



# Guidebook for international students

2010-2011



# DIRECTOR'S MESSAGE

Welcome to you all.

You have just arrived at Telecom Bretagne and it is my great pleasure to present you with this guide.

The aim of the guide is to assist you on your arrival in France and to help you settle in at Telecom Bretagne. Coming to a foreign country involves a lot of administrative paper work and it is best to anticipate this. Read this guide carefully, and keep it during your time here, as it will help you with all the formalities and will be useful for finding out about Brest and the local area.

Having international students at our School is both a key element of our educational project and a real pleasure for us. Your presence here will contribute to the cultural awareness of all the students on our three campuses (Brest, Rennes and Toulouse) and I am sure that you will benefit from an environment that is ideal for your technical and cultural development.

Before embarking on your professional career, you have chosen to study at Telecom Bretagne as the last stage of your education; you will find that here you will be given the opportunity to show your capacity for initiative and adaptation, as well as the possibility to develop your skills.

I hope that the time you spend with us will help broaden your personal and academic horizons and will be an asset in your future career. I thank you for choosing to complete your education here and I wish you a pleasant stay in our School.

The Director

André Chomette



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# PRESENTATION OF TELECOM BRETAGNE

Telecom Bretagne is one of the most prestigious French graduate engineering schools. It is a public institution, under the aegis of the Minister of the Economy, Finance and Employment, and is a member of the Institut Telecom, with Telecom ParisTech, Telecom SudParis and Telecom Ecole de Management, training future engineers at the highest level for careers in industry, services and research.

With more than 150 permanent lecturers-researchers on the campuses at Brest, Rennes and Toulouse, Telecom Bretagne has an excellent teaching record and internationally-renowned research activities. It also has a large network of academic partners, in France and abroad.

The originality of its curriculum, combining scientific and technical proficiency with an international approach and management skills, provides a wide range of career prospects in many sectors (information technologies, banking and insurances, healthcare, automobile industry, defence, aeronautics, distribution, environment, teaching...). This internationally-oriented multi-disciplinary curriculum, as well as the systematic use of projects and the importance given to placements, guarantees successful integration into the workplace and means that the School is held in high esteem by recruiters.

The main campus, one of the most beautiful in Europe, is situated near Brest, in the Brest-Loire Science and Technology Park. It provides the students with an environment favourable to work, to community living and to sport. The second campus, is located at Rennes, near the university site at Beaulieu.

Apart from its engineering curriculum, Telecom Bretagne offers a choice of eight “Mastères spécialisés” (Post-master professional certificates) and five international MSc and is authorized to award the “Sciences & Technologies” Research Master, co-awarded with universities and engineering Grandes Écoles. Obtaining the Research Master allows students to continue with PhD studies if the admission requirements are fulfilled. Telecom Bretagne is authorized to award PhD theses in partnership with universities.

For further information you can consult the brochure Ingénieur Telecom Bretagne and visit our website: <http://www.telecom-bretagne.eu>

Your first contacts with Telecom Bretagne will be via the following two services:

## INTERNATIONAL OFFICE

The International Office helps you with the different procedures in connection with your enrolment and, once you are at Telecom Bretagne, guides you through the different resources and services.

Your contacts at the International Office:

Didier Hervé, Head of International Office	<a href="mailto:Didier.Herve@telecom-bretagne.eu">Didier.Herve@telecom-bretagne.eu</a> Office B01-110 B - ☎ 1337
Anne Pierre-Duplessix Deputy Head for Science and Academic Affairs	<a href="mailto:Anne.Pierre-Duplessix@telecom-bretagne.eu">Anne.Pierre-Duplessix@telecom-bretagne.eu</a> Office B01-110 A - ☎ 1080
María Fernanda Le Goff Deputy Head for Administration and International Partnerships	<a href="mailto:Maria.Legoff@telecom-bretagne.eu">Maria.Legoff@telecom-bretagne.eu</a> Office B01-110 A - ☎ 1131
Françoise Guélenoc International Student Administrator	<a href="mailto:Francoise.Guelennoc@telecom-bretagne.eu">Francoise.Guelennoc@telecom-bretagne.eu</a> Office B01-110 T - ☎ 1535
Hélène Cariou International Office Assistant	<a href="mailto:Helene.Cariou@telecom-bretagne.eu">Helene.Cariou@telecom-bretagne.eu</a> Office B01-110T - ☎ 1050

The International Office is open everyday from Monday to Friday except Tuesday afternoon.

### Tutorial system

A non-academic tutorial system has been established to help international students who do not speak much French with their integration into life at Telecom Bretagne. The tutor is a member of the School staff (teacher, technician, secretary, support staff) that you can meet once or twice (or even more) every term. He/she can give you general guidance and support and can answer your questions about the School: everyday life, local traditions, the environment, etc., or will redirect you to other appropriate sources of help.

You may apply for a tutor at the International Office. Priority is given to the students who are weak in French.

Contact: [Maria.Legoff@telecom-bretagne.eu](mailto:Maria.Legoff@telecom-bretagne.eu) - Office B01-110 - ☎ 1131

## REGISTRAR'S OFFICE ("SERVICE DES ETUDES")

This service is in charge of programming classes and examinations; it is also in charge of the payment of tuition fees, providing you with your student card, social security cover, and so on.

Your contacts at the Registrar's Office:

Hervé Rétif Registrar	<a href="mailto:Herve.Retif@telecom-bretagne.eu">Herve.Retif@telecom-bretagne.eu</a> Office B01-115 - ☎ 1412
Marie-Jo Marzin Academic records coordinator	<a href="mailto:MJ.Marzin@telecom-bretagne.eu">MJ.Marzin@telecom-bretagne.eu</a> Office B01-125 - ☎ 1223
Marie-Renée Juiff 1st year coordinator	<a href="mailto:MR.Juiff@telecom-bretagne.eu">MR.Juiff@telecom-bretagne.eu</a> Office B01-117 - ☎ 1312
Valérie Le Goff and Hélène Cariou 2nd year and "n+i" Programme coordinators	<a href="mailto:Valerie.Legoff@telecom-bretagne.eu">Valerie.Legoff@telecom-bretagne.eu</a> ☎ 1389 - Office B01-111 <a href="mailto:Helene.Cariou@telecom-bretagne.eu">Helene.Cariou@telecom-bretagne.eu</a> ☎ 1050 - Office B01-111
Christine Nevez and Olivier Moal 3rd year, "Mastères spécialisés", Research Masters (DNM) and MSc coordinators	<a href="mailto:Christine.Nevez@telecom-bretagne.eu">Christine.Nevez@telecom-bretagne.eu</a> ☎ 1331 <a href="mailto:Olivier.Moal@telecom-bretagne.eu">Olivier.Moal@telecom-bretagne.eu</a> ☎ 1033 Office B01-113
Anne Lescop Admissions coordinator	<a href="mailto:Anne.Lescop@telecom-bretagne.eu">Anne.Lescop@telecom-bretagne.eu</a> Office B01-123 - ☎ 1213
Social Services	Office B01-117 - ☎ 1315
Gilles Abaléa Pedagogical resources	<a href="mailto:Gilles.Abalea@telecom-bretagne.eu">Gilles.Abalea@telecom-bretagne.eu</a> Office B01-109 - ☎ 1322
Morgane Boye Administrative officer	<a href="mailto:Morgane.Boye@telecom-bretagne.eu">Morgane.Boye@telecom-bretagne.eu</a> Office B01-109 - ☎ 1403
Alain Lancou Mail, classroom organisation	<a href="mailto:Alain.Lancou@telecom-bretagne.eu">Alain.Lancou@telecom-bretagne.eu</a> Office B01-103 - ☎ 1342

The Registrar's Office is open every morning from Monday to Friday, from 8.30 am to 12.00 am, and Wednesday and Thursday afternoons.

Contact: ☎ 1330

## COUNTRY COORDINATORS

Depending on your country of origin, you can also contact the country coordinators. They are pleased to listen, help and advise students.

Name	Country/Region	Contact
José Manuel Abreu Office C05-157	Spain, Latin America	☎ 1494 <a href="mailto:JM.Abreu@telecom-bretagne.eu">JM.Abreu@telecom-bretagne.eu</a>
Jean-Marc Boucher Office K01-230A	Lebanon	☎ 1357 <a href="mailto:JM.Boucher@telecom-bretagne.eu">JM.Boucher@telecom-bretagne.eu</a>
Godefroy Dang Nguyen Office A01-216A	Italy	☎ 1209 <a href="mailto:Godefroy.DangNguyen@telecom-bretagne.eu">Godefroy.DangNguyen@telecom-bretagne.eu</a>
Didier Hervé Office B01-110B	China, Australia	☎ 1337 <a href="mailto:Didier.Herve@telecom-bretagne.eu">Didier.Herve@telecom-bretagne.eu</a>
Sébastien Houcke Office K01-207	Vietnam	☎ 1536 <a href="mailto:Sebastien.Houcke@telecom-bretagne.eu">Sebastien.Houcke@telecom-bretagne.eu</a>
Didier Hervé Office B01-110B	Canada	☎ 1337 <a href="mailto:Didier.Herve@telecom-bretagne.eu">Didier.Herve@telecom-bretagne.eu</a>
Gabrielle Landrac Office A01-207A	Japan	☎ 1348 <a href="mailto:Gabrielle.Landrac@telecom-bretagne.eu">Gabrielle.Landrac@telecom-bretagne.eu</a>
Charlotte Langlais Office K02-207A	New Zeland	☎ 1534 <a href="mailto:Charlotte.Langlais@telecom-bretagne.eu">Charlotte.Langlais@telecom-bretagne.eu</a>
María Fernanda Le Goff Office B01-110A	Latin America	☎ 1131 <a href="mailto:Maria.Legoff@telecom-bretagne.eu">Maria.Legoff@telecom-bretagne.eu</a>
Franz Moellmann Office C05-155	Germany, Austria	☎ 1185 <a href="mailto:Franz.Moellmann@telecom-bretagne.eu">Franz.Moellmann@telecom-bretagne.eu</a>
Sorin Moga Office C02-215A	Romania and Eastern Europe	☎ 1255 <a href="mailto:Sorin.Moga@telecom-bretagne.eu">Sorin.Moga@telecom-bretagne.eu</a>
Anne Pierre-Duplessix Office B01-110A	Northern Europe, Holland, Ireland and UK, USA	☎ 1080 <a href="mailto:Anne.Pierre-Duplessix@telecom-bretagne.eu">Anne.Pierre-Duplessix@telecom-bretagne.eu</a>
Basel Solaiman Office K01-105	Syrian Arab Republic	☎ 1308 <a href="mailto:Basel.Solaiman@telecom-bretagne.eu">Basel.Solaiman@telecom-bretagne.eu</a>
Sandrine Vaton Office D03-020A	Poland	☎ 1029 <a href="mailto:Sandrine.Vaton@telecom-bretagne.eu">Sandrine.Vaton@telecom-bretagne.eu</a>
Philippe Lenca Office C02-215A	Thailand	☎ 1175 <a href="mailto:Philippe.Lenca@telecom-bretagne.eu">Philippe.Lenca@telecom-bretagne.eu</a>

