

# STUDENT HANDBOOK

## ERASMUS MUNDUS JOINT MASTER DEGREE LASCALA

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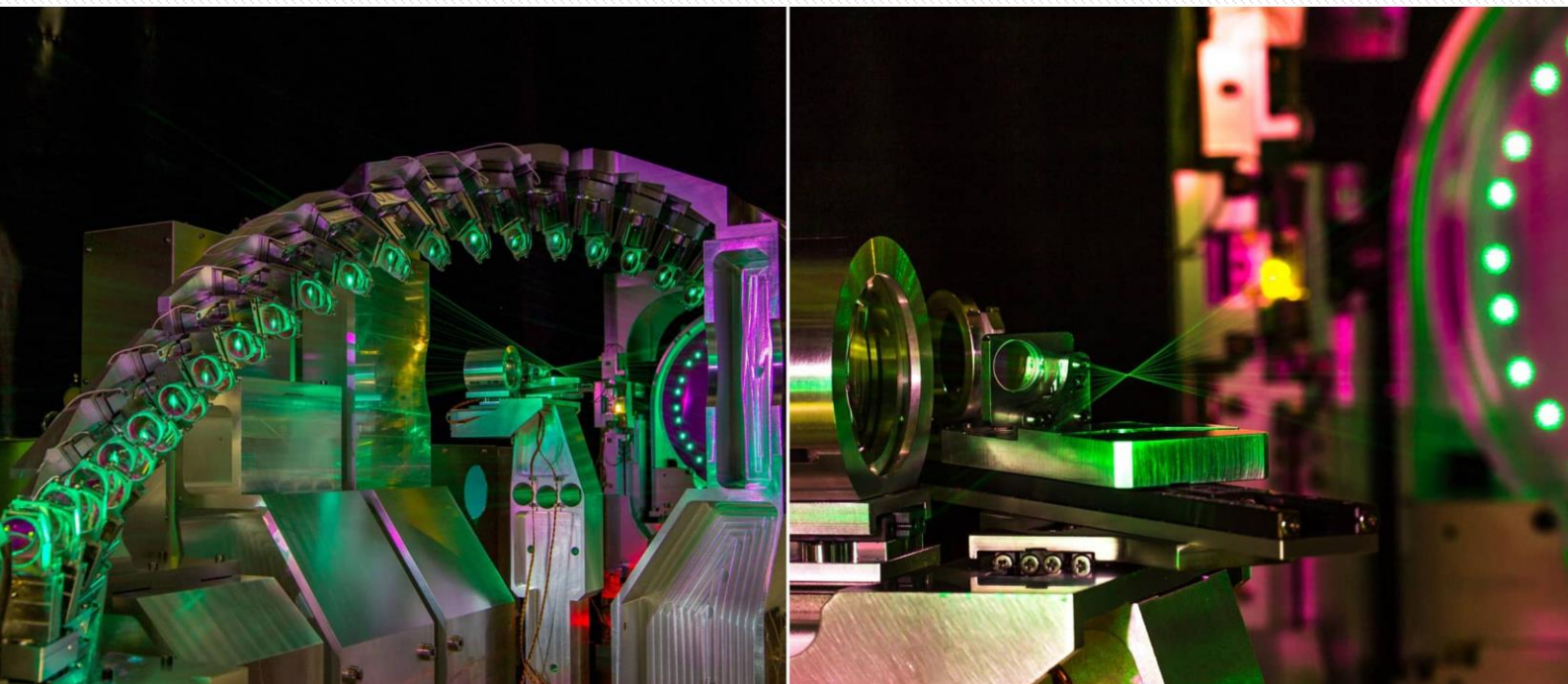
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# LASCALA IN BRIEF

