



2017–2018 Handbook

**for Students from
Ontario**

Prepared by the Ontario Program Office

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Updated January 2017

www.ora.ouinternational.ca

This handbook is to assist you, the participants, from the time your host university in Rhône-Alpes has officially admitted you until you return to Canada. I sincerely hope it will help you settle down in France.

I would also like to thank all the persons who have contributed to making this handbook possible:

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Lyon 2 International office led by Jim Walker Vice-Président International

International Offices in Rhône-Alpes universities

Present and Past Participants

PLEASE NOTE: By mentioning particular commercial companies, the Program Office is in no way endorsing them.

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1. INTRODUCTION

Congratulations! You have been chosen to participate in the Ontario/Rhône-Alpes (ORA) University Student Exchange Program, collaborative initiatives of universities in Rhône-Alpes and the Ontario Ministry of Training, Colleges and Universities. The exchange is a personal opportunity for you to pursue your studies at one of the participating universities in Rhône-Alpes while remaining a degree candidate at your home university in Ontario, and to grow from the experience of living in a foreign culture.

The handbook gives you information that will help you make the most of your year in Rhône-Alpes. You should also consult the website of your host university for further information and practical advice regarding your time in Rhône-Alpes.



Be alert to this symbol: It signals key information worth noting and knowing!

This Handbook focuses on **generic** rather than **specific** issues.

The information is based on the experience of the Program Office, official and unofficial sources, and the advice of former participants, to whom we are especially indebted.

The **Ontario Program Office**, housed at York University, is there to help you and to answer any questions you may have now and during your stay in Rhône-Alpes. The contact information is listed on the inside front cover of this Handbook.

Expectations and Responsibilities

The Program Office will do all it can to assist you. In the interests of avoiding misunderstandings, please be aware of, and hold to, the following list of expectations and responsibilities:

1) You are expected to engage in full-time, **NON-DEGREE** study at your host university for a maximum of one academic year. The definition of “full-time study” may vary by discipline and level. Advanced students engaged in research are responsible for obtain-

ing the approval of their home program for the type and amount of work to be done. Students engaging solely in course work should plan to be formally enrolled in at least 30 ECTS per academic term. **Please note:** Attending a course as an “auditor” [*auditeur ou auditrice libre*] does not count as being formally enrolled.

- 2) You are responsible for keeping the Program Office and the International Office in Ontario informed of your address, telephone number, and e-mail address during your stay abroad.
- 3) You are responsible for **all aspects** of your participation in the Program, including, but not limited to, your health, safety, lodging, course selection, study program, travel plans, legal status and financial obligations. The Ontario Program Office, your home and host universities, and their representatives and agents assume no financial or other liability arising from or related to your participation in the Program.
- 4) You are responsible for submitting a final report on your participation in the Program to the Program Office by the end of June, and for responding to requests for information from the Program Office during the year.
- 5) As a student officially enrolled at **both** your host university and your home university, you are expected to be aware of, and observe, the regulations of both institutions. **Don't forget to enrol at your home university.**
- 6) Credit for work done abroad is granted at the discretion of your **home university**. You are responsible for documenting work done abroad, and for applying to your home university for credit you wish to receive.
- 7) After you return home we hope that you will stay in contact with us. We hope too that you will want to act as a mentor for Ontario students coming to your home university and an ambassador for the Program.

2. TRAVEL ARRANGEMENTS

You are responsible for making your own travel arrangements to France. The nearest international airport for all establishments in the Rhône-Alpes region is Aéroport Saint-Exupéry-Satolas in Lyon <http://www.lyon.aeroport.fr/> Inquire about the shuttle bus services and train from Saint-Exupéry to Chambéry, Grenoble, Saint-Étienne and Lyon-centre.

You may find flight from Canada to Lyon through London (UK) or Frankfurt or Amsterdam with a connecting flight to Lyon. It is also possible to route through Paris and either fly to Lyon or take the high-speed TGV train (for which you must reserve a seat) to all four cities. It is 2 hours to Lyon, and 3 hours to Chambéry, Grenoble or Saint-Étienne. Check <http://www.voyages-sncf.com/leisure/fr/launch/home/>

Given that transatlantic flights are overnight and you will have lots of luggage, it is always less hassle to take the most direct route.

Travel CUTS 
www.travelcuts.com

Offers open return tickets and various insurance plans to Europe for students. They have offices in most Ontario universities. You should make sure in booking that you specify your student status and naturally the earlier you are able to make your booking the more choice you will have.

Also, there are many charter companies such as Air Transat www.airtransat.com, etc. Look for seat sales with Air Canada.

When booking your flight make sure that if you have fixed a return date it can be changed at a later time. Please note that there is often an applicable charge to change the date. Be sure to find out the cost and conditions to change the ticket **prior to your departure**.

 Excess baggage fees can be quite high.

If you plan to take luggage beyond your official allowance, check with the airline to find out its policy and rates on accompanied excess baggage as freight.

Also make sure you know the carry-on luggage latest rules.

Try to take only what you REALLY need. As it is you will probably accumulate lots of stuff while in France. Shipping stuff back to Canada is expensive. Don't take something you have never used in Canada. If you don't use it at home most likely you will not use it abroad!

We recommend you have an **International Student Identity Card (ISIC)**. It may be free for you depending on your university/faculty. It offers discounts abroad and in Canada. It can be bought at Travel CUTS. Also check with International Office at your home university. <http://www.travelcuts.com/deals/>



ISIC is also a student travel services confederation. Check <http://www.isic.org/>

The Federal government has published a few booklets for Canadians travelling and/or living abroad.

The **Bon Voyage, But...**, essential information for **Canadian** travelers (<http://www.voyage.gc.ca/publications/pdf/BVB-eng.pdf>) published by the **Consular Affairs Bureau** (<http://www.voyage.gc.ca/>) of Foreign Affairs and International Trade Canada, is available online. You will want to spread the word about this important publication, which encourages Canadians to educate themselves to travel the world responsibly.



This pocket-sized booklet offers essential guidelines and provides vital information on consular

services and Canadian government offices worldwide.

This and other smart-travel publications, such as [Her Own Way](#), [Dual Citizenship](#) and [Traveller's Checklist](#) can also be downloaded at www.voyage.gc.ca. Copies may be ordered, free of charge, online or by contacting the department's Enquiries Service by e-mail at enqserv@international.gc.ca. We hope that you will find these publications useful. They also have country specific Travel Reports. For France http://www.voyage.gc.ca/countries_pays/report_rapport-eng.asp?id=92000.

3. ADMINISTRATIVE FORMALITIES

STUDENT VISAS



A. WHO NEEDS A VISA?

1) **European Union Passport**

If you do bear one of those passports, you do NOT have to apply for a long stay visa: *Germany, Andorra, Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Spain, Estonia, Finland, Greece, Iceland, Italy, Hungary, Ireland, Latvia, Liechtenstein, Lithuania, Luxembourg, Netherlands, Malta, Monaco, Norway, Poland, Portugal, Romania, United Kingdom, Saint-Marin, Holy See, Slovakia, Slovenia, Sweden*

Citizens from the European Union, the Schengen Zone and the Swiss Confederation do not have to hold a resident permit.

If you are eligible for, but do not currently hold, a European Union (EU) passport, it is to your advantage to apply for one.

However, if you are a citizen from Bulgaria or Romania you need a permit to work in France.

2) **International students (you do not hold a Canadian or European passport) ***

You must apply in person by booking an appointment at the visa section of the French Consulate (You cannot apply by mail). To book an appointment: [click here](#).

For International Students visa application: [click here](#)

Please note that the application may take up to 10 business days to be processed.

* Landed Immigrant or Permanent Resident of Canada

If you are a Landed Immigrant or Permanent Resident of Canada you may need to obtain, prior to departure, a Returning Resident Permit (RRP). "When a permanent resident in-

tends to leave Canada for any period of time or is outside Canada, he may make an application, orally or in writing, to an immigration officer for a returning resident permit”. Please check

<http://www.cic.gc.ca/english/information/applications/travel.asp>

The application package for this permit is available from any Immigration Office and includes full instructions on the procedure. You will need to enclose, as proof of absence, a copy of your letter of acceptance into the program.

