



OLD SCHOOL ■ YOUNG MIND





WELCOME GUIDE

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WELCOME TO EM NORMANDIE !



Founded in 1871, EM Normandie is one of the oldest French business schools with strong roots in its territory of origin, the emblematic region of Normandy. As it has evolved over the years, the school has grown beyond its Norman roots, opening campuses in Paris, Oxford, and more recently, in Dublin. Beyond a strong international orientation, reinforced by international accreditations, EM Normandie continues to cherish its origins by contributing to the region's reputation worldwide.

Located between the English Channel and the city of Paris, at the heart of the French and European economy, Normandy has many economic, cultural, and geographical assets. The region is known for its breathtaking landscapes and historical background, making it a popular destination not only for tourists, but also for scholars and entrepreneurs. Normandy has earned an international reputation for its sights, including two UNESCO World Heritage sites (the Mont Saint-Michel and the city of Le Havre), the Etretat chalk cliffs, and the D-Day landing beaches.

Over the years, the school has excelled in reinventing itself through continuous improvement and innovation, adapting its programmes to an ever-evolving business world and to the challenges society and companies face.

EM Normandie places its students at the heart of its mission to provide them with high-quality training, hands-on education, and solid career perspectives. Furthermore, by enabling students to develop hard and soft skills during the course of their studies, the school strives to enhance their ability to push boundaries and find new solutions and new business models with an entrepreneurial attitude. Loyalty, fortitude and boldness are core values that are conveyed through innovative teaching methods, new technology and visionary courses.

Internationalisation is an integral part of the 2021 strategic plan to welcome international students and staff on all the school's campuses.

We look forward to welcoming you to EM Normandie!



EM Normandie at a glance :

- 4,000** full-time and part-time students
- 74** full-time faculty members
- 93%** PhD holders among management lecturers
- 800** external contributors and professionals
- 300** staff members
- 200+** international partner universities
- 5,000** partner companies
- 17,000** alumni in **100+** countries



OUR FIVE **CAMPUSES**

CAEN



LE HAVRE



PARIS



DUBLIN



OXFORD



STUDENTS TESTIMONIES

"EM NORMANDIE places students at the heart of its success! New technologies are used to render classes dynamic and to foster exchanges, which is supported by expert lecturers who are empathetic listeners."

Lucie - Cameroon
(M2 Marketing & Stratégie Commerciale - Le Havre)

"I recommend this program to people who go abroad to gain travelling experience and meet new amazing people."

Anna - University of Economics in Prague, Czech Republic
(European Business Programme - Caen)

"I became richer with many experiences, friends, professional knowledge and knowledge about the French and many other cultures. I'll never forget this semester!"

Ildikó - Hungary
(Cross-cultural Marketing & Negotiation - Caen)

"Studying at the EM Normandie was a nice experience. The facilities of the university and the support of the staff and student organizations were very positive. Especially the International Office."

Jakob - Hochschule Osnabrück, Germany
(European Business Programme - Caen)

"I was pleasantly surprised by how practical the classes at EM Normandie were. I learned a lot by doing real negotiations, analyzing real contracts and work with real businesses. I'm happy I chose for EM Normandie. An experience I won't forget."

Vincent - KU Leuven, Belgium
(Cross-cultural Marketing & Negotiation - Caen)



"My stay at EM Normandie was really wonderful, it is an unforgettable experience. I learned a lot and made really such good friends."


Manav - Chitkara University, India
(Cross-cultural Marketing & Negotiation - Caen)





ACADEMICS


Undergraduate programmes :

Year 2 (U2) - General Management Caen/ Oxford  





Year 3 (U3) - General Management Oxford/Le Havre  Caen 


Year 3 (U3) - International Business - Le Havre 

Year 3 (U3) - Commerce International - Le Havre 


Year 2 & 3 (U2/U3) - European Business Programme - Caen 

Graduate programmes :

Master Year 1 (M1) - General Management Le Havre   Oxford/Dublin  Caen 

Master Year 1 (M1) - International Management - Le Havre 


Master Year 2 (M2) - Audit et Finance - Le Havre 


Master Year 2 (M2) - Banking, Finance and FinTech - Oxford 


Master Year 2 (M2) - Business du sport et de l'E-Sport - Le Havre 

Master Year 2 (M2) - Cross-cultural Marketing and Negotiation - Caen 

Master Year 2 (M2) - Digital Sales - Dublin 


Master Year 2 (M2) - Entrepreneurs - Le Havre 

Master Year 2 (M2) - International Business - Le Havre 


Master Year 2 (M2) - International Logistics and Port Management - Le Havre 

Master Year 2 (M2) - Manager des Ressources Humaines - Paris 


Master Year 2 (M2) - Manager des Systèmes d'information et du Numérique - Caen 

Master Year 2 (M2) - Start-up et Développement Numérique - Caen 

Master Year 2 (M2) - Stratégie de Développement et Territoires - Caen 

Master Year 2 (M2) - Stratégie Digitale et Innovation - Paris 

Master Year 2 (M2) - Stratégie Marketing et Développement Commercial- Le Havre 

Master Year 2 (M2) - Supply Chain Management- Le Havre 



ACADEMICS



Academic calendar

The academic year is divided into two semesters: winter semester (September to December) and spring semester (January to June). Once your application is processed, the International Office will confirm the exact dates of your programme.