## ACADEMIC CALENDAR

<b>First and second year “Diplôme d’ingénieur” (Master of Engineering)</b>	
French intensive course	From 10 <sup>th</sup> to 27 <sup>th</sup> August 2010
<b>Beginning of 1<sup>st</sup> and 2<sup>nd</sup> academic years</b>	<b>1<sup>st</sup> September 2010</b>
Semester 1	From 1 <sup>st</sup> September 2010 to 16 <sup>th</sup> January 2011
Semester 3	From 6 <sup>th</sup> September 2010 to 16 <sup>th</sup> January 2011
Integration (Freshers’) Weekend	9 <sup>th</sup> afternoon, 10 <sup>th</sup> , 11 <sup>th</sup> and 12 <sup>th</sup> September 2010
All Saints’ Vacation	From 27 <sup>th</sup> October to 1 <sup>st</sup> November 2010 incl.
Christmas Vacation	From 18 <sup>th</sup> December 2010 to 2 <sup>nd</sup> January 2011 incl.
Inter-semester (optional courses)	<b>From 17<sup>th</sup> to 29<sup>th</sup> January 2011</b>
Semesters 2 and 4	From 31 <sup>st</sup> January to 28 <sup>th</sup> June 2011
Winter Vacation	From 5 <sup>th</sup> March to 13 <sup>th</sup> March 2011 incl.
Spring Vacation	From 23 <sup>rd</sup> April to 1 <sup>st</sup> May 2011 incl.
Ascension Long weekend	<b>From 2<sup>nd</sup> to 5<sup>th</sup> June 2011 incl.</b>
End of classes	28 <sup>th</sup> June 2011 in the evening
<b>Third year “Diplôme d’ingénieur” (Master of Engineering)</b>	
Beginning of academic year (optional, for those who wish to attend final thesis presentations)	See below the relevant dates:
Final thesis presentations in Rennes	9 <sup>th</sup> , 10 <sup>th</sup> , 13 <sup>th</sup> and 14 <sup>th</sup> September 2010
Final thesis presentations in Brest	13 <sup>th</sup> , 14 <sup>th</sup> , 30 <sup>th</sup> September and 1 <sup>st</sup> October 2010
<b>Beginning of academic year in Brest and Rennes (obligatory)</b>	<b>4<sup>th</sup> October 2010 at 9.00 am (Brest), at 9.30 am (Rennes)</b>
Semester 5 in Rennes	From 4 <sup>th</sup> October 2010 to 18 <sup>th</sup> March 2011
Semester 5 in Brest	From 4 <sup>th</sup> October 2010 to 15 <sup>th</sup> March 2011
Semester 5 in Toulouse	From 13 <sup>th</sup> September 2010
Armistice Day Weekend	From 11 <sup>th</sup> to 14 <sup>th</sup> November 2010
Christmas Vacation	From 18 <sup>th</sup> December 2010 to 2 <sup>nd</sup> January 2011 incl.
Semester 6 (project-work/internship)	From March/April to end of September 2011
<b>Master of Science 1<sup>st</sup> year</b>	
French intensive course	From 9 <sup>th</sup> to 27 <sup>th</sup> August 2010
Beginning of academic year (in Brest)	30 <sup>th</sup> August 2010
Trip to Rennes	30 <sup>th</sup> August 2010
Lessons in Rennes (Networks)	From 31 <sup>st</sup> to 10 <sup>th</sup> September 2010
Beginning of lessons in Brest	13 <sup>th</sup> September 2010
All Saints’ Vacation	From 27 <sup>th</sup> October to 1 <sup>st</sup> November 2010 incl.
Christmas Vacation	From 18 <sup>th</sup> December 2010 to 2 <sup>nd</sup> January 2011 incl.
Inter-semester (optional courses)	From 17 <sup>th</sup> January to 29 <sup>th</sup> February 2011
Winter Vacation	<b>From 5<sup>th</sup> March to 13<sup>th</sup> March 2011 incl.</b>
Spring Vacation	From 23 <sup>th</sup> April to 1 <sup>st</sup> May 2011 incl.
Ascension Long Weekend	<b>From 2<sup>nd</sup> to 5<sup>th</sup> June 2011 incl.</b>
End of the academic year	28 <sup>th</sup> June 2011 in the evening
<b>Master of Science 2<sup>nd</sup> year and Master Recherche (DNM)</b>	
Beginning of academic year Masters SC and MDH	9 <sup>th</sup> September 2010 (UBO Brest at 10.00 am)
Beginning of academic year Master PHOT-IN	9 <sup>th</sup> September 2010 (Telecom Bretagne at 10.00 am)
Beginning of academic year Master in Computer Science (Brest and Rennes)	14 <sup>th</sup> September 2010 (IFSIC Rennes at 10.15 am)
Beginning of academic year Masters SISEA and MARS	4 <sup>th</sup> October 2010

Beginning of academic year Master DECN	4 <sup>th</sup> October 2010
Beginning of academic year Master BIE	4 <sup>th</sup> October 2010
Beginning of academic year Master IEITS	4 <sup>th</sup> October 2010
Christmas Vacation	From 18 <sup>th</sup> December 2010 to 2 <sup>nd</sup> January 2011 incl.
<b>“Mastères spécialisés” (Post-master professional certificates)</b>	
Beginning of academic year “Mastères”: ISIC, IADBA and TW3S (Brest)	30 <sup>th</sup> August 2010
Beginning of academic year “Mastères”: RSM and SSI (Rennes)	31 <sup>st</sup> August 2010
Beginning of academic year “Mastère” IAE (Rennes)	13 <sup>th</sup> September 2010
Armistice Day Long Weekend	From 11 <sup>th</sup> to 14 <sup>th</sup> November 2010 incl.
Christmas Vacation	From 18 <sup>th</sup> December 2010 to 2 <sup>nd</sup> January 2011 incl.

### Bank holidays

The Assumption	Sunday 15 <sup>th</sup> August 2010
All Saints Day	Monday 1 <sup>st</sup> November 2010
Armistice Day (1918)	Thursday 11 <sup>th</sup> November 2010
Christmas Day	Saturday 25 <sup>th</sup> December 2010
New Year's Day	Saturday 1 <sup>st</sup> January 2011
Easter Monday	25 <sup>th</sup> April 2011
Mayday Bank Holiday	Sunday 1 <sup>st</sup> May 2011
Victory Day (1945)	Sunday 8 <sup>th</sup> May 2011
Ascension Thursday	Thursday 2 <sup>nd</sup> June 2011
Whit Monday	13 <sup>th</sup> June 2011
National Holiday	Thursday 14 <sup>th</sup> July 2010

### Closing days

From 27<sup>th</sup> December 2010 to 2<sup>nd</sup> January 2011 incl.

Although no activities will be possible at the school during this period, the Maisel Halls of Residence will remain open.

# CAMPUS LIFE

## LIBRARY

The library at Telecom Bretagne was created when the School opened in 1977. It has a pluri-disciplinary collection of works relating to the teaching and research requirements of the School.

The **scientific library** contains:

- 20 000 documents (books, PhD theses, etc.),
- 115 titles of science and economics journals,
- electronic access to numerous on-line services: periodical packages and specialised databases via the Intranet,
- a digital library: access to approximately 200 e-books with electronic loan service or for consultation.

Its membership of the network of libraries in the Institut Telecom (ARC'ENTEL) enables you to consult the computerized catalogue of all the information retrieval resources available in each School of the Institut, as well as to borrow documents from the various ARC'ENTEL libraries:

<http://sitelle.int-evry.fr:8080/loris/jsp/index.jsp>

You can use the *Inter-library Loan* service and get assistance from the librarians in your search for documents.

The **general library** contains:

- 12 000 works (novels, documentaries, comic books, etc.),
- 15 periodicals on very diverse themes.

### Loan conditions:

Your student card grants access to the library. You can borrow up to 6 documents for 3 weeks from the scientific library and 6 other documents for 4 weeks from the general library.

### Opening hours:

From Mon. to Thur.	Fri.	Summer/vacations
10.00 am – 7.00 pm	10.00 am – 6.00 pm	10.00 am – 12.00 noon 1.00 pm – 5.00 pm

For further information, visit: <http://www.telecom-bretagne.eu/bibliotheque/>

Contact: ☎ 1109

## SPORT AND CULTURE

Telecom Bretagne proposes a wide range of facilities enabling you to do many varied activities:

### Internal facilities and activities:

- a large sports hall (tennis, badminton, indoor football, handball, volleyball and roller-skating),
- a small sports hall (tennis, table tennis, climbing, basketball, badminton),
- a weight-training room,
- a gymnasium (dancing, stretching, aerobics and yoga),
- outside facilities (grass rugby field, football pitch, athletics track and two tennis courts),
- two boats (regattas and navigation training) , and sea kayaks,
- mountain bikes.

### External activities:

- Aikido at “Université de Bretagne Occidentale”,
- Catamarans, sailing dinghies and windsurf boards at the Marina at Moulin Blanc, Brest,
- A skiing week takes place at the end of January each year in the French Alps.

These activities are supervised by teachers who give classes one or several times per week. Inter-university sports matches are organized for basketball, volleyball, football, rugby and handball.

### How to use the sports facilities and to do competitive sport:

You must pay an annual subscription of around €15 which enables you to borrow equipment and covers you in case of accidents. A medical certificate (drawn up less than 6 months beforehand) authorizing you to do sport is required (in English or French).