## GENERAL SCHEDULE

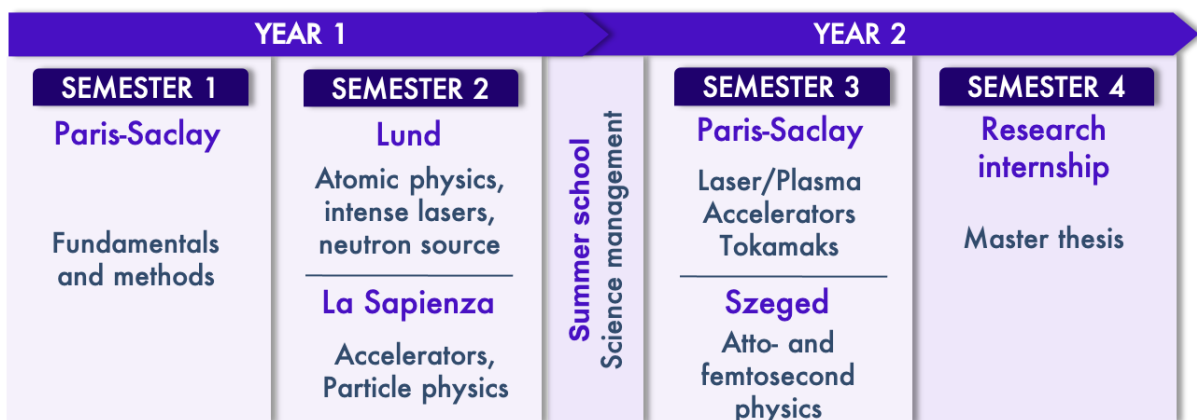
### First Year

- Start of the first semester: beginning of September
- Winter holidays: 2 weeks December/ January
- End of January: end of the first semester
- First week of February: mobility for the second semester
- Spring holidays: 1 week in April
- Summer school: 2 weeks in July
- Summer holidays: August

### Second Year

- End of August: attendance to the master thesis defenses of the class +1
- Start of the third semester: beginning of September
- Winter holidays: 2 weeks December/ January
- Start of the internship: February / March
- Master thesis defense / graduation: end of August

## MOBILITY SCHEME



# PART 1. Administrative procedures

## MEDICAL INSURANCE “EXPAT&CO”

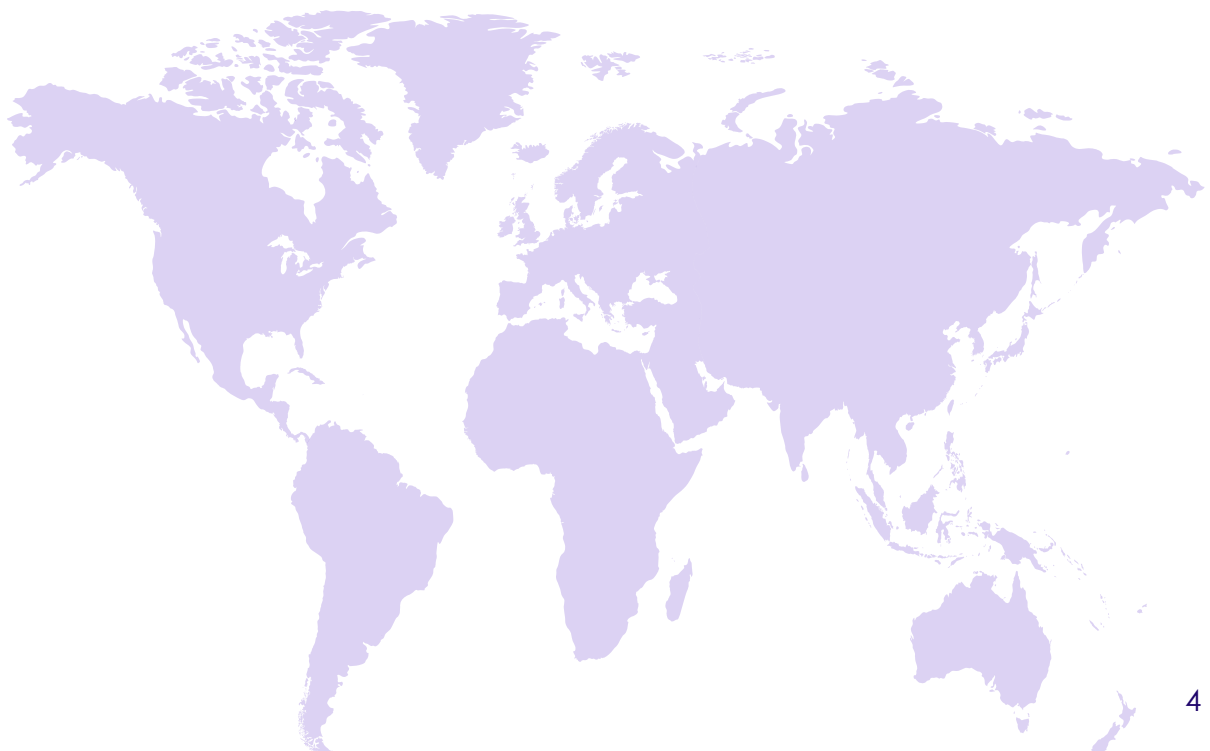
The Lascala master will contract a private medical insurance for all the students. The Expat&Co insurance covers **unexpected medical expenses**, provides **accident cover** and protects against some costs arising from **civil liabilities** (a kind of third-party insurance which is required in many European countries). The insurance will also provide you with assistance if you lose your passport, tickets or other travel documents. However, it is not a comprehensive travel insurance.