If you wish to know more about the higher education system in France, please consult the Campus France website : <https://www.campusfrance.org/en>

Holidays & bank holidays

During your stay with us, you might have holidays in October, December, February or April. Usually, students have one or two weeks off. We will confirm dates to you when sending the academic calendar of your programme. For bank holidays, please consult this [website](#).

ACADEMICS

The European Credit Transfer System (ECTS)

Each course is attained by acquiring ECTS (European Credit Transfer System).
The validation of one semester is equivalent to 30 ECTS credits, a year to 60 ECTS.

Grading system & exams:

Grades in France are on a 20 points scale: 0 being the lowest grade and 20 the highest.
The passing grade is 10/20.

Grade	Equivalence	Definitions
A	≥ 16	EXCELLENT – Very good work
B	≥ 14 & < 16	GOOD - Above average result despite minor errors
C	≥ 12 & < 14	FAIRLY GOOD - Generally good work despite some errors
D	≥ 11 & < 12	SATISFACTORY - Good effort but containing important errors and/or omissions
E	≥ 10 & < 11	PASS - Result satisfying minimum pass criteria
FX	≥ 8 & < 10	FAIL - Additional work is required to obtain credits
F	< 8	BAD FAIL – Insufficient work to pass the module/ the course

Exams can be written or oral assessments throughout the year or at the end of the semester.
You will also be able to attend resits (if your home university allows it) a few weeks after official results.
Transcript of records will be sent directly to your university by mid-March for students staying for the winter semester and by the end of June for students staying for the spring semester.

Courses choice :

You will have to choose a programme and then courses for your learning agreement. There is no possibility to mix courses from different programmes but you can take less than 30 credits if you wish to.
Please make sure that you select a programme according to your level of studies : you can find all syllabus on [our website](#). Please note the learning agreement you send us before your arrival is for reference only. Courses offered are subject to change. Official course registration will be done during the mandatory orientation days.
During the first 2 weeks of classes you can add or drop courses by sending an updated learning agreement.



GETTING STARTED

Nomination and application process

- Your home university coordinator or international office needs to nominate you through an online form.
- Once this is done, you will receive an application form link. On this form, you will need to fill out personal information, choose a programme and upload supporting documents (copy of passport, transcript of records, last diploma, language certificate).
- Once your file is complete and approved by the academic director at EM Normandie, you will receive your acceptance letter via the HUB.

Deadlines :

Winter semester : October 15th (nominations & applications)

Spring semester : April 15th (nominations & applications)



Airport Pick-up :

An airport pickup from Charles de Gaulle airport is organized by the International Office before the orientation days start (except Paris campus). This service costs approximately 30 euros. Please note that it might be cancelled if the number of participants is not sufficient. You will be informed well in advance.

Orientation days :

Each semester, the international development team organizes mandatory orientation days for international students. You will meet different directors, the HUB (students office) and students clubs. We'll help you through administrative formalities and have fun activities to get to know each other. Our goal is to provide information and help students deal with day-to-day life issues while studying in France.

What do I need to bring for orientation days?

- European students: passport or ID, international Birth Certificate or Birth Certificate officially translated into French, European Health Insurance Card.
- Non-European students: Passport, the OFII certificate form, birth certificate and its official French translation.

Immigration

European students :

There is no visa obligation for European students as per the European immigration law.

Non-European students :

If you're not from a European country, you will need to ask for a visa.

There are two types of visas :

- Short-term visa (less than 3 months)
- Long-term visa (more than 3 months)

Documents that can be required by the Embassy for the visa application (non-exhaustive list):

- Passport
- Letter of acceptance by EM Normandie
- Proof of financial support
- Proof of health insurance coverage and/or travel insurance
- Proof of vaccinations (some consulates only)

For more information, please visit these websites :

<https://www.campusfrance.org/en/the-different-types-of-visas>

https://france-visas.gouv.fr/en_US/web/france-visas

Please remember that in spite of our efforts to ensure you can study with us under the best conditions, our School has absolutely no influence on the delay of treatment or on the decision given to a VISA process. It is the student's responsibility to align with and respect immigration procedures during their whole stay in France. Also, you also cannot come to France with a tourist visa as it cannot be converted into a student visa.

Health coverage

European students

Prior to your departure, you must ask for your European Health Insurance Card - EHIC - and bring it with you.

