

International programmes in



Vision & Robotics



Student information & action list

Updated : July 12th 2023



Academic year 2023-2024



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



INTRODUCTION

Welcome to our VIBOT and MaIA programmes!

Thank you for joining our VIBOT-MaIA programmes. We're inviting you to carefully read this ***Student Information & Action checklist 2023***.

This document informs you on and guides you as much as possible through the main administrative/practical steps to be undertaken by you. The information is tailored to your stay in **Le Creusot**, in the department called *Saône et Loire*, where our Condorcet University Centre is located. As you know, our university centre is a local campus which is part of the University of Burgundy whose main campus is located in Dijon (in the department called *Côte d'Or*). The *Saône et Loire* and *Côte d'Or* departments each have their own prefectures and are a part of a larger administrative region called *Bourgogne-Franche Comté*.

Don't hesitate letting us know if you have any remaining questions. We will follow up as much as we can:

- Academic / course content questions: <http://www.vibot.org/contact.html>
- Administrative questions : admin.vibot@u-bourgogne.fr

Best regards,
The VIBOT-MaIA programme team

IMPORTANT

- Regularly visit our VIBOT website's "[Student Zone](#)" for any **updates received** and uploaded by us;
- Students are free to take out contracts through any service provider of their choice and remain fully responsible for any choice, subscription, termination and payment of fees;
- Rules and regulations of the various French national institutions and commercial services evolve regularly. National institutional and commercial websites consequently remain the official sources to be referred to. No rights can be conferred to information contained in this information sheet;
- This document doesn't take into account any possible changes in procedures or timelines that may be decided upon by the Université de Bourgogne and national institutions, or any changes in national conditions for incoming student's mobility to France.



<https://condorcet.u-bourgogne.fr/plan-acces-condorcet>

Summary

I.	GENERAL INFORMATION.....	3
1.	INDUCTION DAYS 2023.....	3
II.	uB STUDENT REGISTRATION.....	4
1.	PROGRAMME FEE PAYMENT 2023-2024 - Université de Bourgogne	4
2.	REQUIRED DOCUMENTS FOR uB STUDENT REGISTRATION.....	5
III.	OTHER ACTIONS	8
1.	French Visa/Resident card, Campus France (non EU students) and Erasmus+ exchange (EU students) related information	8
a)	BEFORE COMING TO FRANCE:.....	8
b)	AFTER ARRIVAL IN FRANCE:.....	9
c)	RENEWAL RESIDENT PERMIT:.....	9
d)	VALID PASSPORT	9
e)	CERTIFICATE OF ARRIVAL / Confirmation of Erasmus+ exchange (ONLY students in Double Degree with HMU).....	9
3.	STUDENT ACCOMMODATION	10
4.	CROUS STUDENT SERVICES ACCOUNT (MSE).....	11
5.	CVEC PAYMENT (national student and campus contribution).....	12
6.	BANK ACCOUNT.....	13
7.	INSURANCES	14
a)	French national Social Security	14
b)	Complementary health insurance	16
c)	Student civil liability and remaining cover (repatriation and individual accident)	16
d)	Housing insurance	17
8.	CAF application (Housing allowances).....	17
9.	University Medical Protocol	18
IV.	Acronyms, Travel tips & useful links.....	19
1.	Some Acronyms.....	19
2.	Travel information and tips.....	20
a)	General Map.....	20
b)	Travel options.....	20
➤	FLIGHT:	20
➤	TRAIN (national and regional connections):.....	21
➤	BUS SHUTTLE local public transportation network “Mon Rezo”:	21
3.	Other useful links.....	22

I. GENERAL INFORMATION

1. INDUCTION DAYS 2023

DATES	06-08 Sept 2023
VENUE	Centre Universitaire Condorcet, 720 Avenue de l'Europe, 71200 Le Creusot, France
SCHEDULE	Uploaded in Student Zone on VIBOT web site http://www.vibot.org/ as soon as available. Regularly check for any updates.
PURPOSE	<p>Key information will be provided on <u>academic, administrative and practical aspects</u> of the programmes and semester(s) spent in Le Creusot. Introduction to VIBOT-MaIA administrative and academic teams, and staff of other departments (e.g. Le Creusot campus Medical Unit, International Relations, Registration office, Technicians, Library, ...).</p> <p>Students deal with student registration and other administrative steps:</p> <ol style="list-style-type: none">1. Checking of supporting documents and submission to programme administration, by students, for uB student file compilation (see Document submission section);2. University student registrations: VIBOT (uB) and MaIA (uB and UDG/UNICAS);3. uB fee payment (see "uB FEE PAYMENT" section in this document);4. Students will be contacted by other campus staff for appointments :<ul style="list-style-type: none">• Campus International Relations office staff for any OFII (French immigration office) on line procedure, French long stay visa and resident card related issues for non EU students;• Campus nurse for information and document submission within the framework of applicable medical protocols.5. Student registration certificate and student card will be provided after registration. See the following link for the various uses of the uB student card Multiservice Card – PASS'UBFC

ALL STUDENTS (M1 and M2) must attend the Induction Days and plan their preparatory action and arrival in student housing accordingly.
See hotel list uploaded in the [Student Zone](#).

