandoned kids.	
GROUPE TARA-TARI	This association is in relation with a French inventor who has developed a new product respecting the RSE values in Bangladesh.	
SIFE (Students In Free Enterprise)	Our SIFE La Rochelle team take part on the national contest presenting some of the main and well developed above projects.	sife@esc-larochelle.fr
Social & Performing Arts		
BDA (Bureau des Arts)	The Arts club unites art lovers of every kind (dance, singing, painting...). All the clubs run by the BDA have a specific artistic activity and organizes the School's annual show in February : " <i>Larguez les Ames-Art</i> "	bda@esc-larochelle.fr
CINEMOTION	Cinemotion is an association where all cinema lovers meet to communicate about cinema. They have created a video library for the students.	cinemotion@edu.esc-larochelle.fr
LES TETES EN LR	This association helps to discover students who play music by Ipod contests during all the year.	

DEEP'N DANCE	Organises memorable events in the School throughout the year (eg. shows choreographed and performed by the club's dancers).	deepndance@esc-larochelle.fr
LEZ'ART SUR SCENE	The School's theatre club. Sketch shows, improvisation and theatre performances.	lezartsurscene@esc-larochelle.fr
OENO TERRE HAPPY	<i>Oeno-Terre-Happy</i> is aimed at wine lovers and offers tastings sessions given by professionals in the field, as well as visits to wineries.	oth@esc-larochelle.fr
ELEGANCE	If you like fashion, Elegance is made for you ! They participate in different events at School or commercial for some shops in town.	elegance@esc-larochelle.fr
AMES-ART	This association organizes every year the BDA show. They select the students who will be part of this show of theatre, dance and music.	amesart@edu.esc-larochelle.fr
ZIC'NESS	This is an association were music lovers of every kind of music play music in concerts or shows.	
Sports		
BDS (Bureau des Sports)	The Sports club manages all students who are members of the National University Sports Federation. It organizes sporting activities of the University and competitions against other French universities and Business Schools. More than 25 different activities are available.	bds@esc-larochelle.fr
LR Beach Cup	The main Beach sport event of the School gathering 500 students from all over France over a week end in April. Beach sport tournaments and lots of animations are organized at a beach location south of La Rochelle.	lrbeachcup@esc-larochelle.fr
GLISS SPIRIT	For those who keen on boardsports (canoeing, long boarding, etc.), and offers the chance to participate in competitions.	glisspirit@esc-larochelle.fr
ROAD RUNNERS	A club for racing drivers, with karting competitions and annual competitive events with other Business Schools.	roadrunners@esc-larochelle.fr
SUP'AIR JUMP	For lovers of extreme sports: Bungee jumping, paragliding, and skydiving, to name just a few...	supairjump@esc-larochelle.fr

SUP DE CO VOILE	Each year, this group represents the School at the EDHEC sailing race, the biggest student sport event in Europe. They also take part in the Match Racing contest organized by the national University Sport Federation.	supdecovoile@esc-larochelle.fr
SPORT N'CO	This association coordinate all of the sport teams involved in university tournaments or famous tournaments.	
CHEER LION'S	It's the university pompom girls!	

Facilities on Campus

Throughout your course, you will need the various services offered by the School to help you:



The University Library 5 minutes' walk from the School, allows you to borrow and consult books and textbooks. This resource centre is offered in addition to the School's media library, and also contains bibliographical resources from all University media libraries in France.



Cyberlibris: The first digital library in Europe, Cyberlibris now has a wealth of over 7000 works in French and English. The resources are accessible to students 24/7, wherever they are, both online and unabridged text versions. Each user, whether they are a student or a teacher, can build their own 'digital shelves' by choosing their favourite works.



International Student Card (ISIC): This card is internationally recognised, and enables the holder to certain advantages (special transport prices, cinema discounts...) and access to university libraries overseas. Internally, the card gives access to all the photocopiers in the School.



Multimedia and Internet Networks: You have access to these 24hours a day, with your laptop, wherever you are (during a business internship, on a year out...), or on our self-service computers.





Internet Access and WiFi: All incoming students receive a free La Rochelle Business School email account. We will explain how to activate it once you arrive. It will give you internet and intranet access, which are the main means of communication and source of information at School and program levels:

- **Information given by La Rochelle Business School:** Information on the School's history, strategy and values. Important events for the School: job forums, international weeks, student association events...
- **Information on the Study Programs:** Timetables, Lesson changes, room changes, minutes from School Council Meetings, documents uploaded by the teaching staff, exam details.
- **Information given by Students:** Notes of absence, administrative requests, requests for meetings

Your password is personal and confidential. You are responsible for your email account (cf. rules of the School's Intranet) and must adhere to the IT Code of Conduct.

The School has a WiFi network which allows access to online resources and the use of network printers/scanners/photocopiers.