3) Canadian Students

You are allowed to apply by mail and in summer the visa section STRONGLY advise you to apply by mail. Once received by the Consulate the visa application Will be processed according to priority (departure date). Students still need to allow at least 10 business days to be processed.

For Exchange Students visa application (University Exchanges 2B Visa): [click here](#)

If you decide to apply in person (not recommended during summer), please note processing delay may take up to 10 business days to be processed.

B. WHERE TO APPLY?

Students studying in Ontario must apply in Ontario, to the **French Consulate in Toronto**, even those living in Ottawa. The French Embassy in Ottawa has closed its Consular Section a few years ago therefore it does not deliver visas.

The French Consulate is not answering any question about visa over the phone but only by email (visas@consulfrancetoronto.org). Before sending any question, please make sure you read all documentation on the website as you may find the answer: (<http://www.consulfrance-toronto.org/spip.php?rubrique176>).

Consulat Général de France à Toronto
2 Bloor Street East, Suite 2200
TORONTO, ON M4W 1A8
www.consulfrance-toronto.org/

Email: visas@consulfrance-toronto.org

4. COST OF LIVING IN FRANCE

Students from past years say that roughly speaking they spend between \$850-1000/month without traveling.

With a monthly budget, you should be able to pay for housing, food, health insurance, and educational expenses, recreation and cultural activities. Sports and cultural events are found everywhere in France, and they're very affordable!

A minimal budget (Prices are in CDN \$)

Take a look at this typical but approximate monthly budget for a student in France

| | |
|-----------------------------|--|
| Housing | \$350-450 |
| Food | \$300 |
| Local Transportation | \$50 |
| Recreation | \$150 |
| Communication | \$70 |
| Total | \$920 + Health Insurance, Airfare and Traveling |

Note: Your expenses may vary depending on what you're studying, your personal needs and interests, where you live, how much you travel, etc. Also you will encounter more expenses during the first month when you need to pay for one time only items.



Substantial student discounts are available for many athletic events, cultural attractions, shows, transportation, etc.

Please check the following website <http://www.canada.campusfrance.org/> then click on “Votre argent” and Fiche pratique Coût de la vie
You'll find a list of products with price tags.

Financial support

- **OSAP** <http://osap.gov.on.ca/> (available even if you go on exchange)

- **Canadian Student Loan Program** (International loans)
- http://www.internationalstudentloan.com/canadian_student/
- Your home university

Check our website <http://ora.ouinternational.ca> under **links** then **scholarships** (*bourses*).



In France, International students, like French students, are eligible for housing assistance from the French government. (See *APL* below)

ORA Scholarships

The **ORA** scholarships are funded by the Ontario Ministry of Advanced Education and Skills Development (MAESD). The scholarship amount for a full year (2 terms) is \$3000 and \$2000 for one term. **International students are not eligible to apply for the ORA scholarship.**

The procedure regarding the scholarships is as follows:

- a. We will send you a *Scholarship Agreement* by email that you must fill out, sign and return to us.
- b. If you are eligible for an ORA scholarship we will send a cheque to the postal address you will provide (*Please Note: It's impossible to deposit a Canadian cheque into a French account so please provide a Canadian postal address, and have someone in Canada deposit the cheque into your Canadian account*).
- c. On the scholarship agreement form, we will ask you to provide us with your Social Insurance Number. As the scholarship granting institution, we are required by Canada Revenue Agency (CRA) to submit the SIN numbers of all scholarship recipients. York University's financial office will process the scholarship cheques on our behalf and as such they need to issue the T4A forms for tax purposes. We will not be able to process the scholarship cheques without your SIN numbers.

2. Check with your Home University for any traveling scholarships for which you may be eligible. If these exist, they may be administered by the international/exchange office, by your department, by your home faculty, or by a central office such as Financial Aid.

5. ACCOMMODATION

Finding student housing in France is not always easy. We recommend that you begin your search as soon as your plans begin to take shape, and at least 3 months before your arrival in France.

In general, you have three main choices:

- **Regular student housing** (*résidences universitaires*),
- **private student housing** (*résidences privées*) and
- **private rentals**

Regular student housing

Les résidences universitaires are also referred to as Cités universitaires or in short Cité U. **CNOUS** (Centre National des Oeuvres Universitaires et Sociales) and **CROUS** (Centre Régional des Oeuvres Universitaires et Sociales) are there to help you. Visit their websites <http://www.cnous.fr/> and <http://www.crous-paris.fr/>

What types of housing does the CROUS offer?

- **Les résidences universitaires traditionnelles**
 - chambre individuelle meublée (de 9 m²) (90 square feet)
 - locaux collectifs : sanitaires - cuisinettes - salles de travail
 - loyer : à peu près 200 € par mois
Ces chambres ouvrent droit au bénéfice de l'allocation de logement social (ALS).
- **Les résidences conventionnées**
 - studio meublé type T1, T1bis de 21 à 31 m² (210 to 310 square feet) et appartement T2
 - cuisinette et sanitaire dans chaque appartement
 - le loyer moyen pour un T1 est de 400 € /mois

Ces logements ouvrent droit au bénéfice de l'aide personnalisée au logement (APL).

- **The local rental market**

The regional centers for student affairs **CROUS** (CNOUS www.cnous.fr) maintain a file of private rental housing (*locations*) available in the community.



<http://www.crous-grenoble.fr/>

« CROUS BLEU » manages Grenoble and la Savoie manages Lyon and Saint-Étienne.

- **Private rentals**

Many universities and schools also keep track of private rentals available nearby. You should ask about housing in the course of your initial contacts with the institutions that interest you.

FNAIM (*Fédération Nationale des Agences Immobilières*/ National Federation of Real Estate Agencies). www.fnaim.fr. There are many real estate agencies.

Renting an apartment through a real estate agency in France requires:

- Making a deposit (*un acompte* ou *des arrhes*) to guarantee your payment of rent (*le loyer*)
- Paying a security deposit (*une caution*) equivalent to one month's rent prior to taking possession of the apartment
- Compensating the real estate agency for its services (the fee is generally equal to one month's rent)
- Paying "local taxes" (*la taxe d'habitation*) when the rental period includes January 1.
- Signing a lease (*un bail*). Check if maintenance fees are included (*charges comprises*); same with heating and hydro (*le chauffage et l'électricité*).

In other words it is an expensive solution.

Grenoble Universités has put together a glossary to understand abbreviations used in rentals and real estate classifieds

If you wish to share an apartment

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

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

<http://www.recherche-colocation.com/>

Other websites to help you find a place to stay



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

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

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

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

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

Allocation (Aide Personnalisée au Logement – ASL or APL)



Aide au logement étudiant

Any student studying in France for more than one term (yes, even exchange and international students!) **can apply** for a subsidy from the government whether you live in a residence, an apartment or with a family. However, **some residence buildings (very few) do not qualify** so confirm whether or not what you are considering is exempt prior to signing a lease or making a deposit. You need your “Carte de Séjour” if you do not hold a European passport. The amount of subsidy you receive will reflect the amount of rent you pay. It is usually at least 30% of what you pay per month. APL or ASL depends on *Caisse d'allocations familiales* (CAF) and **you have to fill out an application**. You will not receive APL for the first month's rent <http://www.caf.fr>

Often the amount is linked to your earnings. The less you earned the higher your APL will be.