Contact: [Thierry.Mayet@telecom-bretagne.eu](mailto:Thierry.Mayet@telecom-bretagne.eu) - ☎ 1473 or 06 30 51 38 42.  
His office is situated at the sports hall entrance.

and [Patrick.Bouilland@telecom-bretagne.eu](mailto:Patrick.Bouilland@telecom-bretagne.eu) ☎ 1617 (from 6.00 pm onwards)

For further information on the sports activities, visit this website: <http://international.telecom-bretagne.eu/welcome/campus-life/sports/>

## HALLS OF RESIDENCE - MAISEL

The Maisel is an independent association, which autonomously runs the accommodation offered to the students at Telecom Bretagne on Brest and Rennes campuses; the students are active members. M. El Hadj Touré is the person in charge.

On the campus in Brest, the accommodation offered is as follows:

- 261 rooms about 12 m<sup>2</sup> equipped with a washbasin (showers and toilets in the corridor) and a bed 190x90. The monthly rent is around €244.
- 173 rooms about 13 m<sup>2</sup> equipped with a shower (toilets in the corridor) and a bed 190x90. Because of their limited number, they are assigned following criteria established by the Maisel. The monthly rent is around €274.
- 37 bedsits equipped with a double bed (190x140) or two single beds (190x90), a table, a kitchenette and a bathroom and toilet. They are 20 m<sup>2</sup> and the monthly rent is around €340.
- 48 rooms about 14 m<sup>2</sup> in lofts equipped with four furnished rooms (bed 190x90), and a shared bathroom, toilet, kitchenette and living room. The monthly rent is around €296 per student.
- 12 apartments in the Bellevue district in Brest (8 bedsits and 4 two-roomed flats) reserved for PhD students.

All rooms are equipped with a wardrobe, a desk, a refrigerator, a telephone, two sheets (rented for a cost of €5 a pair), a blanket and an undersheet (1<sup>st</sup> year students have to buy it; cost: €15). Each room can be connected directly to the student network (ResEL), itself linked to the Internet. In addition, free kitchens and a collective laundrette are available on the campus.

The Maisel office is located in building I3, office 018.

### Opening hours:

Mo.	Tu. Th. Fr.	Wed.	Summer and vacations
8.00 -12.00 noon 2.00-4.00 pm	10.00 am – 4.00 pm	8.00 -12.00 noon	announced on the door of the Maisel office

For further information you can visit the following website: <http://international.telecom-bretagne.eu/welcome/campus-life/accommodation/>

Contact: [maisel-bureau@telecom-bretagne.eu](mailto:maisel-bureau@telecom-bretagne.eu) - ☎ 1407

## REFECTORY: RESTAURANT ADMINISTRATIF KERNEVENT (RAK)

The RAK offers a **self-service restaurant**:

1 main course + 2 other courses (starters, desserts)	€3.00
1 main course + 3 other courses	€3.15

It offers a **fast-food restaurant** at the bar in the centre-vie (also to take away):

1 sandwich (1/2 baguette) + 2 other courses	€3.00
1 salad + 2 other courses	€3.00
Breakfast	From €1.02 to €1.99
Hot and cold drinks	

### How to pay:

Payment is made via your badge. The procedure is the following:

- open an account at the bar in the centre-vie or at the refectory counter,
- Tip up your badge:
  - by using a credit card via the Internet at the RAK's website (section "rechargement en ligne"): <http://services.telecom-bretagne.eu/rak/fr/>
  - by cheque at the bar in the centre-vie (except weekends and bank holidays),
  - by leaving a cheque in the refectory letterboxes at the restaurant or at the bar in the centre-vie (except weekends and bank holidays).

### Refectory (RAK) opening hours:

From Mon. to Fri.	Sat. Sun. Bank holidays	Vacations*
11.30 am – 1.15 pm 7.15 pm – 8.45 pm	12.15 pm – 1.00 pm	11.45 am – 1.00 pm 7.30 pm – 8.00 pm

Hot meals are served before 8.00 pm; afterwards, cold meals and sandwiches are proposed (also to take away).

*\*During the Christmas vacation, the RAK is closed in the evening and at weekends.*

### Cafeteria opening hours (centre-vie):

Mon. Tues. Wed. Thur. Fri.	Week-ends	Vacations
7.30 am – 4.45 pm	closed	Limited hours

For further information you can visit the following website: <http://international.telecom-bretagne.eu/welcome/campus-life/catering/>

Contact: Restaurant ☎ 1269 - Cafeteria ☎ 1290

## SOCIAL SERVICES: SOCIAL WORKER, PSYCHOLOGIST, NURSE

**The Institut Telecom's social worker**, Ms Marie-Sophie Semete, is on duty in Brest. Her role is to listen to you, advise you, help you to envisage solutions to your problem (financial, health). To make an appointment with her, call the Registrar's Office on 1315.

**The psychologist**, Ms Viviane Le Naour, is on the campus once a week, on Wednesdays, in building C08. She can help you to settle in and adapt to life in France, and explain the differences between French culture and your own. To make an appointment with her, call her on 1498 or send an e-mail: [Viviane.Lenaour@telecom-bretagne.eu](mailto:Viviane.Lenaour@telecom-bretagne.eu).

**A nurse** is also on the campus to ensure safety during sports activities every Thursday from 2.00 pm to 6.00 pm from mid-September. Her telephone extension is 1675.

## STUDENT UNION OFFICE: "BUREAU DES ELÈVES" (BDE) / "BUREAU DES SPORTS" (BDS)

Telecom Bretagne student union's aim is to contribute to the welfare of students by organizing cultural and sports events. Its 400 members play an important part in the social life of the School running approximately 80 clubs.

The student union is managed by the "Bureau des Elèves" (BdE) and the "Bureau des Sports" (BdS) whose members are elected every December at the "BdE campaign".

**The BdE** looks after the different cultural, artistic and scientific clubs and societies. One of the important events organized by the BdE is the Integration Week-End, which takes place from 9<sup>th</sup> to 12<sup>th</sup> September 2010, in a holiday village in France.

The students' foyer is one of the meeting places in the School where theme nights, concerts, variety entertainment are organized. It includes a bar, a collection of comic strips, a cabled television on giant screen, football, tennis and pool tables and different rooms dedicated to board games, music, video...

**What you can find at the BdE:** bus tickets, stamps, envelopes to buy, directories, brochures, newspapers.

**The BdS** is in charge of sports activities. It organizes sports events inside and outside the School every weekend, such as the Challenge Devijver (cross-country running), the Tournoi des Écoles Brestoises (Brest inter-School tournament) or the Challenge Centrale Lyon. To know the sports offered, visit the website <http://3w.resel.fr>.

A presentation of the variety of clubs, societies, activities, sports and events is planned during the first days of September.

**How to participate in the events and to take advantage of all the student union facilities (including the students' foyer):**

By paying a subscription according to your choice: €110 (3 or 4 years stay) or €40 (1 year) or €25 (6 months). A one-month discovery tariff of €5 is exclusively reserved for students arriving in August for the intensive French course.

If you only want to attend the student's foyer (without participating in the BdE/BdS activities) you will be required to pay an annual subscription of €15. You can pay by cheque, made out to the AE ENSTB.

**NOTE:** *Paying the subscription is essential for ensuring continuity of activities. In case of financial difficulties, contact the BdE treasurer to find out arrangements.*

**BdE / BdS opening hours:** From Monday to Friday, from 1.00 pm to 3.00 pm. For further information you can visit the websites: <http://3w.resel.fr>, <http://bds.resel.fr/news/>, <http://clubs.resel.fr/>. Contacts:

BdE	<a href="mailto:bde@telecom-bretagne.eu">bde@telecom-bretagne.eu</a> - Office B01-028 – ☎ 1189
BdS	<a href="mailto:bds@telecom-bretagne.eu">bds@telecom-bretagne.eu</a> - Office B01-028 – ☎ 1118
Patrick Bouilland Students' foyer coordinator	<a href="mailto:Patrick.Bouilland@telecom-bretagne.eu">Patrick.Bouilland@telecom-bretagne.eu</a> ☎ 1617 (from 6.00 pm onwards)

## ERASMUS STUDENT NETWORK (ESN) TELECOM BRETAGNE

ESN Telecom Bretagne, composed of French and international students, welcomes students from all over the world, making their integration easier on the campus. They also promote cultural exchanges among all the School students.

ESN organizes a great number of activities during the year: trips to discover the region, theme dinners, "Global Village" party, student debates, student exchanges between families, New Year's Eve party... They can also provide the international students with a "mentor" (a local student who agrees to help the new student through the first few weeks of his/her stay).

Contact: [esn-equipe@resel.fr](mailto:esn-equipe@resel.fr) - Office B01-020  
ESN website: [www.esn-telecombretagne.com](http://www.esn-telecombretagne.com)

## IN-ROOM INTERNET ACCESS (RESEL)

The ResEI ("Réseau des Elèves") student association provides access to the local network and the Internet on both Brest and Rennes campuses.

To gain access to the ResEI you should contact the ResEI administrators to get an account, preferably after having received your login and password from the School. The administrators availabilities are announced on the door of the Maisel office (building I3) and at the ResEI office (B01-020). The ResEI can sell RJ45 cable at a cost of €2.50 and laptops only at the beginning of the academic year.

A contribution of €10 per year is required by the ResEI for all its services. For further information, visit this site: <http://resel.fr>

Contact: [gestion@resel.fr](mailto:gestion@resel.fr) - Office B01-020

## TELEVISION

You can watch live television programmes on international TV channels everyday until 11.00 pm in the LCI Department. Digital television is broadcast in the Halls of Residence through the ResEL. See: <http://resel.fr/services/tv/>

## MAIL

Each student has two personalized mailboxes at Telecom Bretagne:

- one at the MAISEL (I3 building), for personal letters and parcels,
- the other one at the School itself, near the lecture theatres, for all the documents concerning your studies.

**This is the address for your personal mail:**

MAISEL de Telecom Bretagne  
M. or Mlle (FAMILY NAME then First name)  
Bâtiment I xxx Chambre N° xxxx  
CS 43805  
29238 BREST Cedex 2  
France

To send your letters, you can buy stamps at the BdE. Stamped mail can be deposited in the mailbox next to the School post service (D02-107A).



# FORMALITIES TO UNDERTAKE ONCE AT THE SCHOOL AT THE MAISEL

## ACCOMMODATION

On arrival, go to the secretary's office at the Maisel (building I3, office 018) to get the key to your room and the form "Fixtures and Fittings Inventory Agreement on arrival" and bring the following documents (if you have not yet done so):

- the completed admission form (to download at: <http://services.telecom-bretagne.eu/maisel>),
- a copy of the School admission certificate.