Make sure that it is valid for the whole duration of your stay in France.

While in France, all your health related expenses must be forwarded to the health care administration you are affiliated to in your country of origin.

<http://ec.europa.eu/social/main.jsp?catId=559>

Non-European students

As a non-european student, you have two options :

1. Subscribe to a private health insurance in your home country that covers you for the duration of your stay with following guarantees : hospitalization, repatriation, medical fees, medicine reimbursement.
2. Register with the French Social Security upon arrival. This is free of charge and the HUB will help you through the formalities. You can find information on this website : <https://etudiant-etranger.ameli.fr/#/>

Useful links :

<https://www.ameli.fr/>

<https://www.ameli.fr/assure/english-pages>

<https://www.campusfrance.org/fr/sante-securite-sociale-etudiants>

<https://www.campusfrance.org/en/healthcare-student-social-security>

HOW TO GET TO YOUR CAMPUS?

If you land in Paris but need to join our campuses in Caen or Le Havre, you can either choose Ouibus/Flixbus (option A), a collective taxi (Option B), the public transport (option C).

Option A: Ouibus or Flixbus companies

Departure from Paris to Caen or le Havre train stations. The cost starts from 9 €.

Book on [OUIBUS](#) or [FLIXBUS](#)

Option B : Collective taxi

Before arriving in France, you can book a collective taxi (or shared taxi) for a door-to-door trip from Paris airports directly to Caen or Le Havre. It will cost approximately 110-120 euros for 1 person, 150 euros for 2 persons, 180 euros for 3 persons. If you book as a group, you will pay less individually. Indicate that you are from EM Normandie when booking.

- For Le Havre : www.stvoyageurs.com
- For Caen: www.thp-transports.fr



Campuses location and addresses:

Caen Campus: 9 rue Claude Bloch, 14052 Caen

Le Havre Campus: 30 rue Richelieu, 76087 Le Havre

Paris Campus: 64 rue Ranelagh, 75016 Paris

HOW TO GET TO YOUR CAMPUS?

Option C: Travelling with public transport

To get to our campuses in Normandy from Paris you must first go to Saint-Lazare train station (in French: Gare Saint-Lazare) located in the centre of Paris: 13 rue d'Amsterdam, 75008 Paris.

All trains for the Normandy region depart from this train station.

• Case 1: Arrival at Charles de Gaulle airport (CDG)

	Journey duration	Fare	Links	Remarks
Option 1: TAXI	Around 45 minutes (may take longer depending on traffic)	From € 50	http://www.taxis-paris.fr/ Alpha www.alphataxis.fr G7 www.taxig7.com Taxis Bleus www.taxis-bleus.com	This is a very practical option and you can share the cost with a friend.
Option 2 : ROISSYBUS	Around 60 minutes Frequency: 15 - 20 minutes	From € 12.50	ROISSYBUS Buy your ticket when boarding the bus (small change needed) or at the exit gate at the airport or from the RATP ticket office nearby.	The shuttle bus will drop you at Opera; you can walk to the Gare St Lazare, (around 10 mn walk).
Option 3 : METRO/ RER	RER B + RER E : around 45 minutes Frequency : 10 - 20 minutes	From € 10.30	http://www.ratp.fr/fr/ratp/v_161326/acces-aeroport-roissy-charles-de-gaulle/ RER B from CDG to « Gare du Nord ». Then walk to Magenta RER E station (situated below Gare du Nord) and take RER E to "Hausmann Saint-Lazare". Follow the directions for "Trains Grandes Lignes" and you will arrive on the Regional Trains platforms of the Saint Lazare train station.	The RAIL - RER/Metro is not really practical if you have a lot of luggage (narrow escalators)

HOW TO GET TO YOUR CAMPUS?

• Case 2: Arrival at Orly airport (ORLY)

	Journey duration	Fares	Links	Remarks
Option 1 : TAXI	Around 45 minutes (may take longer depending on traffic)	From € 50	http://www.taxis-paris.fr/ Alpha www.alphataxis.fr G7 www.taxisg7.com Taxis Bleus www.taxis-bleus.com	This is a very practical option and you can share the cost with a friend.
Option 2 : ORLYVAL/ RER B/ METRO	Around 45 minutes Frequency : 10 - 20 minutes	From € 12.05	http://www.ratp.fr/fr/ratp/v_154902/acces-aeroport-orly/ ORLYVAL from Orly airport to Antony (10 mn) RER B from Antony to Châtelet Halles station (25 minutes) metro line 14 'Direction St Lazare' (10 minutes). You can buy a single ticket. Then, follow the direction "Trains Grandes Lignes" and you will arrive at Saint Lazare train station.	The RAIL - RER/Metro is not really practical if you have a lot of luggage (narrow escalators)

Once at Saint-Lazare train Station

At Saint-Lazare train station, you must buy your ticket at the desk before getting on the train. Visa cards are accepted. You can also buy an e-ticket online and print it, or have your e-ticket ready for scanning on your smartphone. You can check schedules and book a ticket [here](#).