Rhône: CAF de Lyon

67 Boulevard Vivier Merle

69003 LYON

tel: 0 820 25 69 10; <http://www.lyon.caf.fr>

Isère: CAF de Grenoble

3 rue des Alliés

38100 GRENOBLE

tel:0 820 25 38 10; <http://www.grenoble.caf.fr>

Haute Savoie: CAF d'Annecy

2 rue Emile Romanet

74987 ANNECY Cedex 9

tel: 0 820 25 74 10 <http://www.annecy.caf.fr/>

Loire: CAF de St.-Etienne

3 avenue Emile Loubet

42027 SAINT-ETIENNE Cedex 1

tel : 0 820 25 42 20 <http://www.caf.fr/>

Savoie : CAF de Chambéry

20 Avenue Jean Jaurès

73022 CHAMBERY Cedex

tel 0820 25 73 10 <http://www.savoie.caf.fr/>

Taxe d'habitation

If you live in a private residence, even if you rent your place through your host university, you will probably have to pay the **Taxe d'habitation** (local real estate tax). Ask the International Office at your host university how much and when you'll have to pay, if you have to pay. **If you need to pay you will do so after you return to Canada.**

Check

<http://www.impots.gouv.fr/portal/dgi/home?pageId=home&sfid=00>

Go to *Particuliers*, then *Vos impôts* then, *Taxe d'habitation*

6. SHORT STAY ACCOMMODATION

Lyon

- **Auberge de Jeunesse du Vieux Lyon**
41-45 Montée du Chemin Neuf 69005 Lyon - 04 78 15 05 50
<http://www.fuaj.net/homepage/Lyon/index.html>
Métro Ligne D, arrêt Vieux Lyon

- **Auberge de Jeunesse de Vénissieux**
51 rue Roger Salengro 69200 Vénissieux - 04 78 76 39 23
http://www.fra.cityvox.fr/hotels_lyon/auberge-de-jeunesse-de-venissieux_18525/Profil-Lieu
Bus 36, arrêt Auberge de jeunesse.

- **Le Totem**
90 cours Tolstoï 69605 Villeurbanne - 04 72 65 19 19
Métro Ligne A, arrêt Gratte-ciel puis Bus 69 direction Sans Souci, arrêt Verlaine

- **Hôtel Formule 1**
16, Boulevard Irène Joliot Curie - Vénissieux - 08 91 70 52 90
Bus 36 ou 32 arrêt Viviani Etats-Unis.
<http://www.hotelf1.com/gb/home/index.shtml>

- **Chambres d'hôtes**
04 72 13 99 35 www.chambreslyon.com

Centre International de Séjour de Lyon :
103 boulevard des États-Unis - 69008 Lyon
33 (0) 4 37 90 42 42
<http://www.cis-lyon.com/>
Autres adresses utiles pour trouver un logement à Lyon :

- **L'Office de tourisme**
<http://www.lyon-france.com>
Place Bellecour 69002 Lyon - 04 72 77 69 69

- **Le site des étudiants lyonnais** (infos sur le logement et la vie pratique)
http://www.lyoncampus.org/S-installer_r32.html

- **le site des étudiants de Lyon 2**
<http://etu.univ-lyon2.fr/>
It has lots of ads "For rent"

- **Le Petit Paumé**
<http://www.petitpaume.com/>
Then click on Lyon Pratique

Saint-Étienne

<http://www.fjtclairvivre.fr/>
www.resibelle.fr

Grenoble

Le service hébergement passager et accueil de groupes est **rattaché au Pôle Logement**. Ce service accueille, dans la limite des places laissées vacantes par les étudiants de l'académie, les étudiants venant à Grenoble, pour effectuer un stage dans le cadre de leur cursus universitaire ou pour se présenter à un examen ou un concours ou pour tout autre motif lié à leur parcours universitaire.

La demande doit être faite par courrier mentionnant les dates d'hébergement souhaitées accompagnée de la copie de la carte d'étudiant et de la convention de stage ou du justificatif de la présence à Grenoble.



La demande peut être adressée par mail, en joignant la totalité des documents demandés, à l'adresse suivante : passager@crous-grenoble.fr
Elle peut également être adressée **par fax** au : 04.56.52.88.03 ou par courrier postal à l'adresse suivante :

CROUS - Pôle logement - Hébergement passager
351 allée Hector Berlioz
38402 ST MARTIN D'HERES
Tél.: 04 56 52 88 43

General

Youth Hostels Auberges de jeunesse

1) **National Office Administration and Booking**

27 rue Pajol
75018 Paris
phone : +33-1 44 89 87 27 fax : +33-1 44 89 87 49

E-mail: fuaj@fuaj.org
<http://www.fuaj.org/>

2) **In Rhône-Alpes**

Auberge de Jeunesse
10 Avenue du Gresivaudan
38130 Echirolles
phone : +33-4 76 09 33 52 - fax : +33-4 76 09 38 99

E-mail: grenoble@fuaj.org

To stay in a Youth Hostel in France, you'll need a membership card, which you can obtain from the National Association of your home country. Please check the International Youth Hostel website for prices: <http://www.hihostels.com>
In Canada, in Ottawa

Hostelling International - Canada

205 Catherine Street, Suite 400 Ottawa Ontario K2P 1C3
Tel.: (1) (613) 237 7884; Fax: (1) (613) 237-7868 E-mail: info@hihostels.ca
www.hihostels.ca

3) **Studélites en Rhône-Alpes**

<http://www.studelites.com/fr/logement-etudiant-residence-etudiante-courts-sejours.cfm>

4) **In most cities**

<http://www.lamy-residences.fr/>
www.residhotel.com

7. HEALTH INSURANCE IN FRANCE

Every student in Rhône-Alpes universities has to have a health plan to be enrolled in a university. It's called **sécurité sociale** (often called *sécu* in short). You will register for health insurance coverage at your host university at the beginning of the academic term. Students who are members of EU don't have to pay for sécurité sociale étudiante if they are covered in their home European coun-



try.

For example: you hold an Italian passport but live in Canada, and don't benefit from health insurance in Italy, you have to pay sécurité sociale in France.



To get approval for continuous OHIP eligibility during your longer absence, write or visit the ministry of Health in Ontario. You will need to show a document explaining the reason for your absence. In your case the letter of acceptance from your host university is the best proof.

In any case before you leave Canada, make sure you know exactly what coverage OHIP, (and / or your own insurance if applicable) includes and how you can be reimbursed. If you decide to come back to Canada during the Christmas holidays OHIP is your best coverage.

Check what OHIP says for studying abroad:

<http://www.health.gov.on.ca/english/public/pub/ohip/longer.html>

You should contact your local Service Ontario – Health Card Services – OHIP office to confirm your eligibility during any absence before you leave Ontario.

And check what OHIP covers while abroad



<http://www.health.gov.on.ca/english/public/pub/ohip/travel.html>

Remember two things: it's always better to go in person, and ask for a letter in French.

8. FRENCH STUDENT SÉCURITÉ SOCIALE

- French *Sécurité sociale étudiante* covers students under the age of 29. Students 29 and over must obtain an individual health insurance policy.
- You benefit from the same treatment as any French student.
- The national health insurance system (*Sécurité sociale*) reimburses all or part of its members' medical expenses. It reimburses 70% of medical visit, 100% or 65% or 35% for medication.
- Chart of medical fees and refunds <http://www.msa.fr/>

Then under Vos droits et démarches click on *Trouver l'adresse et les tarifs d'un professionnel de la santé*

You will know how much money you'll have to pay

Under Soins et remboursements you will know how much they will refund you.

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

- Doctors make house calls including Sunday and Holidays calls. These calls are more expensive.
- You will be delivered an individual card called *Carte Vitale* similar to our OHIP card

If you hold a passport from one of the EU countries, Island, Norway, Switzerland and Lichtenstein you have to prove you are covered under private insurance in your home country for your whole stay in Rhône-Alpes, and without restrictions.

JOINING EXTENDED HEALTH CARE

If you wish **and only if you wish** you can have FULL FRENCH COVERAGE of your medical expenses by choosing one of the many

public extended group health plans (*mutuelles*) (LMDE, MNEF, USEM, MER, SMERRA to name a few) that have been approved by the government to offer the student insurance plan, besides the basic health plan. *Sécurité sociale* usually only reimburses a certain percentage (35-80%) of all medical expenses (hospitalisation, examinations, dental care, eye care, specialists, etc.). Two examples

SMERRA*

They have four options to choose. Check the website for more information: <http://www.smerra.fr/>

You can compare the various *mutuelles* <http://www.mutuelle-conseil.com/Comparatif-mutuelles-Etudiant-Compareur-de-mutuelle/p/3/562/0/>

They have a lexicon, a list of terms used in health/health coverage which can be quite useful

<http://www.mutuelle-conseil.com/A-F-Lexique-Assurance-Sante-Quelle-mutuelle-choisir/p/3/580/0/>

You can check what *Sécurité sociale* will refund on the following table

<http://www.prevoyance-collective.net/>

What is not refunded by *Sécurité sociale* would be refunded by a *mutuelle* or might be refunded by your Health coverage in Canada.