You will receive your insurance certificate by email before the start of the programme. **You should read very carefully the insurance general conditions in order to know which risks and health problems are covered:**

<https://www.expatinsurance.eu/en/study-insurances/student-insurance>

Most expenses will have to be paid and will be reimbursed afterwards by the insurance company. In case of hospitalization, costs are much higher and the insurance will directly pay the hospital. If such a situation arises, you should immediately call them. The contact and reimbursement details can be found on their website. **Note that the insurance is not valid in your home country.**

Always keep a copy of the insurance in your wallet!



## TUITION FEES PAYMENT

**We remind you that beneficiaries of the Erasmus+: Erasmus Mundus scholarship do not have to pay the tuition fees.**

In all other cases, tuition fees must be paid to the University Paris-Saclay, irrespective of the mobility path chosen. **The payment must be done before enrollment at the university (before 31/08 of each year).**

**The payment must be done by bank transfer with the following conditions:**

- 1) The transfer must be made in Euros.
- 2) The transfer purpose should indicate: "Tuition fees LASCALA master (+ your name)"
- 3) You should provide us with a clear receipt of your bank with, at least, the following information:
  - your name,
  - date of the transfer,
  - amount of the transfer,
  - to whom the transfer was made (the name of the university should appear),
  - the transfer reference (code or number).

**Amount of the tuition fees:**

Partner country: 8450 € /year

Programme country: 4500 € /year

### **Banking details**

Owner: Agent Comptable – Université Paris-Saclay  
Orsay 91405 FRANCE  
Bank: Trésor Public - 91000 Evry FRANCE  
IBAN: FR76 1007 1910 0000 0010 0294 065  
BIC: TRPUFRP1

## CVEC

**Students who do not have the Erasmus Mundus scholarship must in addition pay the «Student and Campus Life Contribution» (CVEC) before getting registered.** It costs 92€ (for the academic year 2021-2022) and the procedure must be done online.

**Website of the CVEC:**

<https://cvec.etudiant.gouv.fr>

## ENROLMENT AT THE UNIVERSITY

Enrolment will be done at your arrival at the university. However, you should prepare the needed documents in advance.



### List of documents:

- Identity card or Passport (EU) / Passport and visa (non EU)
- 1 passport photograph
- Admission letter
- Certified translation to French or English of your Bachelor or Master diploma (+ original document or certified copy of the original document). In case you do not have yet the diploma, a graduation certificate or a final transcript of records can be accepted (translation + original document or certified copy).
- Insurance certificate (Expat&Co)
- Tuition fees payment and CVEC receipts (for self-financed students only)

Once you are registered, your student ID card will be issued and you will have to activate your university account.

In order to **activate your university account**:

- Go to: <https://adonis.u-psud.fr/activation> and follow the instructions.

Once your account is validated, you can access your student email and the university WiFi - Eduspot or Eduroam.

*Eduroam is an international roaming service that can be used in almost all education and research institutions in Europe. With your access codes from Paris-Saclay University, you will be able to connect to the Wifi in the other universities.*

Your student ID will be required for your exams, to borrow books from the library or to register for sport activities. It is also a **payment method**. You can use it at the cafeterias, snack and soft drink machines, or printers. You can load credit on your card online via [www.izly.fr](http://www.izly.fr)

### French social security

**Registration to social security is free and mandatory for all students in France.**

Right after your university enrolment, go to:

<https://etudiant-etranger.ameli.fr> and follow the instructions (available in French, English and Spanish).

## ACCOMMODATION

Accommodation is the most difficult part of the preparation of your stay in France. The master will ask a room for all students in public halls of residence called «CROUS».

**What is CROUS?** It is a state-body institution managing student residences, which is independent from the university. CROUS residences are usually reserved to French students with financial difficulties but a certain number of places are dedicated to international students.

We cannot guarantee that all the students will be accepted by the CROUS. In case you will not be given a CROUS accommodation, the university will guide you and give you several contacts to find an accommodation on the private market. The CROUS procedure is often complicated and takes time, but we will do our best to help you and solve the problems!