On-line French national Social Security/Health Care registration is compulsory and must indeed be performed as soon as possible. This process can be initiated prior to arrival in France.
A special **French Social Security/national Health Care session** will be organised, shortly after the Induction Days by our administration staff to globally explain the national health system to the newly arrived international students. Students will proceed with their enrolment, if not performed yet.

General Data Protection Regulation (GDPR) / (Règlement général sur la protection des données (RGPD):

Processing of students' personal data for university student registration and any other course participation related action and events, complies with European and French laws and decrees applicable to General Data Protection Regulation to which the President of the Université de Bourgogne must abide.

See also your Student Registration Form (to be) signed by you.

II. uB STUDENT REGISTRATION

1. PROGRAMME FEE PAYMENT 2023-2024 - Université de Bourgogne

Enrolment in the VIBOT and MaIA international Master programmes and related student registrations at the *Université de Bourgogne* are conditioned on full payment of programme participation fees, following the payment instructions that will be provided by the involved programme administrations.

VIBOT programme fees:

Our VIBOT programme administration will upload the fee payment instructions on the Student Zone, as soon as they're available. The global **VIBOT** MSc Programme fees is **1500€/year**, as confirmed in the admission letter.

Securing of the required funds should be anticipated, to ensure your timely payment.

MaIA programme participation fees:

Payment of the global **MaIA** MSc Programme fees (covering full registration fees of the three partner universities UdG/uB/UNICAS) is entirely managed by the MaIA coordinating institution UdG. No direct fee payment is to be done by MaIA students to uB. This also applies to MaIA self financing students.

REMINDER: MaIA (including Erasmus+Erasmus Mundus granted) and VIBOT students must ALL personally pay the mandatory French student tax "CVEC". See French student tax **section 5 CVEC PAYMENT (national student and campus contribution)**. The students' uB enrolment cannot be performed without submission of the CVEC payment certificate to the registration department staff at the ID2023. MaIA M2 students should also send their CVEC certificate by email to the administration.

VIBOT programme registration isn't considered completed until full programme fee payment of 1500€, to be performed within the given deadlines following the fee payment instructions.

2. REQUIRED DOCUMENTS FOR uB STUDENT REGISTRATION

This section provides information and time line for documents to be prepared by the students and sent by email to admin.vibot@u-bourgogne.fr by the announced deadline, for:

- **uB student registration** (and MaIA partner administrations: UdG and UNICAS);
- **French national institutions** (CPAM, CAF...).

At the day of your student registration, student must show the original documents to the Student Office staff, corresponding to the electronic version to be submitted by you before **August 21st, 2023** by email to admin.vibot@u-bourgogne.fr.

We only keep the photocopy, not the original.

1. **Submission of supporting documents for student registration:**

Important: University of Burgundy does not accept ZIP or any other compressed files for security reasons.

Kindly follow the submission procedure:

- Use the file names in the table below.
- Store the documents in a folder on a drive/cloud.
- Send us (admin.vibot@u-bourgogne.fr) your secured link giving access to the folder on your drive/cloud.

Make sure this link is valid until September 11th.

2. **TRANSLATION**

Documents issued in/translated into **English** are accepted by uB for student registration purposes. Translation into French may however be required in some cases for documents requested by national institutions (CAF). These institutions will inform you directly of this.

See French Tribunal Sworn translators list (section H-02, from page 90):

<https://www.cours-appel.justice.fr/sites/default/files/2022-05/LISTE%202022%20DES%20EXPERTS%20JUDICIAIRES%20-%20CA%20DIJON%20MODIFIEE.pdf>

or with your French embassy/consulate.

3. **ELECTRONIC COPIES**

Keep electronic copies of your administrative supporting documents in order to have access to your personal documents at all times for various administrative procedures and in case of loss.

4. **FORMS**

Forms to be filled out and submitted by the students to the programme administration (e.g. Student registration form, VIBOT student agreement) are uploaded in the [Student Zone](#) of <http://www.vibot.org/>.

List of required documents for uB registration purposes				
Original documents (O) and email (E) is needed for "x" marked documents				
Data processing in compliance with General Data Protection Regulation /Règlement général sur la protection des données				
TYPE of DOCUMENT	NAME of DOCUMENTS	O	E	Comments
Passport (relevant ID pages) or national ID card (for EU students only)	Pass_ID_FAMILY NAME	X	X	Students are <u>personally responsible</u> for ensuring passport validity throughout their programme duration. Renewal during the programme period can complicate student mobility during programme duration. Your passport needs to be valid for at least three months after the planned ending date of your programme.
CVEC Certificate (student and Campus life contribution)	Attestation CVEC_2023-2024_FAMILY NAME		X	No enrolment can be performed without this certificate.
uB student registration form 2023-2024	uB_student registration form_2023-2024_FAMILY NAME		X	Uploaded in the Student Zone . To be duly filled out and signed by the student.
French Student liability insurance certificate 2023-2024	RC_2023-2024_FAMILY NAME		X	This cover is compulsory for uB student registration and must include traineeship period (for M2). See Insurance section below and non-comprehensive list of insurance providers in the Student Zone .
French visa	VISA_FAMILY NAME	X	X	Valid for entire uB study period.
European Health Insurance Card	EHIC_FAMILY NAME		X	For European students only. Valid for full programme duration.
VIBOT Student agreement (MSc students)	SA_2023-2024_FAMILY NAME		X	Uploaded in the " Student Zone " as soon as available. To be duly filled out and signed by the student. UdG provides the MaIA Student Agreement to MaIA students.
Pictures and communication authorization	Pic_authorization_2023-2024_FAMILY NAME		X	Uploaded in the " Student Zone ". To be duly filled out and signed by the student.
Original academic document (original language) confirming student's academic level	Bach_OR_FAMILY NAME	X	X	Your most recently obtained higher education diploma: <ul style="list-style-type: none"> • <u>MSc 1st year students</u>: at least BSc Degree (180 ECTS) or certificate of successful termination • <u>MSc 2nd year Double Degree students</u>: BSc degree (180 ECTS) + certificate of Masters 1 (60 ECTS) successful termination + transcripts
Original translation into French or English of above-mentioned document	Bach_FR_FAMILY NAME Bach_ANG_FAMILY NAME	X	X	To be performed by a sworn translator .
Photocopy of former French student card or certificate of registration	Student card_FR_FAMILY NAME		X	If you have already been enrolled in a French higher education institution in the past.