Destinations	Trip duration	Cost (one way)	Remarks
Saint-Lazare (Paris) to Caen	2 hours	Between Euros 32 - 35	Ask for a direct train to Caen.
Saint-Lazare (Paris) to Le Havre			End of the line station.



Please always be aware of pickpockets (who can be adults, teenagers, male and female) and thieves - Keep your personal belongings, computer cases with you.

LIVING IN FRANCE

Finding a place

EM Normandie has its own online housing platform, [Studapart](#), where you can find offers from property owners, student residences, agencies or the school community.

You can connect to Studapart once you have your EM Normandie login.

The HUB will also contact students studying in Le Havre & Caen about reservations for the CROUS student residences. They are government-owned and usually low-cost.

If you opt for private housing, please be aware of potential scams!

If in doubt, please write to us before signing anything.

You can find more information on housing in France on this [website](#).

APL Housing Support

The APL is a monthly housing subsidy at the CAF. This allowance is granted to applicants meeting different criteria (rent amount, surface of your flat, financial status...). Students may apply directly on the website or at a CAF office.

www.caf.fr // 0810 29 29 29 (standard call fees apply)

This financial support is available for all European students and non-European students holding a "VLS-TS STUDENT D visa cesda R311-3".

If you are a non-European student and your VISA mentions: "DISPENSE TEMPORAIRE DE CARTE DE SEJOUR", you will not be eligible.

Compulsory Housing insurances

Whatever type of accommodation you rent in France, you must subscribe to a MRH (Multi-Risques Habitation) insurance. This insurance covers mainly fire and flooding damage and also the tenant. This housing insurance must not be mistaken with the Civil liability insurance, another type of insurance which covers damages caused to a third party, which will also be asked within the first days upon arrival.

Your subscription can be done via private companies or even your French bank (ask about it when opening your account). There are different options with costs starting from 39 euros per year, according to your accommodation type, your contract and your age.

Some types of accommodation will require that you subscribe to a housing insurance before you arrive in France. In other cases, you'll subscribe within the first few days of rental.

Housing tax

In certain residences, be aware that as long as you are renting on January 1st of the current year, you will be requested to pay a housing tax of about one month's rent. Even if you leave your apartment before October (when the tax is due), you will be asked to settle the payment to the French Taxation Office.

Please be informed that a current change in law by President Macron might result in the removal of this tax for students. As this is ongoing, we cannot ensure that you will not have to pay.



Useful links :

www.leboncoin.fr

www.pap.fr

www.seloger.com

www.locservice.fr

<https://www.adele.org/>

<https://www.lokaviz.fr/>

<https://www.paruvendu.fr/immobilier/location/>

LIVING IN FRANCE

FINANCES

Monthly budget (approximate) including accommodation, meals and housing insurance.

Caen	Le Havre	Paris
800€	800€	1200€

Please refer to [Numbeo](#) to compare the cost of living in France to yours. It will give you a good idea of a possible budget.

Of course, students get many discounts in a lot of places with their student card (cinemas, museums, transport etc).

3 good reasons to have a French bank account :

- To receive the Housing financial support (APL) if you are eligible.
- To receive the French Health Care Coverage reimbursements (non-european students)
- To renew your resident's permit if needed (non-european students)

Your French bank will issue a French Master Card or VISA card. ATMs are available everywhere both in cities and more isolated places. Most banks are open from Tuesdays to Fridays from about 9AM to 5PM, and Saturday mornings.

TRANSPORTS

Most public transport companies have youth or student subscription available for you. Please be aware that you must hold a valid ticket for each journey. Frequent controls are held in every city and the fines can be high.

Useful links

Le Havre	Caen	Paris	Normandy	France
Lia	Twisto	RATP Vélib	Bus verts	SNCF Air France Flixbus OuiBus Blablacar

Driving in France :

You can drive in France if you have a European driver's licence or an international driver's licence (if you are not European). Some things to know if you want to go this route: in France, you drive on the right with the steering wheel on the left side of the passenger cabin. Seatbelts are mandatory, and you are not allowed to use a mobile phone while driving. For safety reasons, there must be a reflective safety jacket, a warning triangle and two breathalyser tests in the car.

<https://www.campusfrance.org/en/how-to-get-around-every-day-in-france>

LIVING IN FRANCE

Administration office hours

Most administrations are open from 9am to 12am and from 2pm to 4.30pm from Mondays to Fridays.

Postal services

If you need to receive a parcel in France, you can get it sent to the International Office of your campus. You absolutely need to indicate your FULL Name and International Office.

Working

It is hard to find a student job in France and almost impossible if you do not speak French. Non-European students must have a VISA D indicating that working is allowed while in France.