### What's the procedure?

1. The accommodation service of the university will contact you and ask you to fill in a form, to choose between different accommodation options.

Here is a short document with advices on how to fill in that form:

<https://tinyurl.com/s7puehe2>

2. If you can get a Crous accommodation, the CROUS will contact you by email and send you a "Housing proposal" ("proposition d'accueil"). Read the step by step guideline here :

<https://tinyurl.com/2tycwjs7>

**If you decide to reject the offer, you will have to find your own alternative accommodation, the CROUS will not make a second offer.** However it can be possible to change of residence after your arrival, not the first month but in October, by simply going to the reception of the residence and filling in a transfer form.

3. In France, it is compulsory to have a «guarantor» (a person that will pay your rent if you do not do it). As an international student, it is difficult for you to find a French person to act as a guarantor. You will thus have to go through the **VISALE procedure** that replaces the guarantor: <https://tinyurl.com/274ndr53>

**4.** To complete your CROUS procedure, you will also have to get a **housing insurance**.

We propose you to take the following insurance:

**Online ADH insurance** (Policy 2 - 30.12€/year)

<https://www.assurances-etudiants.com/en/5349-student-accommodation-insurance-prices-warranties.html>

### Accommodation offer

The main CROUS residences located close to the campus are the following:

- *La Pacaterie* (single rooms with shared kitchen and bathroom - monthly rent between 150 - 250 euros)
- *Residence de l'Île, Jardins de Fleming, Rives de l'Yvette, Eileen Gray* (single rooms with private kitchen and bathroom, monthly rent between 350 - 550 euros)
- *Jean Zay*, located in the city of Antony, between Paris and the Campus (single rooms with private kitchen and bathroom, monthly rent between 350 - 550 euros)

We advise you not to choose a single room with shared kitchen and bathroom. Even if it is less expensive, the residences proposing this type of accommodation are old and less comfortable than the others. Please note that sheets and blankets as well as plates and cutlery are not provided.

On the day of arrival, you should be able to pay for the annual deposit and the rent of September. The deposit you paid online to confirm the booking will be deducted from the total amount.



### Housing benefit (APL)

This governmental benefit is designed to help students bearing the housing costs. The amount you receive depends on your rent. This is of course not compulsory to apply but you can receive

<https://www.caf.fr>

Document needed: birth certificate translated to French (English translation not accepted), issued less than 3 months before the application.



## BANK ACCOUNT

**We advise you to have an international payment card at your arrival** (to pay for the first rent at your arrival for example). In France, it is not always possible to pay big amounts in cash money.

**Do not bring too much cash money with you.** In fact, it is not possible to put cash money on a French bank account without being able to justify the source of this money. This is forbidden by law and banks cannot accept it.

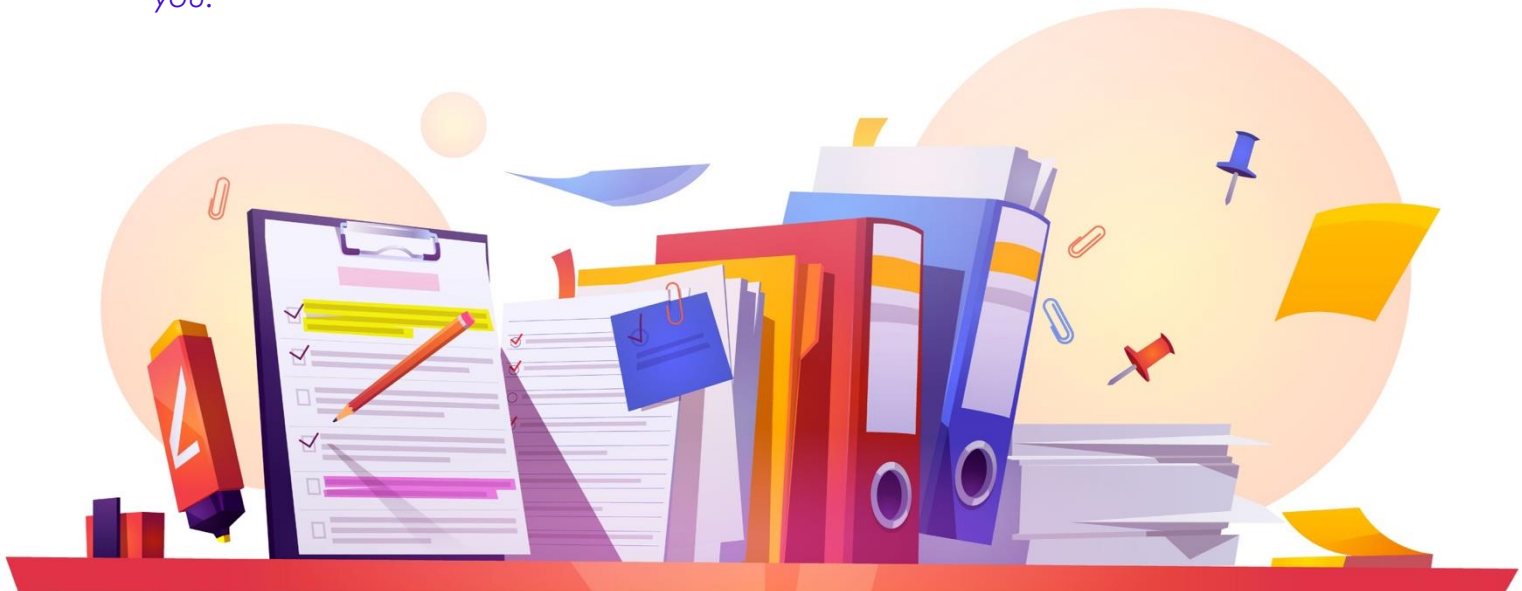
The master has an agreement with the association Science Accueil (<https://www.science-accueil.org>) which will allow you to open a French bank account before your arrival in France, with the bank *Société Générale*. Your credit card will be ready at your arrival.