TYPE of DOCUMENT	NAME of DOCUMENTS	O	E	Comments
French or European bank account details (so-called RIB: relevé d'identité bancaire, in France)	RIB_FAMILY NAME		X	uB and CPAM accept EU bank accounts. A French bank account is required for CAF student housing allowance and the Region of Burgundy Franche-Comté international mobility grant applications, if eligible. Bank details must cover: IBAN, BIC, SWIFT name and address bank, account number, name and bank account holder ...
Certificat "Journée défense et citoyenneté" (JDC) :	JDC_FAMILY NAME	X	X	Only applicable to students with French nationality.
French social/government grant certificates	Grant_Cert_FAMILY NAME		X	This concerns CROUS social grants and French government grants <u>only</u> .
1 recent, colour, passport-size photo	Photo_FAMILY NAME	X		For various on-line procedures (e.g.: student registration, Social Security, OFII).
- A Lung X-Ray exam and report (English or French) - Up to date vaccination record	X-ray_Exam_FAMILY NAME X-ray_Report_FAMILY NAME Vaccination_FAMILY NAME	X	X	ONLY for students who have citizenship from, or reside in one of the countries from THIS list : <ul style="list-style-type: none"> a lung X-ray exam (translated in French if possible) less than 3 months old. You must undergo this exam before your arrival in France. This request is part of tuberculosis screening. For ALL non EU students : <ul style="list-style-type: none"> updated vaccination record (Mandatory vaccination DTP: Diphtheria, Tetanus and Poliomyelitis) and required renewals; https://vaccination-info.eu/en <p>Submission to campus nurse, Ingrid Barnay by email prior to your arrival in France (see section 9 uB medical protocol and for National requirement) and mention in the subject: VIBOT/MaIA + academic year (i.e. 2023-2024)</p>

OTHER: DOCUMENTS, EQUIPMENTS and TIPS

Pay slips, tax income and related income documents for other procedures such as CAF housing allowance application, CSS (Complémentaire Santé Solidaire) complementary insurance scheme, etc.

Authenticated original Birth certificate with parent affiliation and original certified translation into French of Birth certificate, by sworn translator (see point 2 "Translations" above, in this section) **or European international birth certificate (multilingual)** for European students only. Documents required for French National Social Security (basic healthcare scheme) registration procedure. European students, see French National Security section, page 20

Other relevant supporting documents for personal medical needs. If you need specific medication, make sure you check if this medication is available in France. Plan last check-up visits with your home country specialist before departure. Appointment delay for specialists can run up to 4 months in France.

Computer equipment required for the programme

Thermometer, basic set masks, hydro-alcoholic gel... Also for some country specific medical protocols that you may need to comply with upon arrival. The Campus nurse will inform us about any specific protocol cases. **If you take specific medication**, make sure you check if this medication is available in France

III. OTHER ACTIONS

In this section II, you'll find a list of key actions to be undertaken after receiving your Selection Committee's admission letter and having confirmed your participation through the reply to offer form to our programme administration.

1. French Visa/Resident card, Campus France (non EU students) and Erasmus+ exchange (EU students) related information

Information received from Alice MERIAUDEAU, Le Creusot Campus International Office, updated April 11, 2023.

a) BEFORE COMING TO FRANCE:

Non European students need to apply for a **long-stay STUDENT visa valid as a residence permit for students** (visa long séjour valant titre de séjour "étudiant" (VLS-TS "étudiant"))

Information see : <https://www.campusfrance.org/en/student-long-stay-visa>

Students residing in one of the **67 countries listed on the Campus France institutional website**, must follow the "Etudes en France" ("Studies in France") procedure

(<https://www.campusfrance.org/en/application-etudes-en-france-procedure>) and they need a visa to come to study in France.

Student's **visa application will be automatically sent to the French consular authorities** of your home country through the Etudes en France platform.

If you do not live in one of these countries and if you need a visa to come study in France, please contact :

- the **CampusFrance representative** in your country of residence
<https://www.campusfrance.org/en/espaces>

The Campus France country representatives assist students in their visa application process for their studies in France, and can provide information and additional support.

- If you do not have a Campus France representative in your country of residence, you'll need to directly contact the French Embassy in your country of residence: please contact [the French consular authorities in your home country](#).