Transportation in La Rochelle



The city of La Rochelle offers a wide variety of environmentally-friendly public transport. We strongly recommend that you take out a monthly subscription for a student bus pass (www.rtc.fr). For only 23€ a month, this allows you unrestricted access to buses in and around La Rochelle and also entitles you to free use of:

- ***Le bus de mer'*** (the sea bus) which takes you from the old town to the Marina at 'Les Minimes'. A complementary fee may be asked on board.
- ***Le passeur électrique'*** (the electric ferry) which carries passengers across the old port harbour.



Other methods of transport available include:

- **Vélos jaunes** or '**Yélo**' (yellow hire bikes) for cycle rides. This system provides users with bike hire facilities for rides across the city from one bike station to another. A annual subscription is required, costing 25€ (or 20€ if you already have a bus pass). The first half hour of use is free, but hourly rates are applied for longer daily rental periods. www.yelo-larochelle.fr
- **Municipal taxis** which take travellers from one bus stop to another for a reduced price
- **Yélo Mobile**, electric cars which can be hired for a monthly subscription fee and a cost per hour - www.yelomobile.fr



PART THREE: ACCOMMODATION



The Accommodation Service is the section of the Department of International Relations provides assistance for all international students in finding accommodation during their stay in La Rochelle. Their role is to forward your request to the residence, check availability and make a pre-reservation if possible. Then you must contact the residence in order to conclude the rental process (pay a security deposit*, sign the lease, etc.).

This section provides information about the different housing options available and practical help on how to apply.

1. TYPES OF ACCOMMODATION

Host Family accommodation

Living with a host family is usually a very rewarding and enriching experience. You will have an opportunity to discover the French way of life and improve your language skills by exchanging ideas and ways of doing things. The family will arrange to pick you up from La Rochelle train station or from the airport and will also provide assistance in finding your way around town.

Our host families are carefully selected and regularly visited by our housing officer. We have been working with many families for several years. Homestay accommodation will provide you with your own room and you can choose to share breakfast and evening meals with families. If you do not take your meals with the family, you will be able to use their kitchen to prepare your own meals. In that case, please respect the French dining hours, ie between 7 pm and 9 pm.

In a host family, it is important to respect the rules of the house, which are usually common sense rules (you cannot take a shower nor phone to your home country in the middle of the night). It's important to check with the host family if you're not sure whether you can or cannot do something. Always communicate to avoid misunderstandings.



1) **Short stay: from 2 to 4 weeks:**

Number of nights	Price Room + breakfast	Price Room + breakfast + evening meal
1 week (6 nights)	€ 120	€ 147
2 weeks (13 nights)	€ 260	€ 318.50
3 weeks (20 nights)	€ 400	€ 490
4 weeks (27 nights)	€ 540	€ 661.50

1 night B&B : € 20

1 night Half-board : € 24.50

2) **For more than one month : 2 options :**

€ 350 per month for a room – you may also have breakfast for € 2.50 and/or dinner for € 5

€ 570 per month for a room (half board meal plan=

The price includes Internet access and use of the washing machine once a week.

Please NOTE

For stays over 1 month:

- a 200-euro damage deposit will be required at the beginning of your stay. Of course you will get it back afterwards **if no damage has been done**. Also, you must give back the keys that were given to you upon arrival.
- If you wish to leave before the set date, you must notify your host family and the international relations office in writing. Please do so at least **15 days before the date of your move**. If you do not respect this notification, **100 Euros will be automatically taken out of your initial deposit**. No refund will be granted for the current month.
- If you are staying with a host family, the exact period for your stay will be set in advance. You will be asked to pay the total amount corresponding to your stay upon arrival. In case of a departure before the set date, no refund will be granted.

Students in host family accommodation are not always eligible for Housing Benefit (cf below APL). Please check with the Accommodation Services



Appartments

Housing costs in La Rochelle vary greatly, depending on a number of factors, such as the area, the proximity to public transport, condition of the property, whether it is furnished or unfurnished and whether or not utilities are included. Monthly rents range from 350€ to 500€.

ARPAE

Residence **Maison de la Francophonie** :

Avenue de la Capitainerie

17000 LA ROCHELLE

Tel : 00 33 (0)5 46 45 95 00 / Fax : 00 33 (0)5 46 45 37 89 / Email : accueil@arpae.fr

Website : www.arpae.fr

Location : les Minimes, 1 km from school.

Residence **Parc de la Francophonie** :

Avenue Jean Monnet

17042 LA ROCHELLE

Tel : 00 33 (0)5 46 45 95 00 / Fax : 00 33 (0)5 46 45 37 89 / Email : accueil@arpae.fr

Website : www.arpae.fr

Location : les Minimes, 300 m from school.

NB : this residence requires that a French national provides a financial guarantee for payment..