Keep in mind: You don't have to join *une mutuelle*

Even with your own health plan from Canada you can join one of the group plans to be better insured while abroad if you wish. You will be insured twice! You can then claim reimbursement either in RA or in ONT, whichever is more convenient to you but only once! Also if you return to Canada for holidays you will not be covered by the French *Sécurité sociale*.

Besides *sécurité sociale* and *mutuelle*, every student has to pay liability coverage (*responsabilité civile*) to protect you from liability for accidental harm you may cause to others, as well as coverage for injuries and damages you may sustain as a result of an accident.

La responsabilité civile c'est l'obligation, pour chacun, de réparer les dommages causés à autrui.

Ce dommage peut être causé soit par une imprudence de votre part, soit par la mauvaise exécution (ou l'absence d'exécution) d'un contrat.

Votre responsabilité peut être atténuée, voire exonérée, en cas de force majeure, en cas de faute d'un tiers, ou si la victime est à l'origine du dommage. **Check**

<http://vosdroits.service-public.fr/F2123.xhtml>

Obtaining an individual policy for students 29 and over

The national health insurance system offers individual coverage for individuals not covered by group plans.

Individual policies are often offered by *mutuelles*, and by private companies. The individual policy provides the same level of coverage as the national health insurance plan.

Also check with CMU (*couverture maladie universelle*): <https://www.cmu.fr/>

As a student you don't have to prove that you have been living in France for three months.

“Le délai de trois mois n'est pas opposable aux personnes inscrites dans un établissement d'enseignement”



In your case OHIP is essential (see Health Insurance in France on previous page) If you are enrolled at the doctorate level, depending on your situation, you may benefit from *sécurité sociale étudiante* up to the age of 32.

9. TRAVAILLER EN FRANCE:

C'est possible! It is legal!

This page is in English and in French. If you wish to work, your French should be good!

 Tout étudiant étranger a le droit de travailler en France dès lors qu'il est inscrit dans un établissement ouvrant droit au régime étudiant de la Sécurité Sociale. Ce droit concerne tous les étudiants, y compris ceux arrivant en France pour la première fois ou inscrits en première année.

Il existe en France un salaire minimum, le SMIC (*minimum wages*). Check the amount as it changes every July 1st.

1. Trouver un emploi = un petit boulot = un job (a job). Some common student jobs are

- cours de langue (*teach English*)
- cours particuliers/soutien scolaire (*tutoring*)



<http://www.cours-particuliers.com/>



- garde d'enfant (*baby sitting*) (ask around about the rate)
- translation
- testing products such as games and software
- telemarketing and telephone surveys
- les emplois de serveurs, plongeurs (*washing dishes*), cuisinier (*cook*), waiting tables, busboy, especially in fast food restaurants.
- hand out fliers and products

Voici quelques sites intéressants proposant des offres d'emplois :

Les CROUS (*Centres régionaux des œuvres universitaires et scolaires*) proposent des emplois dans chaque région. Pour connaître les coordonnées du CROUS le plus proche connectez-vous au site www.cnous.fr et cliquez sur la carte des CROUS.

Many websites to help you in your search:

<http://www.egide.asso.fr/jahia/Jahia/>,
<http://www.campusemploi.com/>,
<http://www.jobetudiant.net/>,
<http://www.etnoka.fr/>.



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

is a newspaper and it lists many jobs or internships, etc., vous proposent également de nombreux conseils, CV en ligne, annonces, adresses, etc. qui pourront vous être utiles dans votre recherche...

2. Obtenir un contrat de travail / une promesse d'embauche.

Students from member states of the European Union + Iceland, Liechtenstein, Norway and Switzerland **do not need a CST (Carte de séjour temporaire)**. However, if they want to work students from **Bulgaria and Romania need a CST**.

Nationals from the following countries do not need a CST if they wish to work.

| | | |
|--|---|--|
|  Austria |  Greece |  Netherlands |
|  Belgium |  Hungary |  Norway |
|  Cyprus |  Iceland |  Poland |
|  Czech Republic |  Ireland |  Portugal |
|  Denmark |  Italy |  Slovakia |
|  Estonia |  Liechtenstein |  Slovenia |
|  Finland |  Latvia |  Spain |
|  France |  Lithuania |  Sweden |
|  Germany |  Luxembourg |  United Kingdom |
| |  Malta |  Switzerland |

Venir travailler en France pendant les études: emploi, stage Etudiant étranger

1- Etudiants étrangers, travailler en France pendant les études

Un étudiant peut actuellement se faire embaucher sur simple présentation de sa carte de séjour temporaire en cours de validité portant la mention étudiant ou sur présentation du récépis-

sé de demande de renouvellement de celle-ci, sans avoir à justifier d'une autorisation particulière délivrée par la DDTEFP. Le ressortissant étranger étudiant peut maintenant travailler à hauteur de 60% du temps de travail d'un emploi à temps plein, soit 964 heures par an.

2- Employeurs, comment embaucher un étudiant étranger ?

L'autorisation de travail a été supprimée pour les étudiants, aussi l'employeur qui envisage d'embaucher un étudiant adresse à la préfecture une déclaration d'emploi d'un étudiant étranger, 48 heures avant la prise d'effet du contrat de travail:

Cette déclaration doit être accompagnée de :

- La dénomination sociale ou les noms et prénoms de l'employeur
- Adresse de l'employeur
- Numéro du système d'identification du répertoire des entreprises et de leurs établissements ou, à défaut, le numéro sous lequel les cotisations de sécurité sociale sont versées
- Transmission de la copie recto/verso du titre produit par l'étranger (carte de séjour)
- Nom de famille, prénoms, nationalité date et lieu de naissance du salarié
- Numéro du titre de séjour de l'étranger
- Nature de l'emploi, durée du contrat et nombre d'heures de travail annuel
- Date prévue d'embauche

Cette déclaration permet à l'employeur de vérifier l'authenticité du titre de séjour fourni par l'étudiant étranger. Elle ne concerne pas les contrats de travail des étudiants étrangers en cours.

Attention, l'employeur qui ne procède pas auprès de la préfecture ou de la préfecture de police à la déclaration d'emploi d'un étudiant étranger est passible des sanctions prévues pour les contraventions de cinquième classe.

Check

<https://www.socompetent.com/>

International students who work in France, and earn more than €5852 per year, should fill out an Income Tax Return Form before leaving the country, indicating their home address in Canada. If they've never paid any income tax in France, they will not receive an Income Tax Return Form before leaving.

10. IMPORTANT DOCUMENTS TO TAKE WITH YOU

It is a good idea to make a check list well in advance of your departure to avoid a last minute panic. You should also make photocopies of all important documents and cards (i.e. credit cards, health cards etc.). Take one copy with you and leave another with a friend or family member for safe-keeping.

- Please note that many countries, including France, require a passport valid three months after the expiry date of the visa. **If you are eligible for a European passport, you should definitely apply; it will make some procedures easier.**

REQUIRED

- A student visa for France (See visa section in this handbook)
- The letter of acceptance/admission from your host university, and the letter con-firming your participation in the Program from the Program Office.
- Documents (the original often required for inspection) needed for your residence permit (see *Carte de Séjour* section).
- Medical prescription, eye-glass prescription (if required).
- **LOTS** of passport size photographs (Note: they do not have to be official passport photographs)

STRONGLY RECOMMENDED

- International Driver's Permit (IDP) (*permis de conduire*). It's not mandatory. Inquire with CAA. You can drive in France with your Canadian driver's licence.
- A Youth Hostel card <http://www.hihostels.ca/en/home.aspx> or a European Youth Hostels Card or any similar card.

- An International Student Identity Card (ISIC), available from Travel CUTS. It's useful for discounts in Europe.
- Some photographs of "home" both to keep you company and to show to your new friends. A map of Canada might also be handy.
- A map of the city you will be going to

When you receive your official acceptance from a Rhône-Alpes university, make a photocopy and **keep the original in a safe place** as you will need it for registration procedures. If you are in receipt of OSAP, you should check with the appropriate office at your home university prior to departure for France. It would be wise to confirm the latest directive from the Ministry of Training, Colleges and Universities and to clarify how you will receive monies from OSAP while you are in France. You may be required to make a formal arrangement with your bank or empower a family member to deposit the funds. You should also inform the OSAP office that you will require an application form for the following year when it is available next spring, and leave them with a Canadian address to which this can be sent. Be sure that a family member forwards the forms to you in France.