### How to pay:

By standing order, cheque, credit card, or in cash. Standing order is the easiest and the most efficient way. To do this, once you have a bank account in France, you only have to fill in a standing order authorization (to download at <http://services.telecom-bretagne.eu/maisel>) and take it to the Maisel with a RIB ("Relevé d'Identité Bancaire", see section below "At the Bank"). Payment is made automatically on the 5th of every month. Payment of the current month is compulsory whatever date you arrive.

A deposit of €200, payable by cheque or in cash, will also be required for a stay over one month and €100 for a stay under a month. This deposit will be returned at most one month after your departure if there is no damage to the room and if all your bills have been paid (rent, telephone, etc.).

***NOTE:** The "Fixtures and Fittings Inventory Agreement on arrival" form is a very important document because, compared with the "Fixtures and Fittings Inventory Agreement on departure" form, it will determine whether there is any damage or not.*

## TELEPHONE

You can ask the Maisel to open a telephone line. You will receive a 4-digit number, a 4-digit personal code and a credit of €46. No maintenance fee is paid and calls are free within the campus. When the credit of €46 is used up, the outside line is cut off until the bill is paid at the MAISEL office.

### How to call:

- within the campus: dial the 4-digit number of your correspondant
- from abroad: your number will be + 33 2 29 00 xxxx
- from within France: 02 29 00 xxxx
- to phone outside the campus: dial 0 + the number of your correspondent
- to call abroad at best rates, visit the sites: <http://www.telerabais.com/>, <http://www.teleplanete.com/>, <http://www.skype.com>, <http://www.poivy.com/>

## STATE HOUSING BENEFIT

As you are a student, you are entitled to French state housing benefit. It is allocated by the "Caisse d'Allocations Familiales"<sup>1</sup> (CAF) and is called "Aide au Logement" (AL).

To obtain it, you must apply on-line at <http://www.caf.fr>. Click on ETUDIANTS and indicate the postcode (29280) and the name of the town where Telecom Bretagne campus is located (PLOUZANE).

Once you have filled in the on-line form, save it, print it off and sign it. This form, which includes a personal number, should be given to the CAF official who will be present at the Maisel's office **on 24th September 2010**, from 1.30 pm to 4.00 pm, with the following documents:

### Students from the European Union

- photocopy of your identity card (or your passport or your birth certificate)
- certificate of attendance at School
- photocopy of your European Health Insurance Card or any other certificate of health insurance
- document written and signed by yourself stating that you have the financial means for your stay in France
- proof of accommodation, signed by the Maisel (to download),
- official details of your French bank account (RIB),
- proof of income of previous years ("Déclaration de ressources 2009", to download)

### Students from outside the European Union

*Students from outside the European Union who do not have a long stay visa or whose visa states "dispensé de carte de séjour" are not entitled to this benefit.*

- photocopy of your long stay visa or your residence permit, or temporary residence permit, called "récépissé", or document proving that you have requested a residence permit, called "attestation de dépôt de demande de titre de séjour",
- photocopy of your birth certificate,
- proof of accommodation, signed by the Maisel (to download),
- official details of your French bank account (RIB),
- proof of income of previous years ("Déclaration de ressources 2009", to download)

You should give the documents **on 24th September 2010** even if you do not have all of them. You will send the missing documents directly to CAF afterwards.

If you arrived at the School after that date you should send the documents directly to CAF during the first **three months of your stay**; if not, you may lose the benefit for several months.

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<sup>1</sup> Address CAF : 1, rue Portzmoguer, 29200 Brest

**NOTE:**

- *International students do not have to fill in the paragraph concerning the family composition.*
- *Mobility and excellence grants are not to be declared (you should tick “non boursier”). Only financial aids granted under conditions of resources by a higher education institution in France should be declared.*

Contact: [maisel-bureau@telecom-bretagne.eu](mailto:maisel-bureau@telecom-bretagne.eu) - Building I3, Office 018 – ☎ 1407 or 1202

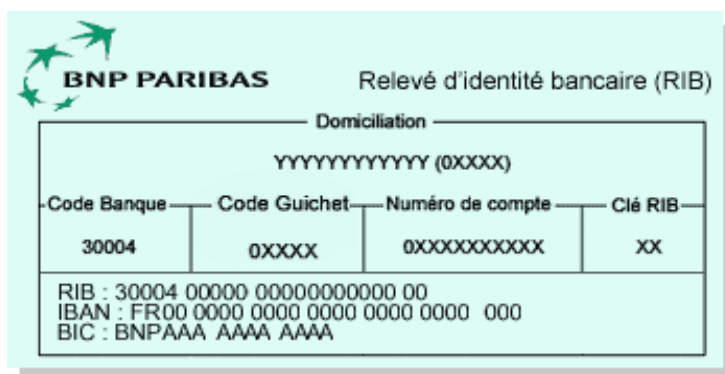
## AT THE BANK

One of the first things you will have to do on arriving in France is to open a bank account. Four banks are usually in the centre-vie of the School at the beginning of the academic year, and then once a week at lunchtime. They have interesting offers for Telecom Bretagne students.

To open a bank account, you must bring the following documents:

- photocopy of your passport
- proof of accommodation signed by the Maisel or photocopy of a rent receipt

When you open a bank account you receive a document containing the official details of the account, called “relevé d’identité bancaire - RIB” (see below), a bank card and a chequebook.



The image shows a BNP PARIBAS Relevé d'identité bancaire (RIB) form. It includes the bank's logo and name, the title 'Relevé d'identité bancaire (RIB)', and a section for 'Domiciliation' with a placeholder 'YYYYYYYYYYY (0XXX)'. Below this is a table with four columns: 'Code Banque' (30004), 'Code Guichet' (0XXXX), 'Numéro de compte' (0XXXXXXXXXX), and 'Clé RIB' (XX). At the bottom, it provides the RIB, IBAN, and BIC codes.

BNP PARIBAS Relevé d'identité bancaire (RIB)			
Domiciliation			
YYYYYYYYYYY (0XXX)			
Code Banque	Code Guichet	Numéro de compte	Clé RIB
30004	0XXXX	0XXXXXXXXXX	XX
RIB : 30004 00000 00000000000 00			
IBAN : FR00 0000 0000 0000 0000 0000 000			
BIC : BNPAAA AAAA AAAA			

## AT THE REGISTRAR'S OFFICE (SERVICE DES ETUDES)

### USER ACCOUNT

On arrival you will be given a user account which allows you to have access to the School's computing resources. You will also receive an e-mail address, composed of your first name and family name as in this model:

**Firstname.Familyname@telecom-bretagne.eu**

If your first name is hyphenated, (e.g.: François-Xavier), it will be replaced by your initials, like this:

**FX.Familyname@telecom-bretagne.eu**

You will also sign the "Declaration concerning the use of computing facilities".

Self-access rooms equipped with PCs are at your disposal: Windows in D01-128bis, C05-149,... and Linux stations in D01-124, D03-030,... These are open everyday from 7.00 am to 11.00 pm. After 7.00 pm access is via your badge.

For further information, visit the website: <http://intranet.telecom-bretagne.eu/>

### BADGE

The badge is used to pay for meals taken at the RAK refectory, to get into the School, the self-access rooms, the laundrette. If you lose it, you will have to pay €16 € for its replacement.

### SCHOOL FEES

#### 1. Engineering students

Payment of fees can be made by cheque, addressed to "Régisseur des recettes Telecom Bretagne", or by bank card, during the slots fixed at the beginning of the academic year. Warning! If you are going to take out social security cover, a **global payment** should be made.

*This does not concern:*

- *Erasmus students*
- *Students admitted via a convention that stipulates the payment of School fees in the originating institution*
- *Students with a French government grant who do not have to pay the School fees (on producing the relevant document)*

Contact: Registrar's Office - B01-117 - ☎1315

## 2. “Mastères spécialisés” and Masters of Science

Students enrolled in these programmes should follow the payment information and calendar sent prior to their arrival.

Contact: [Anne.Lescop@telecom-bretagne.eu](mailto:Anne.Lescop@telecom-bretagne.eu) - Office B01-123 - ☎1213

### STUDENT CARD

It will be given to you when all the formalities relating to your enrolment and your medical cover have been finalized, and once you have paid the School fees.

*NOTE: The student card also enables you to borrow books from the School library, to get reduced prices for cinema tickets, and in certain restaurants, in the municipal swimming pools, etc.*

### MEDICAL COVER AND INSURANCES

#### What you have to know concerning medical cover:

- **French Students’ social security scheme:** it refunds approximately 70 % of the students’ medical expenses including doctors’ fees, treatment, hospitalisation and drugs. One euro is deducted from the amount refunded by the social security for each medical act.
- **European Health Insurance Card (EHIC):** it refunds approximately 70 % of the medical expenses incurred by students from the European Economic Area; refunding is made through the CPAM (“Caisse Primaire d'Assurance Maladie”). See:

<http://www.ameli.fr/assures/soins-et-remboursements/index.php>

CPAM de Brest  
rue de Savoie  
29282 Brest Cedex

☎ 3646  
Fax : 02 98 34 53 89  
E-mail : [assurance.maladie@cpam-brest.cnamts.fr](mailto:assurance.maladie@cpam-brest.cnamts.fr)

Opening hours: from Monday to Friday from 8.00 am to 5.00 pm  
By telephone: from Monday to Friday from 8.00 am to 6.00 pm

- **Additional insurance cover (“Complémentaire santé”):** it completes the repayment of medical expenses beyond the amount refunded by the students’ social security scheme or through the EHIC (to almost 100 %).
- **Civil liability** insurance: it covers you for third-party damage.
- **Repatriation** insurance: it pays to transport your remains back to your home country in the event of death.

#### According to your country of origin and your age, you have to follow relevant instructions:

- You are a European (EU) student or a European Economic Area (EEA) student
- You are a non-EU/non-EEA student under 28 on 1<sup>st</sup> October 2010
- You are a non-EU/non-EEA student over 28 on 1<sup>st</sup> October 2010
- For all international students : the Family doctor

## You are a EU/EEA student

### 1. Mandatory medical cover = European Health Insurance Card (EHIC)

This card, provided by your country of origin, gives you access to social security in France. A copy of it and a RIB should be given to the Registrar during the slots at the beginning of the academic year. Students arriving later in the year should hand these documents in the Registrar's Office (B01-117). Some weeks later, you will get from the CPAM a social security number and an entitlement certificate ("notification de droits").

#### "Carte Vitale"

EEA Students are not entitled to the Carte Vitale.