**Beneficiaries of the Erasmus+: Erasmus Mundus scholarship should send a copy of their bank account details to the manager of the master as soon as they receive it. The scholarship will be transferred to this account for the whole duration of the master.** In Sweden or Hungary (which are not part of the Euro zone), in order to avoid bank charges you can open another account and transfer your scholarship on it (free transfers). A lot of **former Erasmus Mundus students opened an account with the online bank Revolut, which is very convenient for travelers:** <https://www.revolut.com/en-FR>

## ARRIVAL

**In order to help us organizing the beginning of the semester, please enter your arrival details in the following [form](#).**

*Studying abroad is a challenge in many ways. The preparation of your stay is the first challenge, there will be a lot of paperwork to be done, but we will do our best to help you.*



## PART 2. DISCOVER THE CAMPUS

### BUDDY PROGRAMME

Register to the Buddy Programme proposed by the university! It is a free mentoring programme for international students who have recently arrived in France for their studies. Thanks to the programme, each international student is matched with a local student, who can support him/her in the administrative procedures, show him/her around, share local tips for students and have him/her discover the French way of living.

<https://www.universite-paris-saclay.fr/en/international-mentoring-programme-buddy-programme>

**Several welcoming and cultural / integration events will be organized if allowed by the Covid-19 situation.**



## TRANSPORTATION

**The Campus of Orsay (Faculty of Sciences) is situated in the south of the Paris region.** You can reach the Campus of Orsay with the **RER line B** (suburbs railway). This line runs through the centre of Paris with several stops in Paris centre.