As in the case of OSAP recipients, those participants who have an OGS (Ontario Graduate Scholarship) or any other Graduate Scholarship retain their eligibility by virtue of their full-time registration at their home university. You should carefully check any conditions applicable to a particular scholarship but, since you are pursuing a degree at an Ontario university, it should be irrelevant that your temporary residence is France.

11. ARRIVING IN FRANCE: FIRST THINGS TO DO



1. **Check in with the Direction des Relations Internationales (DRI), that is the International Office of the institution you have chosen to attend and confirm your enrollment**

Registration (*inscription administrative*)

- You are registered through the exchange program and you pay your fees in your home university in Ontario.
- Registered students will receive a student card.

Course enrollment (*inscription pédagogique*)

YOU WILL REGISTER AT THE BEGINNING OF THE SCHOOL YEAR IN FRANCE

Registered students enroll in courses (*UE unités d'enseignement*) at the office of the academic department (*UFR = Unité de formation et de recherche*) that offers the curriculum you have chosen.

When you enroll you will choose your courses and sign up for study groups that correspond to your core and elective courses.

Les Grandes écoles may have slightly different enrollment and registration procedures. Pay close attention to the documents that you will be asked to show. Originals (not copies) are often required.

Upon enrollment request a certificate of enrollment

FLE courses (Français Langue Étrangère)

ORA students are not in Rhône-Alpes to take courses at the French as a Foreign Language Institutes. Usually they are allowed to take one course

there and they take their courses with French students. French Departments for French students are called *Lettres Modernes* in France. That's where you will enroll if you want to take French language, linguistics, civilization/culture or literature courses. Translation courses are offered through English Departments.

2. Open a bank account as un particulier (an individual)

Even if French banks have branches in Canada generally speaking these branches are not open to individuals. They just operate as corporate banks.



Opening a bank account (un compte en banque)

It should not be too difficult to open a bank account! You need

- Your passport
- Your temporary *carte de séjour*
- Your student card or letter from host university
- Proof of address in France

Major French banks are:

La Banque Postale

<https://www.labanquepostale.fr/index.html>



Here is what students have to say
La Banque Postale is part of La Poste so you are sure to find it everywhere in France and it will be open on Saturday mornings.

La Société Générale

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



Crédit Lyonnais



<http://www.lcl.com/fr/>

BNP-Paribas

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



BNP-Paribas seems to be the most attractive bank. BNP-Paribas and Scotiabank have an agreement

Scotiabank is proud to be a founding member of the Global ATM Alliance, along with Bank of America, BNP Paribas, Barclays, Deutsche Bank 24 and Westpac.

http://scotiabank.com/cda/content/0,1608,CID8040_LIDen,00.html

Le Crédit Mutuel

<https://www.creditmutuel.fr/cmse/fr/>



Banque Populaire

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



HSBC

<http://www.hsbc.fr/1/2/>

and <http://www.hsbc.com/1/2/>



You find it in Canada and in France.

Crédit Agricole

<http://www.credit-agricole.fr/>



UNE RELATION DURABLE. ÇA CHANGE LA VIE.

Your bank in Canada may recommend one of the French banks with which they do business. Ask! Your host university may also recommend one. In September banks try to attract students, so comparative shopping is important.

Check this website for comparative banking rates. It's quite exhaustive and very informative.

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

3. Obtain a student residency permit (*carte de séjour*). You need *une carte de séjour* to get *sécurité sociale étudiante* and *APL* or *ASL*.

12. ACADEMICS

I. Course selection

It is a condition of this exchange program that you pursue full-time academic studies while in Rhône-Alpes. **You are responsible for confirming that the courses you complete in France are acceptable by your home university as credits towards your program.** If you are a graduate student engaged in independent research you are responsible for having your program of study approved by your faculty advisor in your home university.

Course selection is not the same as in Canada. The structured nature of the post-secondary education in France has a lot to do with the different approach to course selection. In reality, the majority of French students do not have a great deal of choice - particularly in the earlier years of university education. They take 90 % of their courses in their major/double major or major/minor. Also double majors and major/minors are always in related fields, i.e. Political Science and International Studies or Law; Languages and Education, etc. French students cannot major in i.e. Law and Biology. You, however, as an exchange student are very fortunate because **you are not restricted to taking courses in any one particular “filière” (study program). Provided you have a suitable background, and that the course you select meets your home program requirements you are free to apply to enroll in most available courses.**

Some difficulties may arise, such as fitting the courses you want to take into a workable timetable. Accepting numerous delays and changes will cause frustration. Be warned, however, that **course schedules are generally not available until the very last moment.** It is extremely unlikely that you will know definitively before you leave for France what courses you will be taking. The same uncertainty applies to RA students coming to Ontario.

You will find when you arrive in France that the staff in the International Office at your host university will try to accommodate you the best they can in regards to your course selection. It is important to remember, however, that **academic decisions are not taken in the international office** of any one institution, just like in Canada. You will often find that an individual professor has been assigned to help you with your course selection - according to your program and background.

If you have not already done so, **make sure you discuss your choice of courses with a professor at your home university.** It may not be possible to decide on “equivalents” prior to your departure. However, before making final decisions regarding your courses at your host university in Rhône-Alpes send **full** information to the contact (Academic Advisor) in your home university and get confirmation **in writing** that your proposed courses are acceptable as equivalents.

Course work: In Rhône-Alpes universities, there are a lot less guidelines describing what is expected of you. For example, how you will be marked, what you are expected to read, which assignments you will have. Final exams are still the most important part of your final grade in most cases.

On the positive side enrollment in each course is less limited than in Canada. From Licence 1 to Master 1 there will always be a spot for you. At the Master’s 2 level number of spaces is restricted.

II. The marking system

Do not try to compare the marking system with what we have in Canada. Marks are out of 20 and it is almost impossible to get 16 and over even for French students. 10/20 is a passing mark and it’s all you need to get your credit. Actually 8/20 is accepted in French universities when it can be combined with another grade and the average comes to 10/20.

French students are pleased to receive a 10/20. They too get many marks below 10! You will not be alone. Most Ontario universities will record your courses in RA as *Pass or Fail* on your Canadian transcript. It will not show your actual grades for your degree.

The following commentary written by a student some years ago gives an idea of what to expect:

| | |
|-------|-------------------------------|
| 6-7 | Not unheard of, not wonderful |
| 8-9 | Okay, don't panic |
| 10 | Class average |
| 11-12 | Good work/good mark |
| 13-14 | GREAT well above average |
| 15-16 | Top of the class |
| 17-19 | Almost unheard of |
| 20 | NEVER |

However if you need to apply to another program/degree you will need to provide all your grades, both in Canada and abroad.

The French Embassy in Canada has established a conversion table to help students who need to provide grades from a French institution. It explains how different the two systems are.

| CANA-DA | FR | FR | ENG (Translation) |
|---------|--------------|------------|-------------------|
| A+ | 18-20 | Très bien | Exceptional |
| A | 16-18 | Très bien | Excellent |
| A- | 14-16 | Bien | Very good |
| B+ | 12-14 | Assez bien | Good |
| B | 10-12 | Passable | Competent |
| C+ | 10 | Passable | Fairly competent |
| C | 8-10 | Rattrapage | Barely passing |
| D+ | 8 | Echec | Failing |
| D | 7 | Echec | Failing |
| E | 6 | Echec | Failing |
| F | <6 | Echec | Failing |

You will find below the document which *is a suggestion*. Ontario Universities are free to use it or not.

The following document was prepared by the Scientific Department of the French Embassy in Ottawa, Canada.

PROPOSITION POUR LA CONVERSION DE NOTES DANS LE CONTEXTE D'ACCORDS INTERUNIVERSITAIRES ENTRE DES ETABLISSEMENTS FRANÇAIS ET DES ETABLISSEMENTS CANADIENS

The following translation was approved by the French Embassy.