Smoking

In France, smoking is prohibited in public places (school buildings, railway stations, airports, government buildings or offices, restaurants, cafes and nightclubs, etc.).

Shopping

Most local shops are open from 10 am to 7 pm from Tuesday to Saturday. Shopping malls and supermarkets are open from 8am to 8pm from Monday to Saturday. Only some grocery stores can be open on Sunday until noon.

Electricity

Make sure that you buy an adaptor from your home country before your departure (maybe two or more for your computer, your hairdryer etc). You will probably have difficulties finding the appropriate adaptor once in France.

Weather

Think about packing appropriate clothes, shoes and a winter coat, accordingly with the continental and oceanic climate.

Emergency numbers : Ambulances (15), firefighters (18), police (17), for any emergency 112 (can be dialed from anywhere in Europe)

USEFUL WEBSITES

<https://www.em-normandie.com/en>
<https://www.em-normandie.com/en/exchange-programmes-international-students>
<https://www.campusfrance.org/en>

USEFUL APPS



LIVING IN FRANCE

CHECKLIST BEFORE ARRIVAL

- ✓ Ask for a visa if needed once you receive **your letter of acceptance**
- ✓ Book an **accommodation**
- ✓ Purchase your **flight/train tickets**
- ✓ Choose your **courses** and send us your **learning agreement** signed by your home university
- ✓ Register with your **embassy** in France
- ✓ Save scanned copies of all your documents on your **cloud/email**
- ✓ Think about your **finances** : how you will access your bank account, if you want to open a French account, monthly wires etc.
- ✓ Take care of your **health insurance**, either by asking for your European health card or purchasing a private insurance
- ✓ Also, if you take any particular **medication**, check if it is available in France or if you need to bring extra with you.

CHECKLIST BEFORE YOU LEAVE

- ✓ **Departure notice (*préavis*)**: you should inform your residence or your property owner about your date of departure. Depending on your rental contract, this has to be done by sending a registered letter one to three months before the effective date of your departure in order to avoid any dispute.
- ✓ **Inventory (*état des lieux*)**: before leaving your accommodation, you and your property owner will do the inventory together. If anything is missing or deteriorated, your property owner can retain a part of your deposit to cover for the renovation or replacement costs. You are also expected to thoroughly clean the premises before leaving, otherwise you may be asked to pay for cleaning services (around 50€ an hour).

- ✓ **Deposit (*caution*)**: reimbursement of your deposit does not happen automatically in France, you have to ask for it. According to French law, your property owner must give your deposit back within 2 months after your departure.
- ✓ **Housing tax (*taxe d'habitation*)**: see dedicated chapter. Before leaving, you should check with your residence or your property owner how this is to be paid. Some contracts include a monthly payment divided up over the rental period.
- ✓ **CAF, services, private insurances, bank** : you need to cancel your subscriptions or end your contracts. This can include electricity, gas, water, internet and telephone, housing insurance. Send a registered letter (*lettre recommandée*) to each service provider to inform them of your departure date. Remember to provide your contact information to the CAF (email or home address). You must also inform your bank with a registered letter or go directly to your bank; if you are moving to another city in France, let them know your new address.
- ✓ **Residence permit** : If you are continuing your studies with us, you must renew your student residence permit at least two months before the day your visa or permit expires. For further information, please ask your international coordinator.
- ✓ **General advice** : Our school will not cover debts incurred by students to a property owner, hospitals or any other service/administration. Students with outstanding debts can damage the image of EM Normandie and the school reserves the right to delay the awarding of student's diplomas and transcripts of records in serious cases. Please ensure all your bills have been paid before leaving.

CAMPUS LIFE

CAEN

Opening hours :

Monday to Friday 7.30am to 10pm

Saturday 9am to 12 am

Please be aware that a secret code will be given to you upon arrival to access the school. It might be changed a few times during the year.

Where to eat?

Caen campus has a cafeteria selling lunch packages, vending machines for hot drinks, soft drinks, and snacks. You can also bring your lunch-box; microwaves are available.

The cafeteria is open from Monday to Friday, from 7 am to 5 pm. Lunch is served from 11.30 am to 2 pm.

At the university restaurant CROUS, you can get a 3-course meal for €3.25. You'll need to get an Izly card for payment; on your first visit, bring your student card or your School Certificate. You can recharge your Izly card with cash or by credit card. Please be informed that public student cafeterias do not accept cash, only cards.

<http://www.crous-caen.fr/restaurant/ru-claude-bloch/>

CROUS University restaurant

11 Rue Claude Bloch, 14000 Caen

11.15AM - 1.30PM / 11h15 à 13h30

LE HAVRE

Opening hours :

School hours :

Monday to Friday from 7.30am to 10pm

Saturdays from 9am to 12pm

Please be aware that a secret code will be given to you upon arrival to access the school. It might be changed a few times during the year.

