



Student departure action checklist



(for continuing + graduating students)

June 2022

This is a non-comprehensive check list for main steps to be undertaken by students personally with regards to temporary or permanent departure in June. No rights can be conferred to this information sheet.

General Information for continuing VIBOT students:

KEY DATES for VIBOT Master academic year 2022-2023 start off:

Induction Days : 7-9 September (Schedule will follow).

Course start date*: 12 September.

*All administrative arrangements must have been made by continuing Master students, prior to the course start off date, i.e. full uB student registration and consular action. Admission in M2 is conditioned on validation of M1 by the course direction after the annual academic jury.

TIMELY ARRIVAL in Le Creusot

Students should personally check and ensure their travel and timely arrival in Le Creusot for the academic year start off, taking into account any applicable COVID 19 and other sanitary or country specific measures/regulations (including transit country/ies), whether in France or abroad.

Kindly inform the academic staff and VIBOT-MaIA programme administration by email in case of any decision on programme discontinuation.

INFORMATION PACK 2022

You are invited to see our VIBOT website's Student Zone - Password: **IP2022_VIBOT** - where you'll find standard information and procedures for the new academic year, as well as the Induction Days schedule.

The IP2022 will be updated as information comes in, so check regularly.

Student Action list:

- uB Student File**
 - Make sure you've submitted all mandatory documents requested by the Programme administration staff;
 - Inform our programme administration of any updates (e.g. new passport, French resident card, new bank account, student liability insurance certificate, duly signed uB student registration form for upcoming academic year)

Your uB student file needs to comply with uB regulations and must be up to date for every academic year start off, whether M1 or M2.

- Changing your personal email? Update us!**
 - **All students:** Avoid changing email address during the programme period. At all times keep the Programme Administration staff informed of any change (admin.vibot@u-bourgogne.fr).
 - **Graduated students (see also end of this document):** we will contact you through your personal email about **degree issuance** and express mail delivery after your departure. Keep us informed on any changed email address after programme termination.

- **Your administrative and academic documents** (received throughout your study period)
 - Scan and store all provided official documents and original certificates
 - Also keep your termination notifications of any other personal contracts.

These are precious supporting documents for you, if ever you need to solve any administrative/financial issues (CAF/housing provider/granting institutions/health care etc.) after your departure.
- **University fee payments**

If applicable, make sure to perform any outstanding programme fee payment for the ongoing academic year still to be done by you, to our University. Contact the financial department for any further questions if a payment schedule was set up with you: agcpt-rec@u-bourgogne.fr. Please note that, in case of non-payment or negative balance observed by the University's financial department, the issuance of programme academic certificates and university degree would be suspended.
- **uB Student Card**

Current M1 MSCV students in Le Creusot:
Make sure you carry your uB student card with you to the upcoming Induction Days. Your student card will be activated then for the new academic year and returned to you with the uB registration certificate which is conditioned on full compliance with uB student file and uB fee payment.
- **French Resident card or Visa/international mobility grants**

See information provided by Alice MERIAUDEAU, Le Creusot campus international office.
Remaining questions can be submitted to: ri-lecreusot@u-bourgogne.fr cc admin.vibot@u-bourgogne.fr
- **Graduated students: French visa /resident card (renewal) applications** cannot be supported further by the international office beyond VIBOT-MaIA programme termination, unless you're continuing as PhD student. You no longer would be registered as a student, your status will change.
See useful link: <https://www.campusfrance.org/en/temporary-resident-permit-aps>
- **University Library** Return any books you may have borrowed from University library.
- **University bike**, bring back your bike if you have borrowed one, before leaving.
- **University Computer**. Return any computer (+accessories) or other equipment which was/were temporarily provided to you, back to the university
- **Update your CPAM file** (file closure or changing address in France).
For any question/problem: see with CPAM Help desk **09 74 75 36 46** (English/multilingual) or make an appointment at the local CPAM office.
In case of permanent departure from France, you need to fill out the following form https://www.ameli.fr/sites/default/files/formulaires/341544/s1105_puma_transfert_resid_remp.pdf.
Send this form to the CPAM Mâcon or drop in the local antenna CPAM office's letterbox, with copy of your "Carte vitale" and European Health Insurance Card (EHIC).
- **New address**, Inform all institutions of your new address through your on line accounts: CPAM (Ameli website), CAF, bank (think about any new bank card or pin code to be received!), insurance, sponsors, providers of any other personal contracts you may have taken out such as internet, mobile phone etc.
NB: You cannot forward any personal surface mail to Condorcet University Centre's address.
- **French bank account** Inform all involved institutions in case of French bank account closure (VIBOT-MaIA programme administration, CPAM, housing provider, CAF, insurance providers...)
You've provided your RIB (bank details) to these institutions. Any outstanding payments/reimbursements to be done to you will be done to that bank account (including any stipends and mobility grants, if applicable).

- Insurances** See with your insurance provider about termination of housing insurance if departure from France.
NB: Check if tacit renewal applies to your insurance contract.
- Accommodation** Timely make an appointment with your housing provider for your inventory of fixture. Make pictures.
Ask for your certificate of departure and/or photocopy of your inventory of fixtures (if applicable) which is asked as supporting document for any insurance or other contract termination.
- CAF** Update your on line CAF account for any change of address, departure from France, mobile phone number, bank....
- Terminate** any other personal contracts (internet, mobile phone, subscriptions...). Keep in mind that some apply tacit renewal. Pay your bills to preserve VIBOT -MaIA programme reputation and keeping for future students.

uB ACADEMIC DOCUMENTS

Transcripts & certificates

Your Course Directors will provide you with your academic documents when they are available. Any questions about these documents should be submitted directly to them.

uB Master Degree

We'll contact the graduated students as soon as we've received and are ready to send the University of Burgundy Master degree off to you (if applicable, with other academic documents) by express mail.

From experience, we know that this may take up to spring next calendar year. We count on your patience and understanding in this, as we can't speed up the UB degree issuance and signature processes.

MaIA students will also receive a set of uB academic documents (transcripts and Master degree), beside the global MaIA programme academic documents from coordinating institution UdG and UNICAS partner specific academic documents.

uB VIBOT-MaIA staff

Function	Name	Email
VIBOT-MaIA PROGRAMME STAFF (uB)		
Coordinator International Programmes (MSc) - MaIA local coordinator	David FOFI	Coordinator.vibot@u-bourgogne.fr
Masters 1 Course Director/Planning officer (S1/S2)	Eric FAUVET	msc.vibot@u-bourgogne.fr
Masters 2 Course Director/Planning officer/ S4 traineeship (S3/S4)	Lew LEW YAN VOON	msc.vibot@u-bourgogne.fr
VIBOT - Local MaIA administration	Herma ADEMA-LABILLE Elisabeth COSSON Aur�lie ANTOINE	admin.vibot@u-bourgogne.fr
LE CREUSOT CAMPUS STAFF		
International Relations officer , Le Creusot campus International mobility grants, visa/resident card, CROUS Le Creusot campus (institutional support if required)	Alice MERIAUDEAU	ri-lecreusot@u-bourgogne.fr
Nurse , Medical Unit for Prevention and Health Promotion, Le Creusot Campus Medical Protocol for new incoming international non EU students Preventive medicine	Ingrid BARNAY	ingrid.barnay@u-bourgogne.fr
Bureau de la vie Etudiante (BVE): (student life office)	Paul PEREIRA – C�cile BRIDAY	ve.lecreusot@u-bourgogne.fr
ENT related questions : ENT, uB/Teams account, uB student email connection	Raphael DUVERNE- Germain SOUCIET	cri-lecreusot@u-bourgogne.fr