FRENCH AND CANADIAN STUDENT EXCHANGE AGREEMENTS GRADE CONVERSION PROPOSAL

The understanding of the French and Canadian grading systems in post-secondary institutions often represents a handicap to the credit transfer system. Thus, 10/20 in the French system automatically results in 50/100 in Canada, which would not allow Canadian students to obtain their degrees at their home institution. To be admitted in a Master's or Doctorate Program, a Canadian student is required to attach all his/her undergraduate grades (including for courses taken abroad), which can represent a handicap if the grades obtained in France are, wrongly, considered as poor. Students who decide to take part in a student exchange could be at a disadvantage. The implementation of the course grade average is decisive: a French student will get his/her degree with a grade point average of 10/20 whereas a Canadian student must obtain a minimum of 11 to 12/20, in particular if s/he plans to apply to graduate studies. Although Canadian students like the idea of studying in France for one year, poor grades turn to be a major handicap to mobility for a good number of them.

A survey was conducted among several participating universities on a voluntary basis, in France as well as in Canada¹, in order to implement a conversion system. The following proposal does not pretend to be normative at all; each institution remains free to refer to it or not.

1 University of Calgary; University of Waterloo; University of Ottawa; Memorial University of Newfoundland; Dalhousie University; York University; Capilano College; Université d'Aix-Marseille III; Université de Bordeaux IV; Université de Cergy Pontoise; Université de Grenoble III; Université de Haute Alsace; Université de Marne-la-Vallée; Université de Metz; Université de Montpellier III; Université de Nantes; Université de Paris I (Law); Université de Paris V (Law + psychology); Université de Paris VIII; Université de Paris X; Université de Picardie; Université de Strasbourg III; Université de Technologie de Troyes.

Some differences

- Be aware that you must enroll in order to write exams. Exams will probably be worth the major part of your final grade. In some cases exam will be worth 100%.

- There is not as much interaction between professors and students. In class students take a great deal of notes. Good news: you won't have to buy course manuals.
- Make sure that you talk to your professors to tell them you're an exchange student. They might consider you as an *Erasmus* and so should you! What is an *Erasmus*? *Erasmus* is a European Student Exchange Program for European students and everyone in Europe knows it. They exchange hundreds even thousands of students each year. Don't be surprised if your professors have not heard of ORA. That's why they will automatically call you an *Erasmus*!
- Most courses consist of a lecture and a tutorial (*cours magistral et travaux dirigés* or *travaux pratiques* in science). Make sure you know what the final grade consists of. In some cases to receive a final grade you need to take both lecture and tutorial although they are graded separately.
- Even if you only have a final exam in a course, don't wait until the last minute to study. Study regularly: read your notes, read recommended bibliography, study with other students.
- Often regular assignments are only considered as training for the final exam, and the grades earned do not count towards the final grade. Grades are far less cumulative in France than in Canada.
- Keep names of professors, course material, assignments, number of contact hours, etc. anything that can be useful back home to get credit for courses taken at your host university, in case you run into difficulties.
- If a mistake is made on your transcript, please report it immediately to the University abroad and the ORA director.

- RA has adopted the European education system and uses the credit system called **ECTS** (European Credit Transfer System).

III. The European system: LMD or 3, 5, 8 (Licence/Master/Doctorat)

The chart below illustrates the equivalence between French and Canadian system:

| FRANCE | CANADA |
|--|---|
| Baccalauréat (le Bac) | Secondary School Diploma |
| Bac + 3 years of study = Licence; 180 ECTS L1 + L2 + L3 ¹ | Bachelor's degree (3 years) |
| Bac + 4 years of study = Master 1; 240 ECTS ² | Honour's Bachelor's degree (4 years) |
| Bac + 5 years of study = Master 2; 300 ECTS Two types of Master's degrees ² | Master's degree research or professional |
| Bac + 8 years of study = Doctorat; 480 ECTS | PhD |

For the Europeans, a semester represents 30 ECTS. Check the number of ECTS each course in which you enroll is worth.

1. The first 3 years are called **LICENCE** and they are divided into 6 semesters.
2. The fourth and fifth years are called **MASTER**. Fourth year is M1 and fifth year is M2.
3. In years 6 to 8 students enroll in **DOCTORATE**.

Fall semester is called *premier semestre* and Winter semester is called *deuxième semestre*.

13. COMMUNICATIONS

As a person living in Canada you are used to be connected to a phone and a computer. It's the same in France although the French tend to communicate through cell phones more than computers.

- a. **Telephone:** you have a choice of land line or cell phones.

For a landline you should contact France Telecom. They are the only provider.

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

Orange is similar to Bell Canada. Billing comes every two months.

Although Orange is the only provider of landlines, if you wish to find the lowest rates on local, national and all over the world calls there is only one rule: comparative shopping! In France you are charged for local calls. In any case contact Orange. Call 1014. It's free from a land line.

Phone numbers have 10 digits. The first two digits (01 to 05) represent the five divisions of the country. When calling France from another country don't dial the zero.

01 Paris and surroundings

04 South East (where Rhône-Alpes is)

06 is for cell phones

Calling France from Canada: dial 011-33 + 9 digits **No 0**. Same rule applies for fax numbers and cell phones.

For example if you want to call Adeline

Blanchot, Université Lumière Lyon 2, International Relations in Lyon, from Canada dial: 011 33 4 78 69 71 81. If you call her from France:

04 78 69 71 81.

Calling Canada from France: dial 001 + area code + number.

You can call Canada from a phone booth (*une cabine téléphonique*). Phone booths have their own number so you can ask to be called back. No extra charge.

You can buy phone cards (*une télécarte*). They are sold in tobacco shops (bureau de tabac), newsstands (maison de la presse).

b. Cell phones

The French and generally speaking all Europeans love cell phones (*portables*). They use them a great deal. There are discounts for students at the beginning of the school year. Calls to and from cell phones are expensive, but you don't pay anything when someone calls you. Poor students sometimes cannot call but they can always receive phone calls.

There are four major providers in France: SFR, Bouygues Télécom, Orange and Virgin. Check their websites and compare!

SFR <http://www.sfr.fr/> or <http://www.sfr.com>



Orange <http://www.orange.fr/>



Bouygues Telecom

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



Virgin <http://www.virginmobile.fr/index.htm>



The market is vast to give all the details. Check this website to compare phone rates. They also promise calls to Canada at the local rate!

<http://www.budgetelecom.com/newOne/index.asp>



More and more students these days use *skype* to make phone calls. Taking your own laptop with you is an excellent idea.

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



Free calls over the internet

"Skype is the World's most popular VoIP Software!" Make **free Skype-to-Skype calls** – 24/7 anywhere in the world.

c. Internet

The same website that compares phone rates compares Internet rates.

<http://www.budgetelecom.com/newOne/index.asp>

To have access to Internet you have a choice of providers (*opérateurs*).

The following website lists them all.

http://www.uniterre.com/r_nosliens/communication/internet.htm

Also it gives you information where to find a Cybercafé anywhere in the world

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

And also there are the major providers:

Orange <http://www.orange.fr/>

They have a website in English

http://www.orange.com/en_EN/

SFR/neufbox

http://adsl.sfr.fr/?sfrclid=t3_adsl_neufbox_aff



Alice

<http://www.aliceadsl.fr>

Free

<http://www.free.fr/adsl/>

d. La Poste (French equivalent to Post Canada)



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

Poste Restante

This is great to receive mail before you know your permanent address in France. You pay a small amount each time you withdraw a letter.

Vous souhaitez recevoir en toute confidentialité du courrier dans n'importe quel bureau de Poste en France ? Faites-vous adresser votre courrier en Poste Restante

14. TAXES

1. TVA (VAT)

There is only one tax called TVA (Taxe à la valeur ajoutée). It's **included** in price tags (service in bars and restaurants is also included in the check).

2. Income Tax in Canada

All participants must file a Canadian Tax return. The amount of tuition you pay is therefore relevant as is the number of months you are a full-time student. The T2202A issued by your home university will accurately reflect the number of months you were engaged in full time study. Check this website

<http://www.cra-arc.gc.ca/E/pbg/tf/t2202a/README.html>

You should ensure that this form accurately reflects the number of months you were a full-time student during the academic year of your exchange. To do this make sure you have your official registration documents from France available for inspection. The academic year runs until June in France and you will gain at least an extra two months education deduction.