Gym room hours :

Monday to Friday from 7.30am to 10pm

Saturdays from 9am to 12pm

Where to eat?

Le Havre campus has a cafeteria selling lunch packages, vending machines for hot drinks, soft drinks, and snacks. You can also bring your lunch-box; microwaves are available.

The cafeteria is open from Monday to Friday, from 8 am to 2.30 pm. Lunch is served from 11.30 am to 2 pm.

PARIS

Opening hours :

Monday to Friday from 7.00am to 10pm

Saturdays from 9am to 12pm

Please be aware that a secret code will be given to you upon arrival to access the school. It might be changed a few times during the year.

Where to eat?

Paris campus does not have a cafeteria but you have sitting areas where you can have your lunch, microwaves are available. You also have access to universities restaurants in Paris, see a map [here](#). The 3-course meal is 3.25€ for students.

There are many options around the neighborhood.

All campuses are fully accessible to people with a disability.



CAMPUS LIFE

It's a true breathing space in any French business school! Student clubs bring extra dynamism to EM Normandie's campuses by offering exciting events and projects in all domains: culture, sports, humanitarian and professional activities, or just for fun. Exchange students can enjoy all these activities anytime throughout the semester but in order to participate in projects they will need to be enrolled in a year exchange program.

Lexicon :

BDE : Bureau Des Etudiants (students club)

The BDE's mission is to integrate all the EMiens and make them enjoy their student life as much as possible, thanks to campus activities and convivial evenings: they are the first contact for students!

BDS : Bureau Des Sports (sports club)

The BDS offers numerous sports activities, competitions and events both within the school and outside. Their goal ? Give EMiens the passion for sports! Sharing, challenge and fair play are keywords for them.

BDA : Bureau Des Arts (arts & culture club)

The BDA aims to promote art and culture in all its forms to students: music, painting, literature, cinema ... EMiens are spoiled with choices to discover the world around them!

Caen

BDE : [Olempe](#)

BDS : [Krak'EM](#)

BDA : [Wint'Art is coming](#)

International students association :
[International Students Council](#)

Le Havre

BDE : [Ave Colis'EM](#)

BDS : [EM'pilon](#)

BDA : [Coachell'Art](#)

International students association :
[Global Village](#)

Paris

BDE : [Omertà](#)

BDS : [Padakaos](#)

BDA : [Blizz'Art](#)

Erasmus Student Network :
[Facebook](#)

CAMPUS LIFE

PERSONAL SAFETY

Your well-being and happiness while staying with us is our utmost satisfaction. As we are concerned about your comfort and security, we would like to make you aware of some basic safety rules to follow when in France:

- Beware of pickpockets: especially in crowds, touristic places, buses and subways. One tip: try to avoid the complete “tourist look” (clothes that stand out, hiking shoes and raincoat, city guide and maps, huge cameras...)
- Beware of scams: because you are an international visitor and you may not know how everything works, you are an easier target for scams, being outside on the street (fake petitions, ring scam...) or in private (fake job offers, cash mandates...)
- Be careful when you are at ATMs
- At night, common sense will tell you to party with friends, stay with the group, share cabs (your security is worth more than few euros!) and avoid walking home alone if you can.
- Be discreet with your valuables, and do not carry too much cash. Lock your accommodation doors and car doors.

PLAN VIGIPIRATE

The “Plan Vigipirate” has been put in place in France in order to secure citizens and visitors in public places. Police officers, military groups or security guards may be visible in some busy or touristic areas. At the entrance of many public building, you will be asked to show the content of your bag.

Cases when you should contact your embassy in France

- If you lose your passport.
- If you find your passport after declaring it as stolen.
- If you are victim of a crime, your embassy can put you in contact with lawyers, translators and the police.
- If you lose all your money: in extreme cases and as a last resort solution, your embassy may arrange your repatriation.

ADMINISTRATIVE FORMALITIES

The HUB: a Single and Centralised Administration Service

Once you are registered at the school, the Hub is the single gateway that deals with all requests and answers all questions on the various campuses.

This department, which aims to act as a liaison between you and the school's various departments, will help you throughout your studies, whatever your programme or campus.

Fifteen flexible team members will be at your service for any questions, requests for information, documents to submit or to withdraw a registration :

- Attendance certificates
- Certificates (end of studies, languages, etc.)
- Transcripts of records
- Internship agreements
- Preferences and course options

Formalities for internships, working abroad, etc.

The HUB objectives

- To centralise, simplify and optimise your daily administrative needs
- To track your records comprehensively
- To standardise practices: registration files, administration documents to ensure that quality standards are met.

Email : lehub@em-normandie.fr (please indicate your campus & programme)

Phone numbers : +33232927092 (Le Havre); +33232927082 (Caen), +33272985956 (Paris)



SCHOOL REGISTRATION PORTAL

Once you are officially accepted into our exchange programme, you will receive your ID and password on your personal email address.