For visa application details and timeframe you'll need, in this case, see the instructions and updates on the French Government website dedicated to French visa application procedures (in English): <https://france-visas.gouv.fr/web/france-visas/accueil>

IMPORTANT - In some specific cases some students will be delivered a short term "Etud.Mobilité" visa (Mobility Student Visa).

Before leaving their country of residence, students have to contact Mrs Alice Meriaudeau (ri-lecreusot@u-bourgogne.fr) whom will inform students and support them to apply for a residence permit.

b) AFTER ARRIVAL IN FRANCE:

After your arrival in Le Creusot, you **have to validate your French long stay visa as residence permit online**. Additional information:

- <https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>
- <https://www.campusfrance.org/en/how-to-validate-your-long-stay-visa-visa-long-sejour-upon-your-arrival-in-france>

(You will need a valid email address, visa information, your date of arrival in France, your address in France and your credit card.)

This procedure makes your Long stay visa valid as residence permit.

If you encounter any difficulties, you can send an email to Mrs Alice Meriaudeau (ri-lecreusot@u-bourgogne.fr - International Relations Office), Le Creusot campus.

c) RENEWAL RESIDENT PERMIT:

Contact Mrs Alice Meriaudeau (ri-lecreusot@u-bourgogne.fr) whom will inform students living in Saône et Loire and support them to renew their residence permit.

Additional information: <https://www.campusfrance.org/en/renew-residency-permit>

d) VALID PASSPORT

Students are personally responsible for ensuring **passport validity throughout** their programme duration. Renewal during the programme period can complicate student mobility during programme duration. Your passport needs to be valid for at least three months after the planned ending date of your programme.

e) CERTIFICATE OF ARRIVAL / Confirmation of Erasmus+ exchange (**ONLY students in Double Degree with HMU**)

Erasmus+ students in double degree with the Hellenic Mediterranean University (HMU) must contact Alice MERIAUDEAU for signature on confirmation of arrival.

Before leaving your country, please send an email to ri-lecreusot@u-bourgogne.fr for an appointment.

3. STUDENT ACCOMMODATION

Students need to plan arrival in their student housing in Le Creusot, in the first week of September. This will allow students to be fully settled and present at the uB student registration on 6 September 2023. (A schedule will be provided).

Housing applications are the student's responsibility. Our university cannot book nor block housing for its students.

IMPORTANT At all times keep your housing provider informed on arrival date (and delay) to ensure maintaining of housing booking, as far as possible. See with your provider about the validity period and conditions of your booking.

NOTE: Housing applications are the student's responsibility

Le Creusot housing providers :

- **Résidence Jeunes Actifs – Le Creusot - Etudiants**

Only for public aged 18 till 30 years at the most.

➤ This recently built student residence (2021) is located next to our Condorcet University Centre: <https://www.residencejeunesactifs.com/creusot/logements/>

- Questions and/or booking can be submitted as from now through the contact email: contact.residence.creusot@gmail.com (English spoken).

This housing is eligible for the French APL housing allowance managed by CAF (see [section 8 CAF application](#))

- **Résidence Jeunes Actifs – Le Creusot – Jeunes actifs**

Website: <https://www.residencejeunesactifs.com/le-creusot-jeunes-actifs/logements/>

For further information and application: fjt.lecreusot@outlook.fr

- **CROUS (national social student housing provider)**



The independent, national provider of social housing for students called “CROUS” (regional head office of the CROUS is located in Besançon) also manages student housing in Le Creusot. It also runs the university cafeteria and offers social assistance services.

Information for international students: you need to create your CROUS account first (see [section 4 CROUS STUDENT SERVICES ACCOUNT \(MSE\)](#)), giving you access to all CROUS services (student housing application, CVEC payment, social assistance...).

Housing application: download the account creation instructions to be found under “Documents à télécharger”, document named “Register on MSE”:

<https://www.crous-bfc.fr/international/documents-a-telecharger/>

Scroll down to “Register on MSE”.

In this document you'll find the procedure for housing application.

Additional information on the other CROUS services:

<https://www.messervices.etudiant.gouv.fr/envole/>

Priority is given to CROUS social granted students for *Jean MOULIN Residence*, there is therefore limited opportunity to book this residence.

- **OTHER providers (Private sector housing and Public social housing)**

A list of housing providers with local agencies in Le Creusot is uploaded in our **Student Zone**. See directly with the housing provider of your choice for their booking procedure.

IMPORTANT: In France, housing is unfurnished by default, you need to clearly state that you're looking for a **furnished** accommodation.

As far as possible, choose for an accommodation with charges (i.e. gas, electricity) included in the rent.

For your information, see the national energy comparator tool, in case this is needed:

<https://comparateur-offres.energie-info.fr/compte/profil>

- **VISALE** 
CONNECTE EMPLOI ET LOGEMENT

If students do not have a French guarantor, they **can apply for the VISALE procedure** (VISALE is a special French state guarantee option allowing students without guarantor to have access to housing).

Website: <https://www.visale.fr/>

For further information and instructions: <https://www.campusfrance.org/en/VISALE-free-security-deposit-for-students>

- **FRENCH VISA APPLICATION:**

For French visa application purposes, you will have to submit a housing certificate issued by your housing provider to the consular authorities as a proof of your accommodation.

