



VIBOT – MaIA – ESIREM information sheet Condorcet HOUSE RULES



Updated 20/09/2023

Opening Hours

Condorcet University Centre:

07.45 to 18.00

After 18.00, you can only leave Condorcet's building using:

- the lateral doors near the Robotics platform, or
- Condorcet's central hall door (leading to the main square).

Simply push the white button next to the left door. Don't force the door.



Condorcet University Centre is closed during academic and public holidays.

Website: <https://condorcet.u-bourgogne.fr/>

Student Office:

Monday – Thursday: 08.30-12.00 and 13.30-16.30

Friday: 08.30-12.00 and 13.30-16.00

Premises



Class rooms/amphitheatre:

- ↪ No food nor soft drinks in the rooms.
- ↪ Kindly throw your coffee/tea cups, papers or other wastes in the trash (please think about the cleaning staff).
- ↪ When you leave a room, turn off the lights and close the windows.
- ↪ Don't forget your personal belongings (administrative papers!, umbrella, jacket, pen, computer mouse etc...)
- ↪ Any lost object would be dropped off at Condorcet's reception desk (1st floor).
- ↪ Cleaning personnel must access the rooms at the end of the day, please leave the room allowing their staff to do the cleaning.

Personal postal mail:

No parcels nor personal postal mail can be delivered at our Condorcet university centre.

Condorcet students' room (cafeteria):

You can have your lunch, a quick bite or relax in the cafeteria on the ground floor. This room is at the disposal of all Condorcet students for this purpose.

Computer room:

VIBOT computer room Condorcet 1st floor is freely accessible to our VIBOT-MaIA students outside time slots booked for classes, within Condorcet's opening hours.

You're asked to leave the rooms through the regular doors. Use of emergency exits is only meant for emergency situations. Make sure to close the windows when leaving the room.

A printer is at your disposal in the MSc computer room, **only reasonable printing for administrative procedure purposes**, not for printing out of programme course materials. You can ask for paper at

the Student Office. A limited volume of paper is available. Students are invited to print out at the University Library.

Robotics platform:

See with involved staff there.

Water:

Water in the tap is **safe to drink**. Tap water in France is regularly checked and safe (unless marked “Non potable”).

General security and emergencies:

- Fire drills are systematically organized at the premises. **Follow the instructions of the professors who are informed on how to proceed.**
- When the alarm goes off, you're asked to go to the **Meeting point** which is located outside on the right side, in front of our Condorcet Centre building.
- The emergency exits (classrooms and buildings) should **only be used for emergency** evacuation purposes.
- Do not leave any luggage unattended in building and tag your luggage ([Vigipirate plan](#)).



Health:

- If you're at Condorcet and not feeling well or have a medical problem, you can go to the reception and ask the Campus nurse to be called (Ingrid BARNAY), if administrative staff isn't available. The nurse doesn't work on Wednesdays and weekends.
- See the document “What should I do if I am sick” (uploaded on the Student Zone).
- Service Universitaire de Médecine Préventive et de Promotion de la Santé/ Campus Medical Unit for Health Prevention and Promotion (French only) : <https://iutlecreusot.u-bourgogne.fr/vie-sur-le-campus/prevention-sante.html>



VIBOT – MaIA – ESIREM Communication

Basic administrative information and staff contact list (which person to be contacted depending on your question) are posted:

- **On Student Zone**
<https://www.vibot.org/401/login.php?redirect=/students-zone.html>
Password: IP2023_VIBOT
- On the announcement board, located next to the VIBOT computer rooms 1st floor, Condorcet building.
- In the Microsoft TEAMS team corresponding to your program and promotion.
- Main source to be referred for course schedule updates is the ENT.

IMPORTANT: Kindly use your uB student email address for any communication with our staff and university services. Don't use your personal email address.