You will then be able to access your registration portal.

<https://apps.em-normandie.fr/home>

Please upload all the required documents and do not forget to press validate at the end of the procedure.

Once you have finished filling this out, you will be able to access your student intranet (school emails, academic calendar and planning, grades, non-attendance warnings etc) and also download your school certificate. Don't forget to change the language to English on the upper-right corner of the webpage.



Documents personnels

- Certificat de scolarité
- Signature électronique
- Crédits ECTS
- Attestation d'affectation

2nd step: Click here to download your school certificate

gregoire.heissat17@em-normandie.fr

- Mon compte
- Changer mon mot de passe
- Se déconnecter

1st step: Click on « My account »

HOME

Agenda

Today: Dec 10 - 15, 2018

WS9	Mon 12/10	Tue 12/11	Wed 12/12	Thu 12/13	Fri 12/14	Sat 12/15
8am						
9am	09:00 - 10:15 SOCIOLOGY AND THEORY OF ORGANISATIONS		09:00 - 10:15 APPLIED & ALTERNATIVE ECONOMY	09:00 - 10:15 Spanish CA_210	09:00 - 10:15 UNDERSTANDING THE CONSUMER-GUISSES AND	
10am				10:30 - 11:00 ENGLISH CA_204	10:30 - 11:45 SOCIOLOGY AND THEORY OF ORGANISATIONS	
11am	10:30 - 11:45 SOCIOLOGY AND THEORY OF ORGANISATIONS					
12pm	11:45 - 13:00 APPLIED & ALTERNATIVE ECONOMY					
1pm						
2pm		14:00 - 15:15 SOCIOLOGY AND THEORY OF ORGANISATIONS				
3pm	15:15 - 16:30 APPLIED & ALTERNATIVE ECONOMY	15:15 - 16:30 SOCIOLOGY AND THEORY OF ORGANISATIONS				
4pm						
5pm	16:15 - 18:00 APPLIED & ALTERNATIVE ECONOMY					
6pm						
7pm						

Marks and absences

MY GRADES

U3 CAEN 2018-2019	MY ABSENCE RECORDS	
S1 - ENGLISH (SAS)	Partiel	12.8
S1 - FINANCE	Contrôle continu	19
S1 - FINANCE	Partiel	13.5
S1 - ECONOMICS	Partiel	12
S1 - STATISTICS	Partiel	9.5

CPAM (Public Health Insurance)

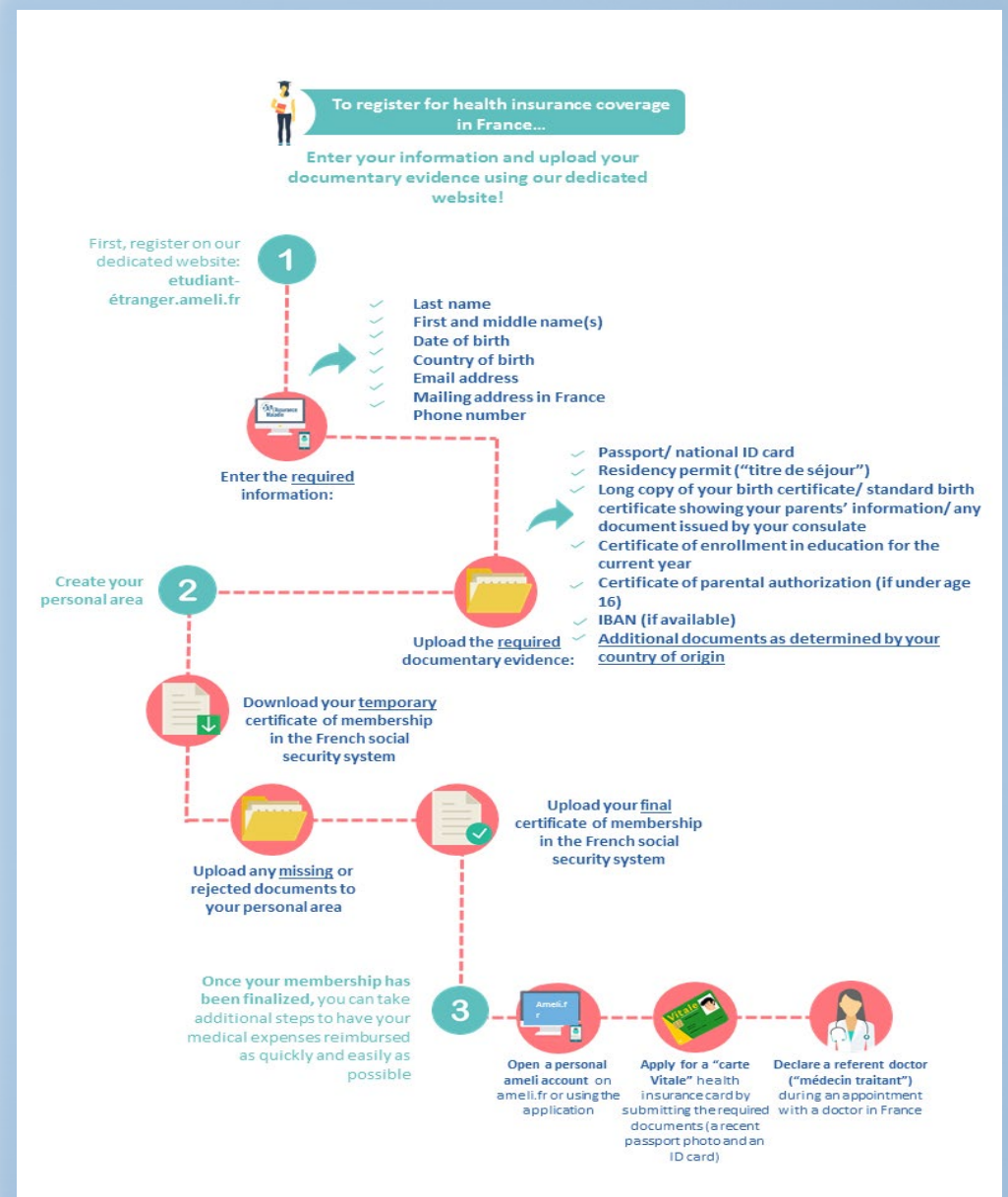
During orientation days, the HUB will help you fill out the online application for CPAM. You will need to register on the dedicated website for students in order to be covered for your medical expenses while in France.