The EHIC only entitles you to 70% reimbursement of medical expenses. See:  
<http://www.ameli.fr/assures/soins-et-remboursements/index.php>

So, it is highly recommended to take out additional insurance cover, called "complémentaire santé"

### 2. Highly recommended additional medical cover = "Complémentaire santé"

This additional insurance cover allows the repayment of almost the totality of medical expenses. You can sign up for it with one of the French student "mutuelles": LMDE or SMEBA. Both will be in the "centre-vie" between 1.00 pm and 2.00 pm, in September and October. Rates can vary depending on the type of coverage. For reasonable social security cover, you should expect to pay around €16 per month (see websites: <http://www.lmde.com/> and <http://www.smeba.fr/>).

### 3. How to be reimbursed:

- Every time you visit the doctor or any other healthcare professional in France, you have to pay on the spot. The practitioner hands you back a signed sheet called "feuille de soins".
- The "feuille de soins" must be filled in with your names, date of birth, address and your social security number (if you have one), signed and sent to the CPAM. Always keep a photocopy of it.
- The CPAM will refund approximately 70% of your medical expenses on your bank account and will send you a breakdown of the expenses refunded; this document can be sent to your "mutuelle" (LMDE or SMEBA) for complementary reimbursement if you have taken out a "Complémentaire santé".
- If the doctor prescribes medicines, you should present the prescription to the pharmacist + the EHIC + the "notification de droits" sent by the CPAM + proof of your "Complémentaire santé" (in case you have taken one out) and ask if you can benefit from the "tiers payant" (i.e. that you only have to pay the minimal amount not covered by the students' social security scheme or the "Complémentaire santé"). If he does not agree to this, you have to pay on the spot for the medicines. The pharmacist will give you a "feuille de soins" to be sent to the CPAM for reimbursement.
- If you need to go to hospital, you may not need to pay on the spot. On arrival you must present the EHIC + the "notification de droits" + proof of your "Complémentaire santé" if

relevant. Once discharged, the hospital will send you a bill for the amount not covered by the CPAM or by the “Complémentaire santé”.

## You are a non-EU/non-EEA student under 28 on 1st October 2010

### 1. Mandatory medical cover = French students’ social security

You must sign up for the French students’ social security scheme. This must be done together with the payment of fees during the slots at the beginning of the academic year (only one cheque should be made out for the two payments).

The cost for the year 2010-2011 is around €200 (free for those who have a grant from the French government). To sign up, you must give a copy of your birth certificate. You will be asked to specify your students’ social security centre, called “mutuelle”, in charge of reimbursements. You have the choice between LMDE and SMEBA. See websites: <http://www.lmde.com/> and <http://www.smeba.fr/>

#### “Carte vitale”

Some months later, you will receive the “Carte vitale”. In the meantime, you can ask LMDE or SMEBA for a provisional certificate (“attestation de droits sécurité sociale”).

The “Carte Vitale” is a smart card which contains your social security details. It is not a payment card. You have to take it with you every time you visit a healthcare professional. The practitioner will place it into a card reader enabling you to obtain direct reimbursement, on your bank account, from the social security scheme.

The students’ social security scheme only reimburses 70% of medical expenses. See:

<http://www.ameli.fr/assures/soins-et-remboursements/index.php>

<http://www.campusfrance.org/fr/a-etudier/sejour01-7.htm>

So, it is highly recommended to take out additional insurance cover, called “complémentaire santé”

### 2. Highly recommended additional medical cover = “Complémentaire santé”

This additional insurance cover allows the repayment of almost the totality of medical expenses. If you choose to join, you have to keep the same centre as for your social security (LMDE or SMEBA). Both will be in the “centre-vie” between 1.00 pm and 2.00 pm, in September and October. Rates can vary depending on the type of coverage. For reasonable social security cover, you should expect to pay around €16 per month (see websites: <http://www.lmde.com/> and <http://www.smeba.fr/>).

### 3. How to be reimbursed:

- Every time you visit the doctor or any other healthcare professional in France, you have to pay on the spot. If you do not have the “Carte Vitale”, the practitioner hands you back a signed sheet called “feuille de soins”, but if you do have the “Carte Vitale”, he sends the information contained in the sheet electronically to the social security centre.
- The “feuille de soins” must be filled in with your names, date of birth, address and your social security number (if you already have one), signed and sent to your students’ social

security centre (LMDE or SMEBA) in charge of reimbursements. Always keep a photocopy of it.

- If the doctor prescribes medicines, you should present the prescription to the pharmacist + the “Carte Vitale” or the “attestation de droits sécurité sociale” + proof of your “Complémentaire santé” (if you have taken one out) and ask if you can benefit from the “tiers payant” (i.e. that you only have to pay the minimal amount not covered by the students’ social security scheme nor the “Complémentaire santé”). If he does not agree to this, you have to pay on the spot for the medicines. The pharmacist will give you a “feuille de soins” to be sent to LMDE or SMEBA for reimbursement.
- If you need to go to hospital, you may not need to pay on the spot. On arrival you must present the “Carte Vitale” or the “attestation de droits sécurité sociale” + proof of your “Complémentaire santé” (in case you have taken one out). Once discharged, the hospital will send you a bill for the amount not covered by the students’ social security scheme nor by the “Complémentaire santé”.

### **You are a non-EU/non-EEA student over 28 on 1st October 2010**

You cannot sign up for the students’ social security scheme. Nevertheless, it is compulsory to take out personal medical insurance. There are two options: universal illness cover called “Couverture Maladie Universelle” or private medical insurance.

#### **1. Mandatory personal medical cover = 2 options: either CMU or private medical insurance**

##### **1.1. CMU “Couverture Maladie Universelle”**

You can benefit from CMU provided that you reside legally in France. See:

<http://www.cmu.fr/site/cmu.php4?id=10&style=&col=>

The CMU request form can be downloaded at the abovementioned website and it should be taken to the CPAM in Brest. Note that the cost of joining the CMU is calculated according to your resources.

You should expect to wait two or three months for an answer from CPAM. In the meantime, it is compulsory to take out private medical cover. In the same way, if the CMU is refused, private medical insurance is mandatory.

CMU only acts as basic social security cover and does not reimburse the totality of your medical expenses. Those who have a CMU and whose income is very low can also obtain a complementary CMU that allows 100% reimbursement of medical fees without the need to pay in advance.

For those who cannot benefit from this complementary CMU, it is highly recommended to take out additional insurance cover, called “complémentaire santé”.

##### **1.2. Highly recommended additional medical cover = “Complémentaire santé”**

This additional insurance cover allows the repayment of almost the totality of medical expenses. You can sign up for it with LMDE/SMEBA (See websites: <http://www.lmde.com/> and <http://www.smeba.fr/>) which, in September and October, will be in the centre-vie

between 1.00 pm and 2.00 pm. Rates can vary depending on the type of coverage. For reasonable social security cover, you should expect to pay around €16 per month.

***NOTE:** Students already affiliated to social security cover before their 28th birthday can retain their rights for a maximum of four years from the last day of the academic year when they were 28. Their dossier should be transferred to the CPAM in Brest.*

## **2. Private medical insurance**

There are different private medical insurance schemes. They all offer different benefits with different prices and varying repayments. Generally, a good system of cover should offer these benefits: medical fee repayment system, assistance (repatriation), life insurance and third-party responsibility. Warning! A minimum guarantee can be a false economy. For a refunding of 70 %, you should expect to pay a minimum of €30 for one month or around €320 for a year.

## **For all international students: Mandatory family doctor**

### **1. Mandatory family doctor = “médecin traitant”**

You are required by the social security to register with a doctor as your family doctor, called “médecin traitant”. He can be a general practitioner or a specialist. See:

[http://www.ameli.fr/assures/rechercher-un-formulaire/liste-des-formulaires.php?cat\\_uids=127&cat\\_aff=M%E9decin%20traitant&id=2228](http://www.ameli.fr/assures/rechercher-un-formulaire/liste-des-formulaires.php?cat_uids=127&cat_aff=M%E9decin%20traitant&id=2228)

To register, fill in the form n°S3704 “Déclaration de choix du médecin traitant”, (to be downloaded from the above website) in accordance with the family doctor of your choice, and send it to the CPAM, if you come from the EEA, or to your “mutuelle” (LMDE or SMEBA), if not.

You should always visit your “médecin traitant” first. He will be responsible for guiding you towards appropriate practitioners if necessary. If you do not register with a doctor as your “médecin traitant”, or if you visit another doctor or a specialist directly, you will receive a lower rate of reimbursement (30% instead of 70%).

However, in exceptional situations (you are away from home, your usual doctor is absent, and in the case of emergencies), you may see another doctor directly without receiving a lower rate of reimbursement. You should mention your family doctor’s name during the visit. The level of reimbursement will not be reduced.

Some specialists are not included in this scheme: gynaecologists, ophthalmologists, stomatologists, as well as psychiatrists (but only if you are under 26 years of age). You can see them directly.

You can later change your family doctor, but you need to repeat the same process

### **1. Civil Liability (“Responsabilité civile”) and repatriation insurance**

Taking out civil liability insurance and repatriation insurance is obligatory for **all international students**. You can take them out with LMDE or SMEBA for an annual cost of about: €15 (LMDE) or €12 (SMEBA).

## AT THE INTERNATIONAL OFFICE

### LONG STAY VISA AND RESIDENCE PERMIT

Since 1st June 2009 a French regulation has changed the rules for visas. Students from outside the European Economic Area spending more than three months in France can now hold a long stay visa valid as a residence permit ("Carte de Séjour") up to their first year of stay in France. This procedure does not apply to Algerian nationals as there is a specific agreement between France and Algeria.

Procedures are different depending on whether:

- You hold a long stay visa
- You do not hold a long stay visa, but an entrance visa
- You hold a residence permit, but you have to renew it.

### You hold a long stay visa

Procedure to be followed upon arrival in France:

- Fill in the form "Demande d'attestation OFII<sup>1</sup>" provided by the Consulate of France in your country with your visa application.
- Make a photocopy of your passport (pages showing identity, validity, stamp with entry date, visa).
- Bring the form and the photocopies of your passport to the International Office which will send them to the OFII Agency in Rennes.

The OFII Agency will send you:

- an acknowledgement of receipt,
- a letter with an appointment for a free medical check-up and x-ray examination and for an interview with a OFII agent in order to validate your visa (both are compulsory),
- a letter requiring an excise stamp of €55 (OMI) corresponding to the tax due for a first residence permit. This stamp is exclusively available in the main Treasurer's Office in Brest, called "Trésorerie générale du Finistère" and located 4 Square Marc Sangnier in Brest.