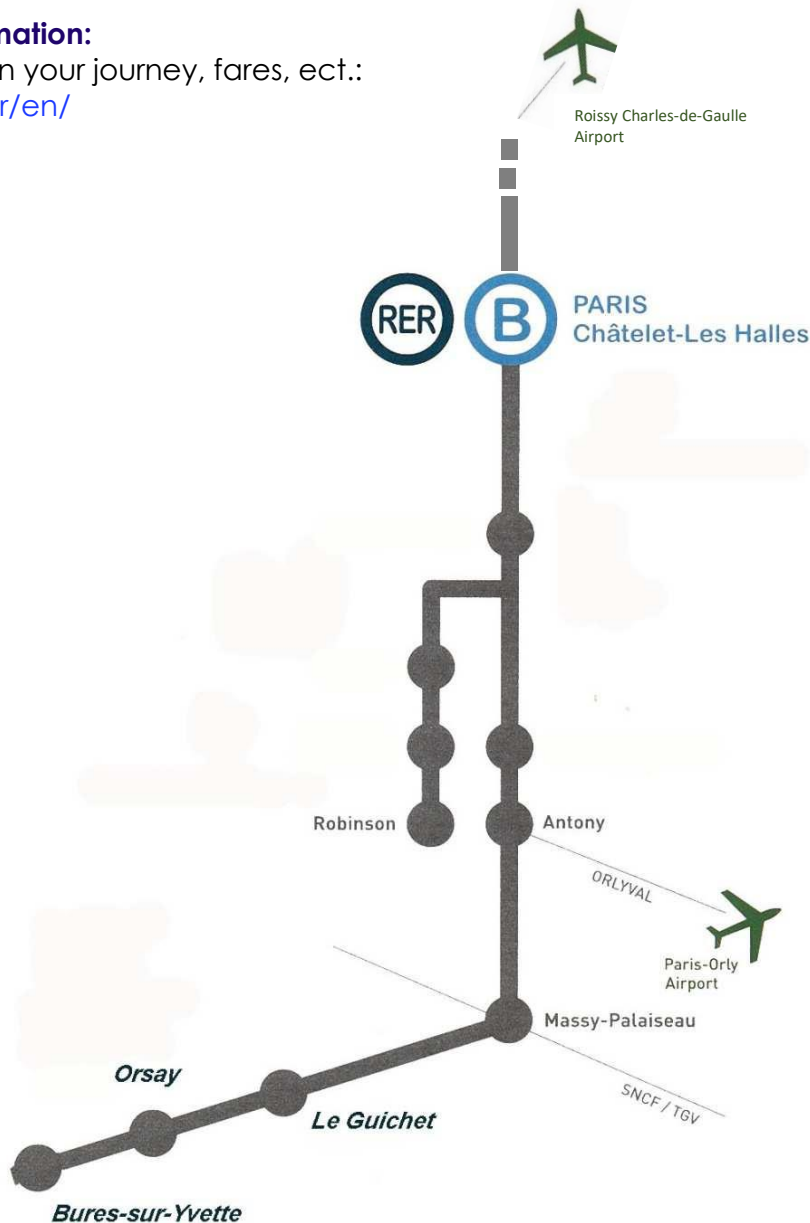
**How to reach the Campus?** From both Paris airports (Orly and Roissy Charles-de-Gaulle), take the RER line B, direction "Saint-Remy Les Chevreuses". You can stop at "Le Guichet", "Orsay-Ville" or "Bures-sur- Yvette", depending on where you need to go on the Campus. It takes approximately 1h30 / 2h to reach Orsay from Roissy CDG and 1h from Orly Airport. Avoid the Paris Beauvais airport (lowcost companies) as it takes up to 4h to reach Orsay.

If you intend to frequently use the RER, metro or buses, buy a monthly pass (**Imagine R card**). It costs 37€/ month. You can subscribe online

### More information:

E-map, plan your journey, fares, ect.:

[www.ratp.fr/en/](http://www.ratp.fr/en/)