You should **keep all receipts relating to your travel to and from France**, including air tickets, bus tickets, train tickets, overnight and food expenses.

3. Tax Refund when you leave the EU (*détaxe*)

If you stay less than 6 months you are entitled under certain conditions to get a tax refund on what you bought in the EU and are taking with you back home when you leave the EU.

Please check which conditions apply and how you can get your refund

<http://www.douane.gouv.fr/page.asp?id=49>

It's great but when you arrive in Canada you have to declare what you bring in the country... then you'd better check this website

<http://www.cbsa-asfc.gc.ca/travel-voyage/declare-eng.html>

15. ADVICE AND SUPPORT

Each Rhône-Alpes university have an International Office. A list of the contact people we have identified is attached for your information. You should be able to get details on procedure, living arrangements and other aspects of academic life at these offices.

The International Relations Office of your host university should be your first stop upon arrival at your host university.



Rhône-Alpes universities including International offices are usually closed last week in July and first two or 3 weeks in August.

Please remember that the system in France is **different** from that in Ontario and so settling in to university life may be difficult. Try to be patient. We have found the contact people in Rhône-Alpes to be most helpful and accommodating so make contact with them if you have problems you cannot handle.

If you are interested in “what to do in Rhône-Alpes”, we leave it to you to discover what the region has to offer by checking the following websites.

<http://www.culture.fr/> and then choose Rhône-Alpes
<http://www.culture.fr/fr/sections/regions/rhone-alpes>

There are great museums (the most recent La Cité du design in Saint-Étienne must not be missed, great ski resorts, theatres, festivals, small old villages, vineyards.
<http://www.citedudesign.com/fr/home/>

One event all of you have to attend is **La Fête des Lumières à Lyon in December**.
<http://www.fetedeslumieres.lyon.fr/>

16. SHOPPING

Little by little you’ll discover stores and where to go for bargains.

There are *hypermarchés* which are very large supermarkets.

Here is a short list of the cheapest stores:

At the beginning you may need some house equipment (sheets, pillows, pots and pans, etc.) One of the best department stores/ hypermarché for you is Carrefour <http://www.carrefour.fr/>. It has everything food included. It is similar to Wal-Mart.

For food Ed is one of the cheapest
<http://www.dia.fr/>.

Les supermarchés et hypermarchés Leclerc are also a good deal
<http://www.e-leclerc.com/>

There is also Leclerc mobile (for cell phones)
<http://www.leclercmobile.fr/>

Champion supermarkets
<http://www.carrefour.fr/>
The hard discounter Lidl.
<http://www.lidl.fr/fr/index.htm>

And finally, for home furnishings, bedding, decor accessories, tableware, etc. check
<http://www.babou.fr/>

And Darty <http://www.darty.com/>
They also have Internet access with Darty Box

- For food: les marchés (*open air markets*) et les Halles (*indoor markets*). Don’t miss them!



ADVICE AND INFORMATION FROM CURRENT STUDENTS

Ontario students who have studied in Rhône-Alpes universities have written pages of information and advice for you. Read them carefully. They have done *A WONDERFUL JOB*. Their input is invaluable. You will find these reports on the ORA website at the following address

<http://ora.ouinternational.ca/ontario-alumni-reports>.

Also, you are encouraged to accept to join the ORA facebook page. You will be able to communicate with current and past ORA students.

17. IN CLOSING

For the most part the success of your year in Rhône-Alpes will largely depend on your attitude and actions. Quite naturally you may experience a little homesickness from time to time. Perhaps you will have an opportunity to make contact with Rhône-Alpes students from your host university at Orientation who will be able to help you out initially. But the most important thing is that you take the initiative to meet and make new friends.

If you are trying to perfect your French then avoid the habit of speaking English at every opportunity. Try to train yourself to speak French from the first day - even with your fellow Anglophone exchange students. This will become easier with practice.

Try not to rely on the Ontario group for all your social contacts. The best way to establish a life of your own and meet the local student population is to involve yourself in a group and/or club composed of people who share your hobby, interest or dedication to a certain sport.

HAVE AN INCREDIBLE YEAR!

**Ontario Program Office
Ontario/Rhône-Alpes Student Exchange
270K&L York Lanes
York University
4700 Keele Street
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**Dagmar Todd, Program Administrator: 416-736-2100 ext. 22919
Email: dtodd@ouinternational.ca;**

Website: <http://ora.ouinternational.ca/>

Bonjour !... Bienvenue dans la région Rhône-Alpes

APPENDIX A: COMMONLY USED ACRONYMS AND VOCABULARY (in alphabetical order)

Please note: every time a French word or expression was used in the handbook an English translation was given.

- **ADSL or haut débit** (*high speed Internet*)
- **ALS:** Aide au Logement Social that is APL if you get a scholarship from the government.
- **APL:** Allocation personnalisée au logement (refund of at least 30% of your rent)
- **B.U.** bibliothèque (library) universitaire and **Restau U** sometimes **RU** restaurant universitaire
- **CAF:** Caisse d'allocations familiales (for APL)
- **CM, TD** and **TP:** Cours magistral (*lecture*), Travaux dirigés (*Tutorials*), Travaux pratiques (*lab sessions*)
- **CNOUS/CROUS:** Centre National/ Régional des Oeuvres Universitaires et Sociales : Office to help you find accommodation, to have your restau U card, etc. Check www.cnous.fr
- **DRI** or simply **RI:** Direction des Relations Internationales. Your first step when you arrive at your host university (International Office).
- **EDF/ GDF:** French hydro and French gas companies. Check www.edf.fr
- **HLM:** subsidized housing (*habitation à loyer modéré*)
- **HT:** **Hors taxes** (*before taxes*) and **TTC** **Toutes taxes comprises** (*taxes included*)
- **QCM:** **Questions à choix multiple** (*multiple choice*)
- **RIB:** Relevé d'identité bancaire (*bank account ID*)
- **SMIC:** Minimum wages; brut (gross), net (*what you clear*)
- **SNC:** Service non compris (*gratuities not included*)
- **SNCF:** French Railway Corporation. Check

<http://www.voyages-sncf.com/>



and



www.europrail.net

- **TER:** Train Express Régional (*regional trains*) run by SNCF

http://www.ter-sncf.com/rhone_alpes/index.asp

Within Rhône-Alpes you will take TER, i.e. to go from Chambéry to Lyon



- **TGV:** Train à Grande Vitesse (*fast train*). You need a reservation <http://www.tgv.com/>
- **iDTGV** gets you the cheapest tickets as long as you book early and depending on which days of the week you will be traveling

<http://www.idtgv.com/fr/>

- Eurostar (to London); Thalys (to Brussels); Lyria (to Switzerland); etc.



Get your carte 12-25. **ELLE EST INDISPENSABLE!**

<http://www.12-25-sncf.com/accueil/>

Transports urbains (*Transit system*):

TCL, in Lyon www.tcl.fr;

in Grenoble **SEMTAG** www.semitag.com;

in Chambéry **la STAC** <http://www.bus-stac.fr/>;

in Annecy **la SIBRA**

<http://www.sibra.fr/site/index.htm>;

in Saint-Étienne **la STAS** <http://www.reseau-stas.fr/>

TVA: stands for Taxe à la valeur ajoutée (*VAT value added tax*). In France it's always included in quoted prices. Check this website to find out TVA rates in EU

<http://ec.europa.eu/>

In France what there are three TVA rates:

Taux normal: 19,6%

Taux réduit: 5,5%

Taux super réduit: 2,1% (médicaments et presse)

UE: Union Européenne

CC: Contrôle Continu (*course evaluation without final exam*)

ECTS: European Credit Transfer System (*credits*)

FLE: Français Langue étrangère

IAE: Institut d'Administration des Entreprises
IEP: Institut d'Études Politiques
IUT: Institut Universitaire de technologie
LEA: Langues Étrangères Appliquées
LLCE: Langue, Littérature, Civilisations Étrangères
STAPS: Sciences et Techniques des Activités Physiques et Sportives, etc.
UE: Unité d'enseignement (*course*)

EVERYDAY VOCABULARY (In alphabetical order)

Un acompte or des arrhes: a deposit
Une assurance: insurance
Assurance maladie: Health Insurance
Une assurance responsabilité civile: liability insurance
Une attestation: proof
Un bail: a lease
Une caution: security deposit
Une carte de séjour: residency permit
Charges comprises (CC): maintenance fees included
Un chéquier: check book
La cité or résidence universitaire: student residence
Un colis: a parcel
Une colocation; un/e colocataire (in short coloco): shared accommodation, roommate
Composter votre titre de transport: validate your bus, streetcar, subway, train ticket yourself.
Une consigne: a locker room in a railway station/an airport i.e. for Gare de la Part-Dieu in Lyon check <http://www.gares-en-mouvement.com>
You need exact change, and can store your luggage for 72 hours.
Not every station has one.
Coordonnées: contacts
Un département: a division of the region (*see Appendix B*)
État civil: personal information
F1, F2, etc. or T1, T2, etc.: one-bedroom, two-bedroom, etc. apartment
Un exposé: an in-class presentation
La fac: short for faculté (university)
La Fac de Lettres (Arts), de Sciences (Science), de Droit (Law), des Beaux-Arts (Fine Arts), etc.