For further questions: Mrs Alice Meriaudeau (ri-lecreusot@u-bourgogne.fr)

4. CROUS STUDENT SERVICES ACCOUNT (MSE)

- **New incoming** (for first time in France) international students should:

Create their student services account through the national platform

<https://www.messervices.etudiant.gouv.fr/envole/> (You can choose English version at the top right in green banner)

This website also gives information on topic such as on CVEC and Visale procedures

CROUS Le Creusot, local agency

Student services information counter when you are on Campus, also university restaurant:

3, Avenue Jean Monnet, 71200 Le Creusot

tel. +33 (0)3 45 16 40 00 Email : site.lecreusot@crous-bfc.fr

For any further questions, kindly contact the local CROUS office.

5. CVEC PAYMENT (national student and campus contribution)



The CVEC (Contribution Vie Etudiante Campus) is a French tax contributing to students' life on campus. **It is managed by CROUS.**

Amount: **100€/student/academic year (= rate 2023-24 for reference)**

This student tax applies to all students enrolled in French universities. It has been put in place in the framework of global French Student Plan and finances among others social, cultural and sports activities and services for students.

The CVEC student tax is to be paid on-line: <https://cvec.etudiant.gouv.fr/? locale=en>

Campus France explanatory information on CVEC and **tutorial*** (in English):

[https://www.campusfrance.org/en/system/files/medias/documents/2018-](https://www.campusfrance.org/en/system/files/medias/documents/2018-08/Proc%C3%A9dure%20CVEC_EN.pdf)

[08/Proc%C3%A9dure%20CVEC_EN.pdf](https://www.campusfrance.org/en/system/files/medias/documents/2018-08/Proc%C3%A9dure%20CVEC_EN.pdf) which is also uploaded in the "Student Zone" (start on page 14 if you already have created your DSE/MSE).

* You already have created your CROUS student services account reference **DSE/MSE** ("Dossier Social Etudiant"). No need to create a new account. Check website for any updates. See section **4 CROUS student services account**

- Connect to your on line CROUS student services account ("Mes Services Etudiants" – MSE) with the same email and password as you do for DSE/housing process. See also section **2. Student Accommodation**
- Go through the CVEC procedure
- Makes sure you **mention Le Creusot** as place of study
- Students will be asked to provide their **INE** reference number ("Identifiant National Etudiant"). Current uB students can find this reference on their uB transcripts, top left. For new incoming students this is the CROUS DSE reference number received through the DSE process (also referred to as "INE");
- As far as we know you'll be asked to upload (avoid heavy files which cause upload problems):
 - Passport
 - Visa page
 - Programme admission letter
 - Additional documents depending if exemption applies to you.
- French CROUS social granted students, Erasmus+ exchange students (not Erasmus Mundus), refugees and asylum seekers are (usually) exempt from payment **but** also need to go through this procedure to obtain a CVEC certificate of exemption. They will be asked to upload supporting documents.

Links:

- CVEC institutional website, (in French): <https://cvec.etudiant.gouv.fr/>
- General information: <https://www.campusfrance.org/en/10-things-you-need-to-know-about-the-new-student-and-campus-life-contribution-cvec-0>

A CVEC certificate will be issued upon on-line CVEC tax payment or acceptance of exemption documents.

All our VIBOT MaIA students must submit this CVEC certificate for their university registration.
No uB student registration can be performed without this CVEC certificate.

6. BANK ACCOUNT

Students must open a bank account (French/European bank). Submission of bank details (so-called "RIB"= Relevé d'Identité Bancaire), is to be sent by email to the administrative staff.

Bank account details will be requested by uB and all institutions for any reimbursement/payments to be made to you (CPAM, student housing provider, insurance providers, CAF ...).

See the list of banks with local subsidiaries in Le Creusot, in our [Student zone](#) (<https://www.vibot.org/>), for your information and reference.

IMPORTANT

- Ask for the termination and tacit contract renewal conditions and check alternative offers, before signing any contract. You may want to seek advice from senior students.
- Students should **timely foresee and secure a basic lump sum required for payment of UB university fees**, student housing rent, cost of living, insurance costs, bank fees etc.
- Timely see with your home country bank for questions about bank transfer to your French/European account.
- Students often need to have a French/European mobile phone number when opening a bank account. See with your bank.
- A French bank account is specifically asked for CAF student housing allowance application and by the Region of Burgundy Franche-Comté for international mobility grant (if applicable). No European/foreign account is accepted by these national institutions.

Links:

French government tool for comparison of bank rates (in French only):

<https://www.tarifs-bancaires.gouv.fr/>

<http://www.etudes-en-france.net/banque-etudiant-etranger-france>

For further information: <https://www.campusfrance.org/en/getting-a-bank-account>

7. INSURANCES

Insurance subscription to be performed by all students personally (VIBOT and MaIA):

- a) French national Social Security (BASIC healthcare scheme) – CPAM - free of charge
- b) Complementary health insurance, with European or worldwide cover upgrade for M2 work placement outside France.
- c) Student civil liability and remaining cover (repatriation and individual accident cover for all study and extra-curricular activities including M2 work placement period)
- d) Housing insurance



See (non-comprehensive) list of insurance providers in “[Student Zone](#)”.