Documents to bring to the OFII interview:

- passport,
- proof of residence (provided by the Maisel or copy of a rent receipt),
- one identity photograph, French standard size (35mmx45mm), bare-headed, full-face view,
- medical certificate issued by the OFII doctor,
- excise stamp of €55 (OMI).

The OFII agent will validate your visa by putting a sticker on your passport. This will give you the same rights as those granted by a residence permit.

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<sup>1</sup> OFII : Office Français de l'Immigration et de l'Intégration = French Office of Immigration and Integration

**NOTE:** The long stay visa will replace the “residence permit” only if you have met the abovementioned formalities **within the first three months of your arrival in France.** If you intend to stay for more than a year in France, you have to apply for a residence permit **within two months before the date of expiry of your visa.** The procedure is the same as the renewal of a residence permit (see below).

## You do not hold a long stay visa but an entrance visa

If you want to study in France for more than 90 days and you do not hold a long stay visa, you must apply for a residence permit (“carte de séjour”) on arrival, except if your visa mentions “dispensé de carte de séjour” (visa not required). You should apply at Telecom Bretagne during the slots fixed by the Registrar at the beginning of the academic year. If you arrive later, you should contact Ms Guélenoc at the International Office.

### Documents to bring with you:

- **3 identity photographs**, French standard size (35mmx45mm), with strongly contrasting colours, bare-headed, full-face view, with the head centred in the frame (laser photos and photocopies are not allowed);
- **2 photocopies of all the annotated pages of your passport** (pages showing identity, validity, visa, entry stamp), as well as the original passport;
- **certificate of attendance** at Telecom Bretagne, called “certificat de scolarité” in two copies (original + photocopy);
- **justification of address:** document provided by the Maisel or photocopy of a rent receipt, in two copies (original + photocopy).
- **justification of resources:**
  - if your resources come from abroad, a document provided by the bank in the country of origin proving that at least €450 per month will be transferred to a bank in France every month during the period of study, or a document provided by a bank in France proving that the account you have opened has a credit balance of €4500, the minimum required for a year;
  - if you have a grant, a document detailing the amount and duration of the grant, printed on headed notepaper bearing the name of the authority providing the grant;
  - if your resources are provided by a person residing in France, you must produce a document stating this, signed by the guarantor with a photocopy of the guarantor’s identity card and a justification of his/her resources (the last three pay-slips and the latest tax notice, for example).

### The stages in obtaining your **first** residence permit are:

1. Fill in the forms with the International Office and bring the abovelisted documents.
2. Obtain proof that the request has been made, provided by the International Office.
3. Receive the acknowledgement of your request for a residence permit, called “récépissé”, from the Prefecture Services (valid for three months).
4. Receive notification by the OFII for a free medical check-up and x-ray examination.

5. The OFII will also request an excise stamp of €55 (Algerians are exempted). This stamp is exclusively available in the “Trésorerie générale du Finistère” located 4 Square Marc Sangnier in Brest.
6. Transmit the medical certificate and the excise stamp of €55 to the International Office as soon as possible.
7. Receive the residence permit.

This process takes about three months.

### You have to renew your residence permit

The residence permit (or the long stay visa validated by OFII) is valid for one year from the date when the request was made and it should be renewed every year during your studies. Formalities for renewal should begin **two months before the date of expiry**. If you are studying on our Brest campus, you should contact the International Office (Ms Françoise Guélenoc); if you are studying in another place in France, you should go to the corresponding “Préfecture”.

#### Documents to bring with you:

- **three identity photographs**, French standard size (35mmx45 mm), with strongly contrasting colours, bare-headed, full-face view, with the head centred in the frame (laser photos and photocopies are not allowed);
- **2 photocopies of the pages of your passport** showing identity, validity, visa, entry stamp, OFII sticker, as well as the original passport,
- **2 photocopies of the previous residence permit**,
- **Certificate of attendance** at Telecom Bretagne, called “certificat de scolarité” in two copies (original + photocopy),
- **justification of address**: document provided by the Maisel or photocopy of a rent receipt, in two copies (original + photocopy).
- **justification of resources**:
  - if your resources come from abroad, a document provided by the bank in the country of origin proving that at least €450 per month will be transferred to a bank in France every month during the period of study, or a document provided by a bank in France proving that the account you have opened has a credit balance of €4500, the minimum required for a year,
  - if you have a grant, a document detailing the amount and duration of the grant, printed on headed notepaper bearing the name of the authority providing the grant,
  - if your resources are provided by a person residing in France, you must produce a document stating this, signed by the guarantor with a photocopy of the guarantor’s identity card and a justification of his/her resources (the last three pay-slips and the latest tax notice, for example).
- **Two excise stamps of €15 each** (blue colour), to be bought at the “Trésorerie générale du Finistère”.

The stages to renew your residence permit are:

1. Fill in the forms with the International Office and bring the abovelisted documents.
2. Obtain proof that the request has been made.
3. Receive the acknowledgement of your request for a residence permit, called "récépissé", from the Prefecture Services (valid for three months), only if the previous residence permit was NOT issued by the Prefecture of Finistère.
4. Receive the residence permit.

This process takes about two months if the previous residence permit was issued by the Prefecture of Finistère and three or more if it was not.

***NOTE: Travelling abroad or returning to one's country***

*In theory, you can travel abroad only if you hold:*

- a long stay visa **validated by the OFII**,
- a residence permit ("carte de séjour"),
- a "récépissé" (**only in case of renewal of a residence permit**).

Contact: [Francoise.Guelennoc@telecom-bretagne.eu](mailto:Francoise.Guelennoc@telecom-bretagne.eu) - Office B01-100T - ☎1535



# LIVING IN BREST

## BREST AND ITS SURROUNDING AREA

Thanks to its exceptional geographical situation, at the bottom of a large 150 km<sup>2</sup> bay, and at the meeting of the Elorn and Aulne rivers, Brest has always had a maritime vocation. This first *raison d'être* was also the reason for its destruction during the siege of the city in September 1944. Rebuilt after the war, Brest is now a large university and industrial city, where the quality of the environment, the mildness of the weather and the absence of pollution contribute to making life pleasant. A large French military harbour, Brest is both a maritime prefecture and a sub-prefecture of Finistère.

You can visit many places in Brest and the surrounding area that show its maritime culture and history. Among these are the "Musée de la Marine" (Naval museum), the Fort Montbarey Memorial, the Dellec Fort (near Telecom Bretagne) and the Tour Tanguy museum.

On the other hand, Brest and its surrounding area also offer many sites of natural beauty: the headland of Saint-Mathieu, one of the most westerly promontories in Europe, the archipelago of Molène-Ouessant, the bay of Brest, the abers (coastal rivers whose calm waters contrast with the ocean). Finally, near the School, you can take beautiful walks along the coast.

The city has also exceptional facilities in the scientific and technical area like Océanopolis (an ocean discovery park unique in Europe) and the National Botanical Conservatory at the Vallon du Stangalard, a 32 hectare open space where endangered rare plants from Brittany and from islands all over the world are grown and protected.

You will find here information about all tourist areas in Brittany:

<http://www.brest.maville.com>

<http://www.brest-metropole-tourisme.fr/>

<http://www.cg29.fr>

<http://www.finisteretourisme.com>

<http://www.oceanopolis.com/>

<http://www.region-bretagne.fr>

<http://www.tourismebretagne.com>

<http://www.bretagne.com>

<http://www.breizhoo.fr>

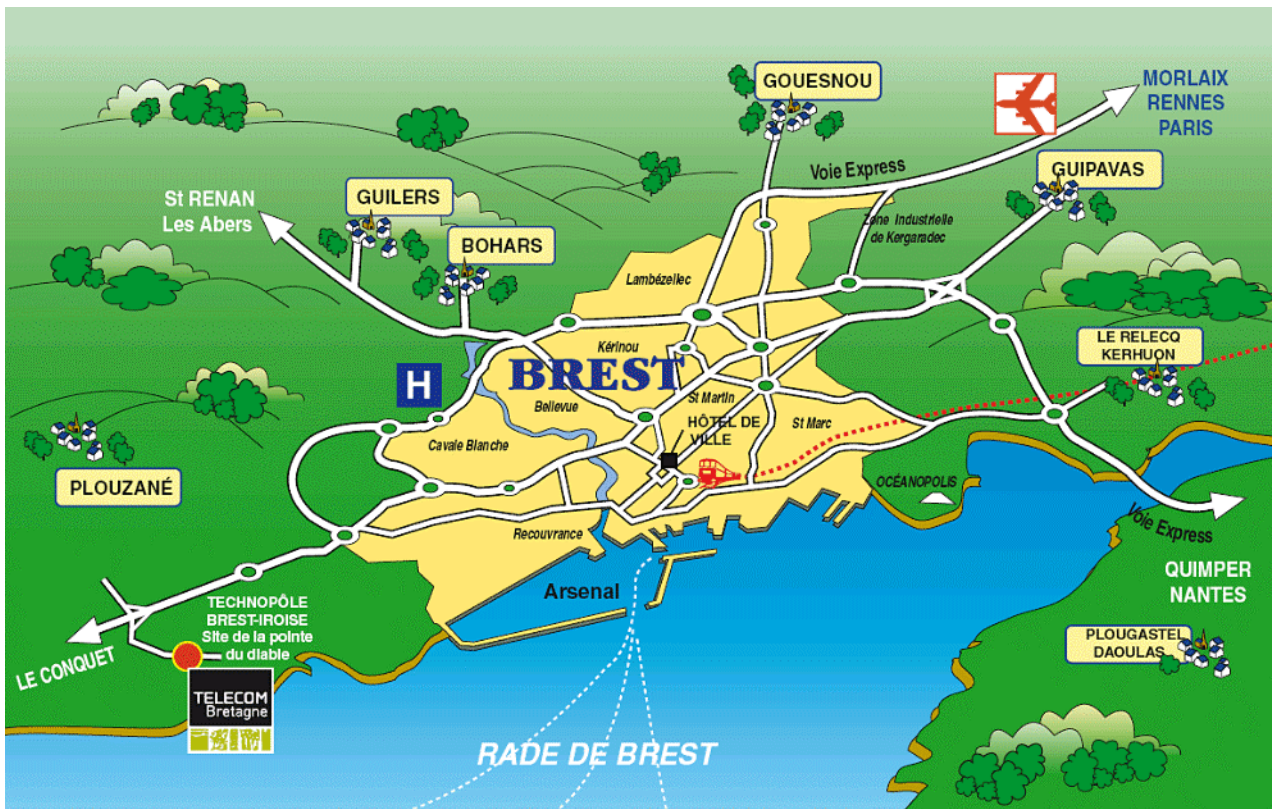
<http://www.cbnbrest.fr/>

and in the documents given to you at the Registrar's office.