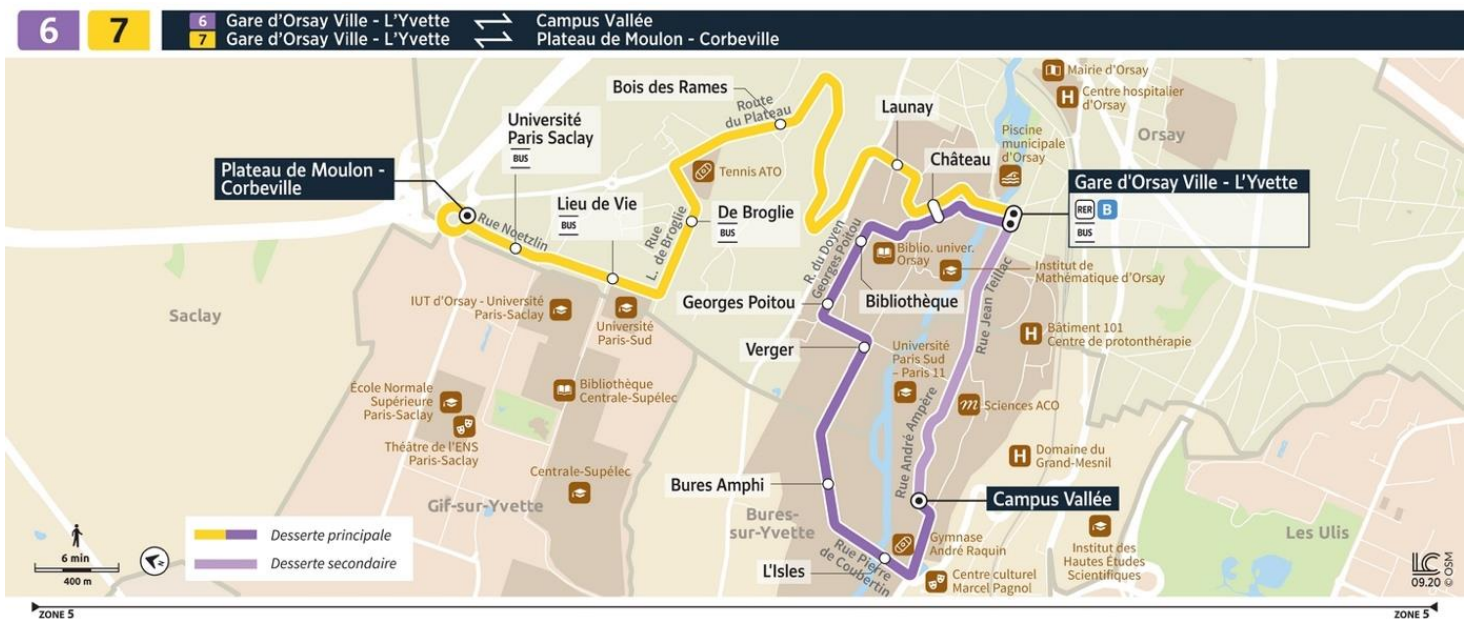


**The Campus of Orsay** is the biggest campus in France. Download the campus map by clicking [here](#), it will be very helpful for your first days / weeks on the campus!

The Campus is divided into two parts: the “Vallée” which is the old part the campus, and the “Plateau” which is the new and modern part of the campus. Most classes during the first year of the master will take place in building 625 – also called *h* “H-Bar”, which is a brand new building dedicated to physics studies and located on the “Plateau”.



To reach this building, you can take the bus line 7, that connects the Vallée and the Plateau. Direction - Plateau de Moulon – Corbeville. Stop at “Lieu de vie”. Download the bus timetable [here](#).



## CAMPUS LIFE

You can find all the necessary information about food services, libraries, or sports on the Paris-Saclay website:

<https://www.universite-paris-saclay.fr/en/campus-life/food-services>

<https://www.universite-paris-saclay.fr/en/campus-life/libraries>

<https://sports.universite-paris-saclay.fr>

## STUDENT HEALTH SERVICE

The student health service welcomes students, listens to them and provides them with health information and is composed of a multidisciplinary team of **nurses, doctors (including sports doctors), psychologists, and dieticians.**

<https://www.universite-paris-saclay.fr/en/campus-life/student-health-service>

The student health service does not deliver medical certificates or prescriptions. If you need a prescription or any kind of examination, you can make an appointment online with a doctor through the platform “Doctolib” (<https://www.doctolib.fr>).

## Psychological assistance - Nightline

Nightline is a listening service for students, by students. The student volunteers provide a supportive space for young people to speak in an anonymous and confidential way. The volunteers undertake active listening training and adopt a neutral point of view.

<https://www.nightline.fr/en/saclay>

### Emergency numbers:

To be used for any life-threatening situation.

Fire and rescue: 18

Ambulance: 15

Police: 17

112 is also a common emergency number in all member states of the European Union that can be used from mobile phones.

## PART 3: Visa and immigration issues.

This section concerns non-European students only. EU students do not have any procedure to do.

- **You should always :**
  - Apply for a **“Type D” visa** (also called “national visa” or “long-stay visa” or “residence visa”), **with the mention “Student” or “Student-mobility”**.
- Holders of a student long-stay visa issued by a Member State part of the Schengen Space, are allowed to travel to another country of the Schengen Space, **for a maximum of three months in a six-month period**, without doing any additional procedure.



## How to apply for a French visa?

In most countries, it is compulsory to contact first the Campus France Agency (the French national agency for the promotion of higher education) in order to start the visa procedure. You should therefore check the proper procedure on their website:

<https://www.campusfrance.org/en>

**Documents required for your visa application depend on your country of residence; however here is a list of the documents that are usually required:**

- Passport or travel document valid at least three months after the visa expiry date
- Admission letter
- Documents proving that you possess sufficient income (Erasmus Mundus scholarship or at least 615€/month)
- Accommodation certificate (hall of residence)
- Medical insurance coverage

**Extra documents that may be asked depending on your country:**

- Flight ticket
- Birth certificate
- Diplomas
- Police record

**What do you have to do after your arrival in France? Well, it depends...**

**Situation n°1:** if you have been given a long-stay visa with the mention "Student" : you will have to complete a procedure at your arrival in France in order to give your visa the value of permit of stay.