The above-mentioned insurances b) to d), are not included in the French BASIC national free health cover scheme.

NOTE:

Students are free to take out these insurances b) to d) through any provider of their choice complying with French regulations.

Double check with your insurance provider for contract conditions such as **tacit renewal**.

a) French national Social Security



The French Social Security scheme is **free of charge** for all, and is managed by the national **CPAM institution** (“Caisse Primaire d’Assurance Maladie”). It is a public institution and provides among others cover for basic health care costs to all person residing in France.

Non-European students who are newly arriving in France, must personally enrol on-line in the national Social Security scheme right after their university student registration (uB registration certificate needs to be uploaded). Check the [national website](#) if any bilateral agreement for Social Security applies to your country.

See also Annex 2 of this Student Information sheet on CPAM enrolment process (English).

European students having their home country Social Security scheme should request for their European health insurance card (EHIC) prior to departure to France. They will need this supporting document for maintaining their EU home country rights in France.

NOTE:

1. A special French Social Security/national Health Care session will be organised, shortly after the Induction Days by our administration staff to globally explain the national health system to the newly arrived international students. Students will proceed with their enrolment, if not performed yet.
2. MaIA new incoming M1 students should:
 - o See with UdG coordinating institution about any special global medical insurance cover provided to them;
 - o check out the UdG Information Pack or contact MaIA coordinating staff through info@maiamaster.org for any remaining questions on that topic;

- must also enrol in the mandatory French Social Security scheme in September. The special global scheme provided through UdG only covers emergency related costs and accidents.
 - Are invited to see with the hosting partner institutions about applicable national health care system procedures and cover during their semester stay at each partner university.
3. **Temporary global health care cover** (from home country departure till enrolment in French national health care scheme):
- New incoming Non-European Students arriving earlier in France/Europe, and who do not have a French Social Security number yet, must take out a temporary private global health insurance at the student's cost, through a private provider of his/her choice, to cover him/her at least until student registration and effective French health care enrolment.
4. **Continuing students:** Make sure to update all documents in your ameli account like adress, RIB etc.... if there is any change.

Links and contact details:

- CPAM - General information French **health care coverage** (English):
<https://www.ameli.fr/saone-et-loire/assure/droits-demarches/etudes-emploi-retraite/etudiant/student-your-medical-expenditure-coverage>
 - CPAM – General information and **enrolment** (French, English, Spanish)
<https://www.ameli.fr/saone-et-loire/assure/droits-demarches/etudes-stages/etudiant>
 - CPAM – **Enrolment process** (English)
<https://www.ameli.fr/saone-et-loire/assure/droits-demarches/etudes-emploi-retraite/etudiant/french-social-security-registration-process-foreign-students>
 - CPAM **contact details** (for any questions you may have):
Helpdesk (English/multilingual):
 - **09 74 75 36 46** (from France)
 - **0033 974 75 36 46** (from other countries)
- See also:** <https://www.ameli.fr/saone-et-loire/assure/english-pages>
- CPAM Saône-et-Loire **local information counter**, Le Creusot :
4, Avenue de Verdun, 71200 LE CREUSOT
An appointment is required.
Ask a French speaking person :
 - To book an appointment for you and
 - To come with you, since English speaking staff aren't always available.
 - CPAM – **Forum for students**
<https://forum-assures.ameli.fr/categories/4288-in-english-studies-internship#none>
 - See also information on Campus France website:
<https://www.campusfrance.org/en/registering-to-social-security>

b) Complementary health insurance

The French national health care scheme only reimburses medical costs up to a nationally defined limit. The complementary insurance (cost borne by student) allows you to complete the non-reimbursed part to a certain extent.

Students have two options: **French national complementary insurance scheme CSS (CPAM) or private complementary insurance through the regular insurance companies.**

- CSS:
Besides the French BASIC health scheme reimbursements, you may indeed also meet the eligibility requirements to benefit from the national complementary health care scheme ("Complémentaire Santé Solidaire"/ CSS) which is also managed by the CPAM.
 - Fees amount for CSS cover are income based.
 - This scheme is only valid when residing in France.
 - CPAM does not provide any housing insurance, nor student liability insurance.

Links:

- Reminder: <https://www.campusfrance.org/en/healthcare-student-social-security>
 - CSS explanation (in French): <https://www.ameli.fr/saone-et-loire/assure/droits-demarches/difficultes-acces-droits-soins/complementaire-sante/complementaire-sante-solidaire>
 - CSS eligibility simulator (in French): <https://www.mesdroitssociaux.gouv.fr/dd1pnds-ria/#destination/simu-foyer>
-
- Private sector insurance schemes: Combined student insurance schemes are proposed by private providers in France including cover for:
 - Complementary health care,
 - student liability and
 - student housing.

c) Student civil liability and remaining cover (repatriation and individual accident)

For uB registration, a student civil liability insurance is mandatory, and must cover university curricular activities, including traineeship period Master Semester 4.