Residence **Appart'city Cap Affaire** :

8, rue Franc Lapeyre

17000 LA ROCHELLE

Tel : 00 33 (0)5 46 43 27 66 / Fax : 00 33 (0)5 46 43 27 44 / Email : larochelle@appartcity.com

Website : www.appartcity.com

Location : nearby town center and station, 3 kms from school.

Residence **Cardinal** :

Rue Cardinal – La Ville en Bois

17000 LA ROCHELLE

Tel : 00 33 (0)5 46 34 72 05 / Fax : 00 33 (0)5 46 34 34 46

E-mail : residencecardinal@orange.fr

Website : www.residencecardinal.com/

Location : nearby town center, 1,5 km from school.

Residence **Les Estudines**

27/29, rue Enrico Fermi

17000 LA ROCHELLE

Tel : 00 33 (0)5 46 45 01 45 / Fax : 00 33 (0)5 46 45 01 84 / Email : larochelle@residhome.com

Website : www.estudines.com

Location : 1 km from school.



Residence **New Rochelle** :

Avenue du Lazaret
17000 LA ROCHELLE

Tel : 00 33 (0)5 46 50 11 11 / Fax : 00 33 (0)5 46 34 85 79 / Email : contact@residence-newrochelle.com

Website : www.residence-newrochelle.com

Location : les Minimes, 1,5 km from school.

Individual apartments can also be rented, based on availability, for short or long stays.

Should the residences be full upon arrival, the International Relations Office will book temporary accommodation for a maximum of 15 days with :

- a host family
- the La Rochelle youth hostel
(<http://www.fuaj.net/homepage/larochelle/index.htm>)

Reserving an apartment

If you are offered accommodation you will be sent a contract which sets out the terms and conditions of your residency. Your official acceptance together with the security deposit will make this document legally binding.

NB: the offer of accommodation will be withdrawn and made to another student if you fail to confirm your acceptance by returned email.

Contractual Arrangements (“BAIL” in French)

Your accommodation contract should set out the terms and conditions of your residency together with details of your legal obligation. It should include the following:

- description of the accommodation
- duration of the contract
- the damage deposit
- initial and subsequent payment
- termination and departure arrangements

The **office hours to collect your keys are usually Monday – Friday from 9.00am to 5.00pm**. You must inform the residence of your date of arrival and make an appointment to collect the keys and undertake the room assessment.



Room assessment

Before entering your accommodation you will be required to undertake a room assessment and this will be repeated on departure. This process will enable to assess whether any damage has been made to the accommodation and whether your security deposit can be refunded in full.

In the event of damage or missing items, the landlord will deduct their value from the deposit. Any outstanding charges (rent, garbage tax...) will also be applied before refunding the deposit. The landlord is bound to return the deposit or the balance of deposit within two months after leaving your accommodation.

Contractual Information

The following list is not exhaustive but gives you an overview of some of the main points of your legal obligations:

- You must keep your accommodation clean, report all maintenance and damages, take full responsibility for your visitors and give full consideration to the regulations.
- You must take out insurance to cover both your personal effects and your legal liability for injury or damage to others or the property.
- If you cause any damage, you must pay for it

Utilities

In apartment accommodation you will be required to pay for your own gas, electricity, water and possibly some other charges:

- Electricity/ Gas (EDF/GDF): an invoice is received for payment every two months or can be paid by bank transfer on a monthly basis
- Water rates: this is usually included in the rates which are estimated on a monthly basis. The meter is read once a year to invoice you (or refund) according to the quantities used.
- Council tax (Taxe d'habitation)
- Garbage tax (Taxe « Ordures ménagères ») : this is usually included in your monthly rates.

Leaving your accommodation

If you wish to leave prior to the date stipulated on the contract, you are required to give formal notice by registered mail. There is no refund if you go home early or wish to move accommodation.



When leaving your accommodation at the end of the study period you are required to make the practical arrangements:

- Organising the electricity and water meters to be read and cut off
- Informing your insurance company of your departure date
- Arranging the room assessment and return of the keys

2. HOUSING BENEFIT (FINANCIAL AID)



In certain conditions, International students can apply for financial aid to help subsidize the expense of their accommodation in France (the State Housing Benefit is called "*aide personnalisée au logement*" – APL and is given by the CAF "*Caisse d'Allocations Familiales*").

You must open a personal bank account in France and if you are not a citizen of a member country of the European Union or from Switzerland you must also have a Resident Permit (Carte de séjour).