***NOTE:** A welcome programme for students arriving in Brest is usually organized by Brest town hall and "Brest Métropole Océane".*

*For more information, see brochures and posters in the corridors and centre-vie in September.*

## THE SCHOOL AND ITS ENVIRONMENT



Situated in the Brest-Iroise Technopôle (Science and Technology Park), Telecom Bretagne is on the outskirts of Brest, less than 30 minutes by bus, from the town centre, in the commune of Plouzané (a town with 13,000 inhabitants, belonging to the Brest conurbation, “Brest Métropole Océane”).

Created in 1990, the Brest-Iroise Science and Technology Park brings together more than 5,000 people including 2,000 students and 1,000 research-lecturers in higher education institutions and research centres and over 2,500 people working in different companies.

The Science and Technology Park is a dynamic partner in the economic development of Brittany. It develops links between companies, research and teaching partners in the Brest area and the whole of Brittany.

In addition to this economic and scientific context, Telecom Bretagne is located in an exceptional natural setting near the ocean, on the site called the Pointe du Diable (“Devil’s Point”). Few university campuses can boast such a beautiful site.

## HOW TO GET AROUND?

You can get to Brest via an international airport, via direct free highways to Paris and Nantes, the TGV train to Paris and the daily car-ferry to Great-Britain.

**By plane:** Brest-Guipavas airport is nine kilometres to the North-East of Brest. There are direct daily flights to and from Paris-Orly and Paris-Charles de Gaulle, from other towns in

France and from abroad; For more information, you should consult the website directly: <http://www.airport.cci-brest.fr>

From the airport, the easiest way to get to Telecom Bretagne is by taxi. The taxi ride is about 30 minutes costing around €30 (day) and €45 (night)

A shuttle bus service is also available between the airport and the centre of Brest. To consult the shuttle bus timetable and bus stops in Brest, you should visit this website: <http://www.airport.cci-brest.fr/fr/acces/bus.html>.

**By train:** The TGV links Paris-Montparnasse station to Brest in 4 hours 20 minutes. You can consult the train times on the French national railway company (SNCF) website: <http://www.sncf.com>.

Brest train station is situated in the centre of town, 10 minutes on foot from “Place de la Liberté”.

**By taxi:** Here are some taxi companies. The fare between Telecom Bretagne and the centre of Brest costs about €25.

Taxis Brestois	☎ 02 98 80 43 43 or 02 98 801 801
Allô Taxi Brest	☎ 02 98 42 11 11
Allô Association Artisans Taxis Brestois	☎ 02 98 806 806
Baillet Daniel – Plouzané	☎ 02 98 05 18 50
Technopôle Taxi	☎ 02 98 48 99 80 or 06 84 14 69 56

**By bus:** The bus from the School (stop “La Pérouse”) to Brest (“Place de la Liberté”) is the number 28 (n26 after 9.00 pm). The journey takes about 20 minutes. To go to Brest you have to take the bus at the stop in front of the School; to go to the centre of La Trinité-Plouzané (supermarket Super U), to Plouzané Castel Nevez (supermarket Intermarché and Post Office) or to Plouzané bourg (church), the stop is on the opposite side of the road from the School.

An individual ticket bought in the bus costs €1,25 and is valid for one hour. You can buy individual tickets at the BdE and books of 10 at “Relais Bibus” (bakers, kiosks, supermarkets), at the Bibus on-line shop or in the Bibus information centre in Brest. For more information about timetables, routes and fares, you should visit this website: <http://www.bibus.fr>

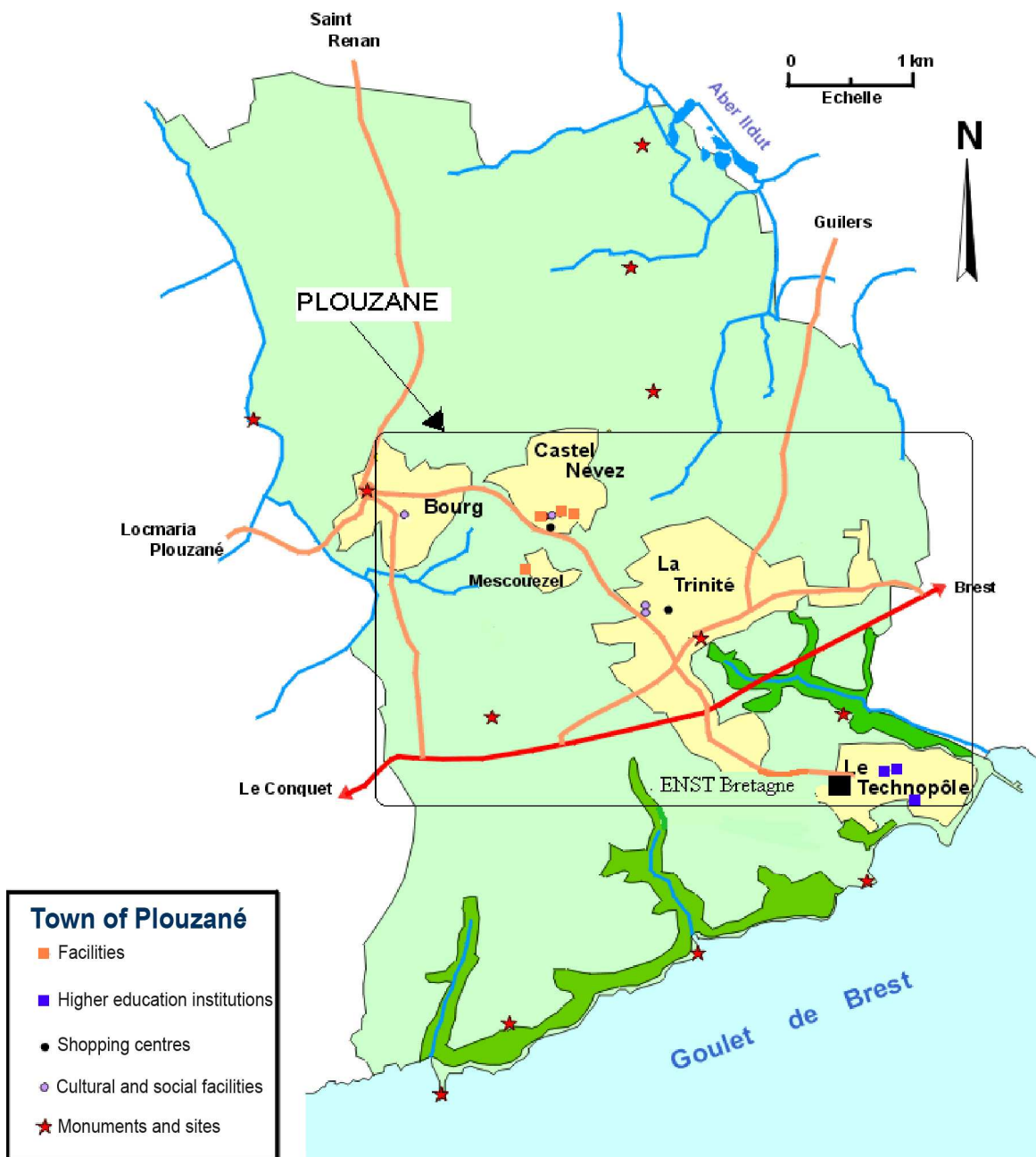
Contact BIBUS : 33, Boulevard Clémenceau near “Place de la Liberté” – ☎ 02 98 80 30 30

**To get around Finistère via the bus company Penn Ar Bed:** this bus company enables you to reach the towns of Morlaix and Quimper for €2 or €6 one way. For more details, you can visit the website: <http://www.viaoo29.fr>

**By Carpooling:** whether for your daily needs (to go to Plouzané or to Brest) or for long distance trips you may use the ResEl carpooling network. The available opportunities are announced here: <http://resel.fr> . Click on “Agora Forum” at the top right of the screen, and then click on “covoiturage”.



Bus stops in the “Place de la Liberté” in Brest



## Plouzané



## USEFUL ADDRESSES IN PLOUZANE

Here are a few addresses to help you in your day-to-day life. We know that you do not all have means of transport, so we have tried to choose places that are easy to get to by bus or on foot (this list is obviously not exhaustive).

### In La Trinité-Plouzané

20/30 minutes on foot from the School – turn left when you leave the School and go straight on – or 5 minutes by bus number 28, from the bus stop on the opposite side of the road from the School.

- Supermarket “Super U”
- Supermarket hard discount “Netto”: opposite the “Super U”
- Bakers: rue de Brest and near “Super U”
- Chemists: rue de Brest and near Super U
- Tobacconist’s: rue de Brest
- Newsagent’s: rue de Brest and inside the Super U.

### In Plouzané Castel Nevez

10 minutes by bus number 28, from the bus stop on the opposite side of the road from the School.

- Post Office: open from 9.00 to 12.00 am and from 2.00 to 5.30 pm except on Monday morning and Saturday afternoon
- Supermarket “Intermarché”
- Shopping mall including baker’s, chemist’s, dry cleaner’s, beauty institute, tobacconist’s/newsagent’s, florist shop.