Fac replaces *Department*; i.e. students say, “je suis en fac d’histoire” = I major in history.

Une Grande École: prestigious and very selective post secondary institution. In the ORA Program there are five: École Centrale de Lyon (ECL); École Nationale Supérieure (sciences, Lettres et Sciences Humaines) (ENS); Institut National Polytechnique de Grenoble (INPG); Institut National des Sciences Appliquées (INSA Lyon).

Une inscription académique (s’inscrire): registration

Une inscription pédagogique: enrollment

Une location: rental ; **un loyer:** rent

Un médecin traitant: your GP

Une mutuelle: extended insurance

Un particulier: an individual

Un pôle or site universitaire: campus

Un portable: cell phone

Un pourboire: a tip. It’s included in restaurant bills.

Un préavis: a notice ; for ex. Un préavis de deux mois = a two-month notice

La Préfecture: *Département* administrative building

Une quittance: quittance d’électricité, de loyer, de téléphone (EDF or rent or phone statement in your name as proof of address).

Un récépissé: a receipt

La Sécurité sociale étudiante: student health plan (in short *la sécu*) provides **Assurance maladie**.

Tu vs Vous: NEVER NEVER say *tu* when talking to an administrator or a prof. Always address people you don’t know with *vous* except your classmates. Don’t mix them in the same sentence.

Les Transports: train (train), **métro** (subway), **tramway** (streetcar), **autobus** (bus).

APPENDIX B: THE RHÔNE-ALPES REGION

1. The region

France is divided in regions. Rhône-Alpes is a region and its capital city is Lyon. Each region is divided in *départements* (French administrative divisions). They each have a number according to their alphabetical order. Departments are often referred to by their numbers, the way we refer to our own neighbourhood by using the phone area code. The French say, “j’habite dans le 69” the same as we say, “I live in the 905 area”. In Rhône-Alpes (RA) there are 8 departments as follows:

(01) Ain: capital city: Bourg-en-Bresse; has branches of Lyon 1 and Lyon 3 Universities.

(07) Ardèche: capital city Privas; no university

(26) Drôme: capital city Valence; has branches of all 3 Grenoble Universities

(38) Isère: capital city Grenoble

<http://www.grenoble.fr>

(42) Loire: capital city Saint-Étienne

<http://www.saint-etienne.fr/>; there is a branch of l’Université Jean Monnet in Roanne in the same department

(69) Rhône: capital city Lyon

<http://www.lyoncampus.info/>

(73) Savoie: capital city Chambéry

<http://www.mairie-chambery.fr/>

(74) Haute-Savoie: capital city Annecy; has a branch of l’Université de Savoie

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

2. Postal addresses/Postal codes

These above mentioned department numbers are used as first two digits for Postal codes, which have 5 digits in total. For example: **38 000 Grenoble**, or **69003 Lyon**. Postal code is placed in front of city name on envelopes. In Lyon the last digit indicates the *arrondissement*. Lyon is divided into 9 *arrondissements* (wards). (See List of Contacts for university postal addresses).

EUROPEAN UNION: 27 countries

Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany,

Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

<http://europa.eu/>



“United in diversity” is the motto of the European Union.

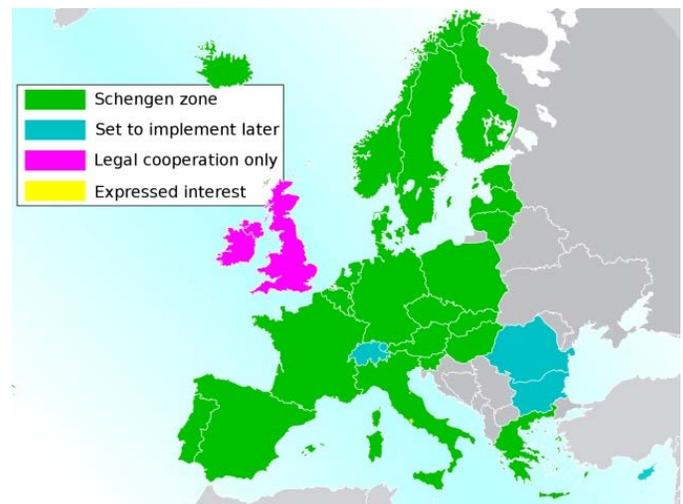
«Unie dans la diversité», telle est la devise de l’Union européenne.



SCHENGEN SPACE

Check <http://www.schengenvisa.cc/apply.html>.

If you hold a Canadian passport you are exempted from a visa for the Schengen States for 90 days in a 6 month period.



« RELATIONS INTERNATIONALES » ET CONTACTS ORA

| ETABLISSEMENT | NOMS DES CONTACTS ORA | TÉLÉPHONE, FAX | E-MAIL |
|---|-----------------------|--|--|
| Université C. Bernard Lyon 1 8, Avenue Rockefeller 69373 Lyon cedex 08 http://www.univ-lyon1.fr | Caroline GREMY | Tel: 33 4 78 77 75 66 Fax: 33 4 78 77 72 52 | caroline.gremy@univ-lyon1.fr |
| Université Lumière Lyon 2 86 rue Pasteur 69365 LYON Cedex 07 http://www.univ-lyon2.fr | Elsa RADUREAU | Tel: 33 4.78.69.74.18 Fax: 33 4 37 28 92 80 | incoming@univ-lyon2.fr |
| Université Jean Moulin Lyon 3 6 cours Albert Thomas 69008 LYON http://www.univ-lyon3.fr | Laetitia BELOT | Tel: 33 4 26 31 85 72 Fax: 33 4 26 31 85 97 | laetitia.belot@univ-lyon3.fr |
| INSA de Lyon 20 avenue Albert Einstein 69621 VILLEURBANNE http://www.insa-lyon.fr | Magdalena CORNECI | Tel: 33 4 72 43 82 69 Fax: 33 4 72 43 62 53 | welcome@insa-lyon.fr |
| École Centrale de Lyon 36, avenue Guy de Collongue B.P. 163 69131 ÉCULLY Cedex http://www.ec-lyon.fr | Lisa MIHAMI | Tel: 33 4 72 18 65 40 Fax: 33 4 78 33 18 50 | lisa.mihami@ec-lyon.fr |
| ENS de Lyon (Sciences exactes, Lettres et Sciences humaines) 46 allée d'Italie 69364 LYON Cedex 07 http://www.ens-lyon.fr | Nadine DONGUY | Tel: 33 4 37 37 66 82 Fax: 33 4 37 37 63 60 | international@ens-lyon.fr |
| Université Jean Monnet 34 rue Francis Baulier 42023 SAINT-ETIENNE Cedex 02 http://www.univ-st-etienne.fr | Isabelle LEVAI-DAUDEL | Tel: 33 4 77 43 79 83 Fax: 33 4 77 73 79 71 | Accueil.international@univ-st-etienne.fr isabelle.levai.daudel@univ-st-etienne.fr |
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| Université de Savoie B.P. 1104 73011 CHAMBERY Cedex http://www.univ-savoie.fr | Sylvie CALVELLI | Tel: 33 4 79 75 91 39 Fax: 33 4 79 75 83 65 | sylvie.calvelli@univ-savoie.fr |
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