IMPORTANT

1. Civil liability for private life doesn't cover student activities nor traineeship periods. Double check with provider to make sure that their liability insurance covers study related activities and traineeship period.
2. Student liability insurance may sometimes be included in the housing insurance scheme. Check this with your insurance provider. Realize that cover will stop when you terminate your housing insurance (when leaving France).
3. VIBOT M2 students, if leaving France on student mobility for semester 4 traineeship abroad, will need to:
 - upgrade the supplementary health insurance for the remaining part of your programme year abroad (to be adapted following European or worldwide destination).
 - Take out an individual accident and repatriation cover.
4. MaIA M1 and M2 students will be informed by the hosting partner institutions about required cover.
If MaIA students do their S4 internship in France, they need to subscribe to a French Student liability insurance.

d) Housing insurance

In France, housing insurance is compulsory for any type of accommodation rental. The housing provider will ask you for an insurance certificate. All students must consequently take out this insurance.

Note that some insurance companies provide a student housing insurance without you having a confirmed student housing address.

See with the insurance provider of your choice. A list of insurance providers is uploaded in the [Student Zone](#).

8. CAF application (Housing allowances)

For more information about Housing in France and CAF allowance:

<https://www.campusfrance.org/en/student-housing-france>

See English CAF (<http://www.caf.fr/>) on line housing allowance application tutorial

<https://www.caf.fr/allocataires/aides-et-demarches/droits-et-prestations/logement/les-aides-personnelles-au-logement>

<https://www.caf.fr/allocataires/actualites/actualites-nationales/votre-aide-au-logement-etudiant-2022>

Application tutorial (English):

https://www.caf.fr/sites/default/files/medias/cnaf/Nous_connaitre/International/FrancaisEtranger/AllocationLogement/2022/Anglais/Flyer_ConnexionEtudiantEtranger_EN.pdf

Student housing Aid:

https://www.caf.fr/sites/default/files/medias/cnaf/Nous_connaitre/International/FrancaisEtranger/AllocationLogement/2022/Anglais/TutoALE2022_LogementCrous_EN.pdf

https://www.caf.fr/sites/default/files/medias/cnaf/Nous_connaitre/International/FrancaisEtranger/AllocationLogement/2022/Anglais/TutoALE2022_LogementHorsCrous_EN.pdf

https://www.caf.fr/sites/default/files/medias/cnaf/Nous_connaitre/International/FrancaisEtranger/AllocationLogement/2022/Anglais/TutoALE2022_SecteurLocatifPrive_EN.pdf

No guarantee can be given as to eligibility. Study and granting of any allowances is entirely managed by CAF.

9. University Medical Protocol

Non-European students:

Prior to their arrival in Le Creusot, non-European students need to:

1. Perform a **lung x ray exam, no more than 3 months before arrival in France;**
2. **Send an up-to-date vaccination record (Mandatory vaccination: Diphtheria, Tetanus and Poliomyelitis) with required boosters vaccination + the report** of the lung X-ray exam (translated into English or French) to our Le Creusot campus nurse, Ingrid Barnay, by email ingrid.barnay@u-bourgogne.fr and mention in the subject: VIBOT/MaIA + academic year (i.e. 2023-2024)

Students will then be given a medical appointment (mandatory) and need to bring the listed original medical documents to their appointment (vaccination record, report and original X-ray).

Reminder: <https://vaccination-info.eu/en>

All international students:

If you take any **specific medication**, make sure you check if this medication is available in France.

Plan last check-up visits with your home country specialist before departure. Appointment delay for specialists can run up to 4 months in France.

In case of emergency, you must contact national services outside the University by dialling the following numbers according to your situation:

- 15 : emergency medical services (SAMU);
- 17: emergency police number in cases of violence, theft, or burglary;
- 18: Fire department in cases of fire, gas leaks, water damage, natural disasters, or traffic accidents;
- 112: European emergency number, free and accessible anywhere throughout the European Union, in addition to national emergency numbers;
- 114: general emergency number centralising text and fax emergency messages for all situation types (police, fire department, and paramedics). It is particularly suited to those who have difficulty hearing or speaking, as well as to those in situations where it's impossible to speak.

IV. Acronyms, Travel tips & useful links

1. Some Acronyms

CAF	Caisse Allocations Familiales (French public organization providing, among other, student housing allowances, under certain conditions);
CEAM/EHIC	Carte Européenne d'Assurance Maladie/European health Insurance Card is issued by the national social security providers in Europe. E.g. by CPAM in France.
CF	CampusFrance (French national institution providing support to international students).
CSS	"Complémentaire Santé Solidaire": the French supplementary universal health care scheme managed by CPAM.
COL	Cost of living
CPAM	"Caisse Primaire d'Assurance Maladie: French public institution which manages the mandatory national social welfare/health scheme for all;
CROUS	Centre Régional des Oeuvres Universitaires et Scolaires (French public organisation managing among others student halls of residence, campus restaurants and student life related services).
CVEC	"Contribution Vie Etudiante Campus": French student tax to be paid by all students enrolled in French universities.
ESIREM	"Ecole Supérieure d'Ingénieurs Numérique et Matériaux". Engineering school based in Dijon, which opened a Robotics Department in Le Creusot. Engineer students may have some joint modules with VIBOT and MaIA students.
ID20xx	Induction Days 20xx
INE	« Identifiant National Etudiant » = National Student identification number
IP	Information Pack (practical key information for students which is posted on our programme's website, in the Student Zone (only accessed with password).
MScCV	Masters in Computer Vision course, which is part of the VIBOT programme, coordinated by Université de Bourgogne
MaIA	Master in Medical Imaging course Erasmus Mundus, consortium coordinated by <i>Universitat de Girona</i>
NIR	French Social Security number
OFII	Office Français de l'Immigration et de l'Intégration (French institution dealing with immigration related issues)
RIB	"Relevé d'identité bancaire" = French bank account detail document containing IBAN/SWIFT/BIC information which is requested by various institutions from the student (CPAM, CROUS, CAF, grant providers etc.).