### General Practitioners

Doctors CAM Hervé/CAM Françoise/ROBET Louis  
Place Angela Duval – Plouzané Castel Nevez

☎ 02 98 05 09 51 (Cam H.)  
☎ 02 98 05 05 00 (Cam F.)  
☎ 02 98 05 07 27 (Robet)

Doctors L’HELGOUALC’H Y./DE LA SOUDIÈRE S.  
2, route du Dellec – La Trinité-Plouzané

☎ 02 98 45 45 78

“Cabinet médical” (Consulting Room)  
13, rue des Myosotis – La Trinité-Plouzané

☎ 02 98 05 48 33

Doctor PENCOLÉ Dominique  
1, rue Cloître – Plouzané

☎ 02 98 48 43 33

### Dental Surgeons

Doctors QUÉRÉ Rémi / GOUDÉ Emmanuel  
5, place du Commerce – La Trinité-Plouzané

☎ 02 98 45 85 11

Doctors LE BIHAN Elizabeth / BRIO Laura  
2, rue de Brest – La Trinité-Plouzané

☎ 02 98 45 58 44

Doctor QUÉRÉ Stéphane  
Place Angela Duval – Plouzané Castel Nevez

☎ 02 98 45 93 64

## Medical analysis laboratories

Laboratoire FLOCH / ROGIER  
15, place du Commerce – Plouzané

☎ 02 98 49 61 17

## Nurses

Cabinet BUREAU / LE GOFFÉ  
2, route du Dellec – La Trinité-Plouzané

☎ 02 98 05 95 06

Cabinet LECLERCQ / BERNAS / LÉON  
Place Angela Duval – Plouzané Castel Nevez

☎ 02 98 05 03 00

Cabinet NADOLNY / PAROISSIEN  
11, place du Commerce – La Trinité-Plouzané

☎ 02 98 05 28 97

## Physiotherapists

Cabinet de Kinésithérapie MOUDEN / SERRES / CHUNG / MILLET

☎ 02 98 48 44 81

5, rue de Saint-Renan – Plouzané (bourg)

Doctor MOALIC Sophie  
9, place Angela Duval – Plouzané Castel Nevez

☎ 02 98 34 00 63

Doctor BINET Alain  
46, rue de Brest – La Trinité-Plouzané

☎ 02 98 05 92 31

## USEFUL ADDRESSES IN BREST

### “Centre Commercial Iroise”

15 minutes by bus number 28; catch it at the bus stop in front of the School and get off at the bus stop “Point du Jour”. This shopping centre includes:

- Hypermarket Carrefour
- SNCF Office (train tickets)
- Fast-food restaurants
- Sports shop
- Shopping mall including hairdressers, chemist’s, optician’s, neawagent’s, mobile shop, clothes shops, etc...

### Brest city centre

25 minutes by bus: take bus number 28 in front of the School and get off at the terminus.

- Bookshop: “Librairie Dialogues” – rue de Siam.
- Shopping mall: “Centre Commercial Coat-ar-Gueven” – rue Jean Jaurès.
- Shopping mall: “Centre Commercial Espace Jaurès” – rue Jean Jaurès.
- Tourist information centre: place de la Liberté, 8, av. Clémenceau.
- Railway station: “Gare SNCF” – place du 19ème RIC.

### Nearest hospital

Hôpital de la Cavale Blanche  
Rue Tanguy Prigent in Brest (emergencies)

☎ 02 98 22 33 33

☎ 02 98 34 74 55

**NOTE:** In case of emergency you should call the “Service d’aide médicale d’urgence - SAMU” (☎15), or the firemen (☎18); from a mobile phone you have to dial 112).

### Some gynecologists

For the complete list, consult the website <http://www.pagesjaunes.fr>

Doctor HASSOUN Alain - 2, place de la Liberté ☎ 02 98 46 23 22

Doctor GHEZZO SEBILLE Sylvana 5, avenue de Tarente ☎ 02 98 47 67 04

Doctors CARIOU Florence / THÉPOT Françoise ☎ 02 98 46 10 33  
38, rue Branda

### Some ophthalmologists

For the complete list, consult the website <http://www.pagesjaunes.fr>

Doctor BODEAU Pierre - 4, rue Boussingault ☎ 02 98 44 19 56

Doctors DANTEC Philippe / LE GRIGNOU Alain/ ☎ 02 98 44 39 12  
ROBINET Anne / ROUDAUT Patrick / BOBO Corinne

5bis, rue Amiral Linois  
Doctor ROPARS Y.M. - 10, rue Jules Michelet ☎ 02 98 44 22 55

### Some dermatologists

For the complete list, consult the website <http://www.pagesjaunes.fr>

Doctors JOUAN Nicole / LABOUCHE Anne / LE RU Yves ☎ 02 98 44 25 40  
7, rue Boussingault

Doctors FILY Marie-Pierre / CHASSAIN-LE LAY Monique ☎ 02 98 44 48 50  
24, rue de Siam

### Some centres of radiology and echography

For the complete list, consult the website <http://www.pagesjaunes.fr>

1 bis, place de la Liberté – Brest ☎ 02 98 46 11 11

52, rue Émile Zola – Brest ☎ 02 98 44 40 47

23, rue de la Marne - Brest ☎ 02 98 05 02 50

## GOING OUT?

### Restaurants located not very far from the School

- La P'tite Auberge: 27, rue de Brest - La Trinité - ☎ 02 98 45 24 70
- Au bon accueil: 122, rue de Brest - La Trinité - ☎ 02 98 05 93 81
- Crêperie Ty Korn: 126, rue de Brest – La Trinité - ☎ 02 98 05 93 36
- Pizzeria Al Dente: 1, place Scatterry – Plouzané bourg - ☎ 02 98 48 40 64 – home deliveries
- Au Palais du Bourg (Moroccan and Italian food): 6, route de la Trinité – Plouzané bourg - ☎ 02 98 48 99 73
- Restaurant du Bois: Ste Anne du Portzic, 20 minutes on foot from the School, just past Ifremer - ☎ 02 98 45 83 80 (open only at lunchtime)
- Bar Restaurant Le Portzic: 57, rue Jim Sévellec – Ste Anne du Portzic - ☎ 02 98 49 31 04 (open only at lunchtime)
- Flunch: “Centre Commercial Iroise”
- McDonald’s: “Centre Commercial Iroise” and “Centre Commercial Coat-ar-Gueven”

### Leisure activities

Brest has a national cultural centre: the “Quartz”. Situated in the centre of Brest, it has a large theatre, a small theatre, an exhibition gallery, a large hall, a rehearsal room and a dance studio. The Quartz offers a wide variety of shows and events: dancing, theatre, exhibitions (painting, sculpture, etc.), concerts (classical and traditional music, etc.), opera, etc.

For further details, consult the website: [www.lequartz.com](http://www.lequartz.com) (☎ 02 98 33 70 70).

### Theatre and concert places:

- Maison du Théâtre : <http://www.lamaisondutheatre.com>
- Théâtre de l’Instant : <http://www.theatredelinstant.fr/>
- Parc de Loisirs de Penfeld : <http://www.penfeld.com/>
- La Carène : <http://www.lacarene.fr/>
- Le Fourneau : <http://www.lefourneau.com/>

### Cinemas:

- Multiplexe Liberté: [http://www.brest.maville.com/sortir/cinemam\\_salle\\_-Multiplexe-Liberte\\_cinema](http://www.brest.maville.com/sortir/cinemam_salle_-Multiplexe-Liberte_cinema)
- Celtic: <http://www.finistere-tourisme.info/cinema,brest>
- Studios (films in the original language with subtitles in French): <http://www.tout-brest.com/cinemas/les-studios>

**Ice-skating rink “Rinkla Stadium”:** in the Bellevue district.

**Swimming-pools and aqua centers:** in Brest and Saint-Renan.

For more information about restaurants and leisure activities, see websites page 30.

# BEFORE LEAVING TELECOM BRETAGNE

## WHAT YOU HAVE TO DO BEFORE LEAVING THE SCHOOL

**Halls of Residence:** go to the Maisel office fifteen days before your departure in order to complete the administrative formalities and to make an appointment for handing the “Fixtures and Fittings Inventory Agreement on departure” form in.

**Room key:** hand it in at the Maisel office or leave it in the Maisel letterbox if the office is closed.

**Library:** return all the books you have borrowed.

**Badge:** empty the account when going to the restaurant for the last time and leave the badge at G. Primel’s office in building J (office 005), or leave it in the letterbox near the night watchmen’s office at the main entrance of the School.

**Bank account:** go to the bank and close the account if you are leaving France definitively.

**CAF:** give them your new address.





## Map of the campus

A01	Accueil – Direction – Administration – Communication
<b>B01</b>	R.d.ch. : salles de cours – clubs élèves <b>Étage :</b> <b>Inspection des Études</b> <b>Relations internationales</b> Formation d'ingénieurs en partenariat (FIP) Salles de cours Amphithéâtre B01-114A
B02	Amphithéâtres B02-007A et B02-017A
B03	Salles de cours
C01	Dépt Micro-Ondes
C02	R.d.ch. : Dépt. Micro-Ondes. Étage : Dépt Logique des Usages, Sciences Sociales & Sciences de l'Information
C03	R.d.ch. : Dépt. Optique. Étage : salles de cours et de TP
C04	Dépt Optique
C05	Dépt Langues & Culture internationale R.d.ch. : bureaux et salles de cours Étage : bureaux et laboratoires
C06	Dépt Micro-Ondes et Dépt. Langues & Culture Internationale
C07	Espace Entreprises – Formation continue
C09	Salle de TP
D01	R.d.ch. : Service Disi – Salles de TP – Salles de libre service informatique Étage : salles de cours
D02	R.d.ch. : Service Édition – Courrier – Salles de libre service informatique Étage : Service Audiovisuel - <b>Bibliothèque</b>
D03	Dépt. Informatique – Salles de TP
<b>E01</b>	<b>Centre vie – Cafétéria</b>
C08	Infirmière - Psychologue
<b>H01</b>	<b>Restaurant</b> – Cuisine
<b>H02</b>	<b>Foyer des élèves</b>
<b>I01-I11</b>	<b>Résidences des élèves</b>
J01-J03	Service Gist (Sécurité) – Services techniques
K01	R.d.ch. : Dépt Images et Traitement de l'information Étage : Dépt Signal et Communication
K02	Dépt Électronique PRACOM
L01	Incubateur d'entreprises
S01-S03	<b>Gymnase</b>

# Plan de situation Télécom Bretagne



# NOTES





[www.telecom-bretagne.eu](http://www.telecom-bretagne.eu)

**Brest campus**

Technopôle Brest-Iroise

CS 83818

29238 Brest Cedex 3

France

Tel.: + 33 (0)2 29 00 11 11

Fax : + 33 (0)2 29 00 10 00

**Rennes campus**

2, rue de la Châtaigneraie

CS 17607

35576 Cesson Sévigné Cedex

France

Tel.: + 33 (0)2 99 12 70 00

Fax : + 33 (0)2 99 12 70 19

**Toulouse campus**

10, avenue Edouard Belin

BP 44004

31028 Toulouse Cedex 04

France

Tel.: +33 (0)5 61 33 83 65

Fax : +33 (0)5 61 33 83 75

