



Student departure action checklist



(for continuing + graduating students)

June 2023

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 2023-2024 start off:

Induction Days: 6-8 September (Schedule will follow).

Course start date*: 11 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. Confirmation of 2023-2024 uB student registration is conditioned on fully compliant payment of the VIBOT programme fees of 1500€/year, and submission of required supporting documents.

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 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 2023

You are invited to see our VIBOT website's Student Zone - Password: **IP2023_VIBOT** - where you'll find standard information and procedures for the new academic year, as well as the Induction Days schedule.

The IP2023 will be updated as information comes in, so check regularly.

French Resident card or Visa

See information provided by Alice MERIAUDEAU, Le Creusot campus RI officer.

Remaining questions can be submitted to: ri-lecreusot@u-bourgogne.fr cc admin.vibot@u-bourgogne.fr

Student Action list:

- Graduated students: French visa/resident card (renewal) applications** cannot be supported further by the international relations 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>
- 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)



Université de Bourgogne - Centre Universitaire Condorcet
VIBOT-MaIA International Programmes Administration
720 Avenue de l'Europe, 71200 LE CREUSOT, France
<http://www.vibot.org/>



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.

- 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**

Reminder: In case of non-performed payment of 2022-2023 programme fees or any negative balance observed by the University's financial department, the issuance of any programme academic certificates M1/M2 or university degree, if applicable, would be suspended. One isn't considered as definitively enrolled, until the fees have been fully paid.

Enrolment for 2023-2024 is conditioned on presentation of supporting documents and full payment of the announced programme fees.
- 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.
- 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.
- University Library** Return any books you may have borrowed from university library.
- University bike** if you have borrowed a bike, make an appointment with the involved staff to bring it back before leaving.
- University Computer.** Return any computer, accessories and/or other equipment you may have borrowed from the university to the involved staff.
- 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.
- Permanent departure or change of 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. 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....

uB ACADEMIC DOCUMENTS

Transcripts & certificates

Your Course Directors will inform you about 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), in addition to the global MaIA programme academic documents from coordinating institution UdG and UNICAS partner specific academic documents.

Staff contact list

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, Campus France	Alice MERIAUDEAU	ri-lecreusot@u-bourgogne.fr
Nurse , Medical Unit for Prevention and Health Promotion, Le Creusot Campus Medical Protocol for new incoming non EU students	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