RTO	Reply To Offer form which is send to students upon acceptance by the programme Selection Committee. This form is returned by students to confirm participation along with submission of financial resource supporting document. MAIA students are fully managed by UdG.
uB	Université de Bourgogne (VIBOT coordinating institution and MAIA consortium partner)
UdG	Universitat de Girona (VIBOT partner and MAIA consortium coordinating institution)
UNICAS	<i>Università degli studi di Cassino e del Lazio Meridionale</i> (MAIA consortium partner)
VIBOT	Computer Vision and Robotics Master programme coordinated by the <i>Université de Bourgogne</i>

2. Travel information and tips

a) General Map

Centre universitaire Condorcet :



<https://www.google.com/maps/place/Centre+Universitaire+Condorcet/@46.8065739,4.4221847,17z/data=!4m5!3m4!1s0x47f24bf0005a4d2f:0x3d802ac1a63137fb!8m2!3d46.8077462!4d4.4232798>

When making travel arrangements, students should keep in mind to plan arrival for student housing check-in during week days (Monday to Friday), during “CROUS” student housing office opening hours (see student housing section).

b) Travel options



- **To Paris Charles de Gaulle airport (CDG).**

Take the “TGV” (high-speed) train from the airport/Paris to Le Creusot (see TRAIN section).

See the public transport link below to find your way in Paris by subway/regional train (and to go from the airport to the train station).

Useful links:

<http://www.aeroportsdeparis.fr/en/homepage>

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

- **To Lyons Airport**, Lyon Saint Exupéry (LYS).

Take the “Rhonexpress” shuttle from Lyon airport to “Lyon Part Dieu” train station.

From there, take the TGV train to "**Le Creusot- Montceau-TGV**" train station, located outside Le Creusot.

Useful links:

<https://www.lyonaeroports.com/en>

https://www.rhonexpress.fr/en_GB/?path=

- **TRAIN** (national and regional connections):

National connections:



High speed train (so-called “TGV” in France: Train à Grande Vitesse)

This train allows you to have fast national connections between main cities/airports in France and Le Creusot TGV train station.

For online ticket booking (main airports <-> Le Creusot). Be sure to mention "Le Creusot- Montceau-

TGV" when buying a TGV train ticket: <https://www.sncf.com/en/booking-itinerary/book-tickets>

TGV train station "**Le Creusot- Montceau-TGV**" is located outside Le Creusot (20 minutes driving distance).

Regional train connections:



The TGV train station is not to be confused with Le Creusot’s regular, **regional** train station which is located within Le Creusot city.

Only local (snail train) and regional trains (“TER”) like the ones from Dijon stop there.

TER: <https://www.viamobigo.fr/en>

IMPORTANT: “Dijon-Nevers” TER train line (passing through Le Creusot, and linking Dijon with Le Creusot) will be closed from July 2023 to February 2024 (end date may evolve).

For more information and any updates about the proposed alternative transportation options (bus) see website:

<https://www.ter.sncf.com/bourgogne-franche-comte/se-deplacer/info-traffic/travaux/nevers-montchanin-chagny>

- **BUS SHUTTLE** local public transportation network “Mon Rezo”: 

A bus shuttle service connects Le Creusot TGV station to the city of LE CREUSOT.

Bus fair: € 1.20 (rate January 2023).

Shuttle booking, online <https://cucm.monbus.mobi/> or at the local Le Creusot antenna:

Boutique MonRéZo Le Creusot,

Esplanade Simone Veil, 71200 Le Creusot.

Opening hours (Monday-Friday): 09.00-12.30 and 13.30-17.00.

Telephone: +33 3 85 73 01 10

Link: www.monrezo.org for Mon Rézo timetable, opening hours, booking and further information.

Or you can take a taxi from the station.

For more information, see our hotel-taxi-internet access list on [the Student Zone](#).

3. Other useful links

Working in France

Useful link - EMPLOYMENT-CONTRACTS: <https://www.etudiant.gouv.fr/en/employment-contracts-legal-reference-points-1720>

National information about welcoming in France

<https://www.etudiant.gouv.fr/en/welcome-france-2063>

Map of Le Creusot with information and points of interest:

<https://www.google.com/maps/d/viewer?mid=1GN5Ax1Xpy--PFsHDNq1E75PL4yUYqBOS&ll=46.80344521461831%2C4.40393260139162&z=14>

Erasmus Student Network (ESN):

For more information, eligibility criteria and card application we're referring you

to: <https://dijon.esnfrance.org/elementor-1143/>

Instagram : https://www.instagram.com/esn_insidiyon/

Facebook : <https://www.facebook.com/groups/erasmusinternationalstudents20222023>

Student Guide for 2022-23 (in French), to find out more information about student life in Le Creusot (accommodation, culture, sport...): <https://condorcet.u-bourgogne.fr/vie-des-campus-80>

Annex 1 Student actions



Student actions update 01/05/2022