**Situation n°2:** if you have been given a visa with the mention "Student – mobility", usually only valid 3 months, you will have to apply for a permit of stay at your arrival.

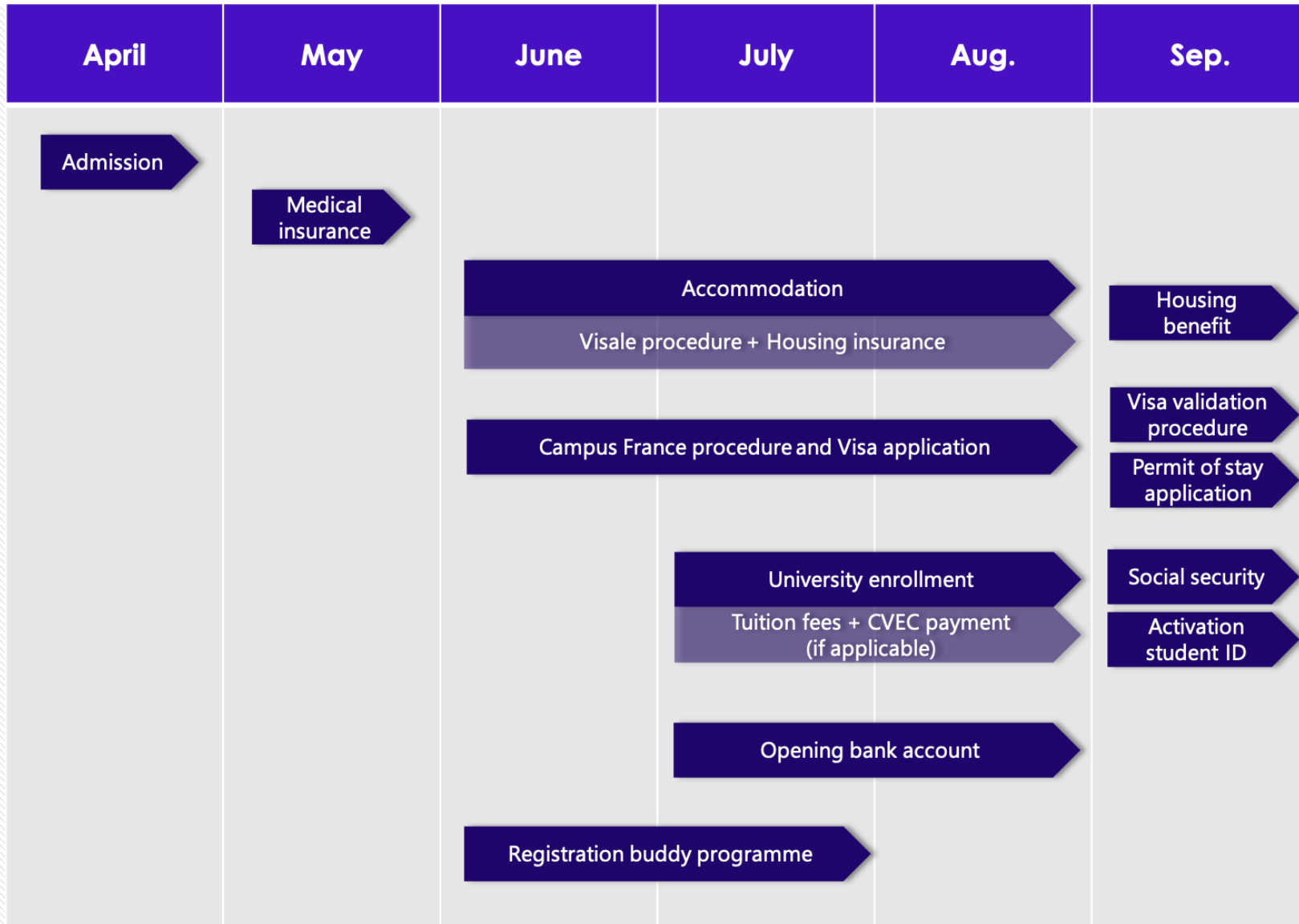
**Both procedures are mandatory and must be done online as soon as you arrive.** You will have to buy an "electronic stamp" that you can get on the same website:

<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>

*You're ready !*



# SUMMARY SCHEME





# CONTACTS

## Head Office

[Master.lascala@universite-paris-saclay.fr](mailto:Master.lascala@universite-paris-saclay.fr)

## French coordinator

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