Non EU students with a D-VISA stating that no Resident's permit is required, ("*dispense temporaire de titre de séjour*") **are not eligible for this financial aid.**

Once you have signed your accommodation contract, you must complete the APL application form and send it back to :

**Caisse d'Allocations Familiales
4 bis avenue du Général Leclerc
17073 La Rochelle Cedex 9**

You can also download the APL application for via their website: www.caf.fr

3. FINANCIAL INFORMATION: A CHECKLIST

In residences or private accommodation

- Security deposit or Advanced contract fee:** this is usually one or two months rents paid as a guarantee for damages. Subject to room assessment, the deposit will be refunded.
- Insurance:** it is compulsory to take out third party for damage to the property (fire, theft..) and evidence must be before your accommodation is released.

- You may be required to provide a **financial guarantee** for private accommodation in La Rochelle. Your financial guarantor must provide evidence of regular earnings and will be bound to meet all the accommodation costs (rent and rates).
- Fee for opening the electricity and water meters:** this is not included in your rates and usually costs € 40.
- Council tax:** equivalent to one-month rent and is payable at the end of the year by the occupant of the accommodation on 1st January of the given year.

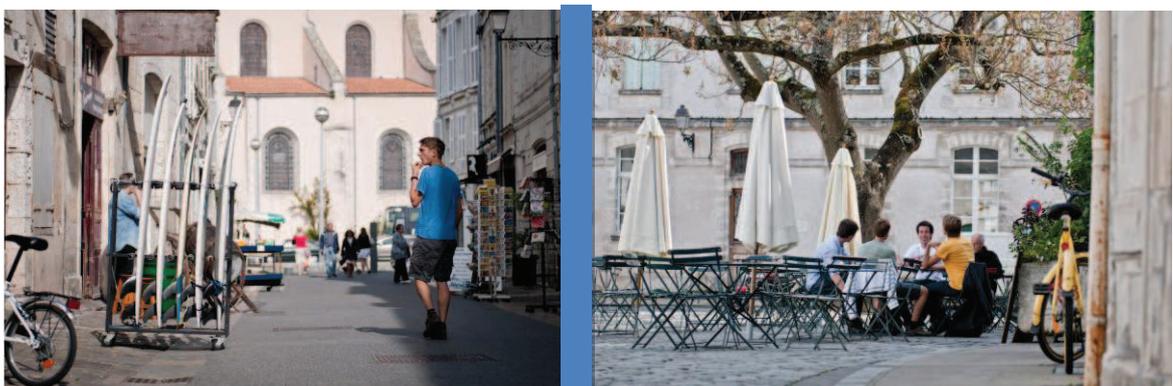
4. HOW TO APPLY

If you want us to help you search for accommodation:

- **complete the Housing Application form** (to be found at the end of this handbook, downloadable on the website) stating your preferences and we will attempt to match them (not guaranteed due to the limited number of rooms available at any given time).
- **return the Housing Application Form at least two months prior to the start of your study programme** to the International Department which acts as an intermediary with the private housing organisations involved. We strongly recommend that you apply for accommodation as soon as you are admitted to your programme as accommodation will be allocated on a strictly first come, first served basis.

The Accommodation officer will send you a maximum of three rental offers among which you can choose. If you turn down the three offers, the school will no longer provide you assistance; you will have to carry on searching by yourself.

Please consider that once you are in France, if you decide to change for another accommodation, you will have to do it on your own.



ACCOMMODATION APPLICATION FORM

Please write clearly in **BLOCK CAPITALS** and tick () as appropriate

Surname/Family name : First names :

Male Female

Date and Place of Birth :/...../..... in

Country : Nationality :

Address :

Town : Country :

Tel : Mobile :

Fax : Email :

Home Institution :

Address :

Institutional Coordinator :

Tel : Fax :

Email :

STUDY PROGRAMME AT LA ROCHELLE :

Autumn Semester Spring Semester Full Academic Year

Exact dates of your stay in La Rochelle (including placement semesters) :

From :/...../20..... to/...../20.....

YOUR CHOICE:

Please mention your maximum budget: €

What accommodation do you prefer ? (Please rank from 1 to 4) :

Host family → bedroom bedroom + meal

in an apartment → individual to share*

*Please mention the names of your requested roommate if applicable :

Mr /Mrs/ Ms :

Warning: lodging possibilities are different according to the duration of your stay, the availability and the conditions requested by the residences.

If you require assistance with finding accommodation please complete this form in full and return it to :

**Mme Emilie CARDE
Groupe Sup de Co La Rochelle
102, rue de Coureilles – Les Minimes
17024 LA ROCHELLE Cedex 1
FRANCE
Tél. : 00 33 (0)5 16 19 62 54
Fax : 00 33 (0)5 46 51 77 86
Email : cardee@esc-larochelle.fr**



102 rue de Coureilles - Les Minimes - 17024 La Rochelle Cedex 1
Tél 05 46 51 77 00 - Fax 05 46 51 79 08 - mail : com@esc-larochelle.fr

www.esc-larochelle.fr



Chambre de Commerce et d'industrie
de La Rochelle