These are the documents usually requested :

- national ID card, passport, etc.
- evidence of your enrollment in an institute of higher education to certify your student status,
- your bank account identification details (RIB), which will be used to transfer your reimbursements to your account,
- a civil status document (a complete copy of your birth certificate, a birth certificate showing your parents' information, a family record book ("livret de famille") or a marriage certificate.)
- a valid residence permit ("titre de séjour").

Please refer to page 10 of this guide for more information on health insurance in France.

<https://etudiant-etranger.ameli.fr/#/>



Non-European students must fill out the OFII forms upon arrival in France depending on the visa they applied for. The HUB will help you do this on orientation days.

1st step : check your visa type

If you have a Student Visa **without « dispense temporaire »**

- You need to go through the OFII procedure

If it is written on your Student Visa « **Dispense temporaire de titre de séjour » on your visa**

- You do not need to do the OFII procedure
(Restrictions are applied to this particular type of visa. You will not be able to apply for housing support CAF)

Required documents and steps :

LE HAVRE	CAEN	PARIS
Copy of your Passport + Visa + Stamp delivered at the French Customs (advising the date of entry)	Copy of your Passport + Visa + Stamp delivered at the French Customs (advising the date of entry)	Copy of your Passport + Visa + Stamp delivered at the French Customs (advising the date of entry)
<p>OFII Form fully completed <i>Provide a complete address and email address on the form and make sure that you have your name on your letter box.</i></p>	<p>OFII Form fully completed <i>Provide a complete address and email address on the form and make sure that you have your name on your letter box.</i></p>	<p>OFII Form fully completed <i>Provide a complete address and email address on the form and make sure that you have your name on your letter box.</i></p>
<p>The HUB LE HAVRE will forward all the papers to the OFFI . The OFII will then get back to you by email to collect your OFII sticker.</p>	<p>Go to the prefecture of CAEN to give your documents</p>	<p>Go to the prefecture of PARIS to give your documents</p>

VISALE

Need a guarantor to be able to rent accommodation?

Discover Visale, the new free service.

If you are an international student and have to find accommodation, it can be difficult to convince a landlord that you're in a position to pay your rent. Visale acts as your guarantor, reassuring the landlord and guaranteeing that your rent will be paid.

<https://www.visale.fr/>
Online application

1. Log in to visale.fr to make a visa request
2. Receive your visa 48h after the Action logement teams
3. Reassure your landlord by giving them your visa certified by Action Logement.
4. Your future landlord logs on to visale.fr to get the guarantee contract.

VISALE. 

CONNECTE EMPLOI ET LOGEMENT

CAF

CAF is the French public social services allowance. As a student, you can get an allowance for housing under certain conditions. Only students without the mention "dispense" on the visa and European students are eligible.



<http://www.caf.fr/>
Online application

FRENCH WAY OF LIFE

Survival french

Hello > Bonjour
Goodbye > Au revoir
Thank you > Merci
Please > S'il vous plait

Videos about french culture

[Clichés on french people](#)
[How to greet someone](#)
[How to do « la bise »](#)
[Our obsession with cheese](#)

Read the [A to Z](#)
handbook on
french culture
shock



If you're feeling homesick, don't
hesitate to come see us at the
international office !