

# STUDENT GUIDE

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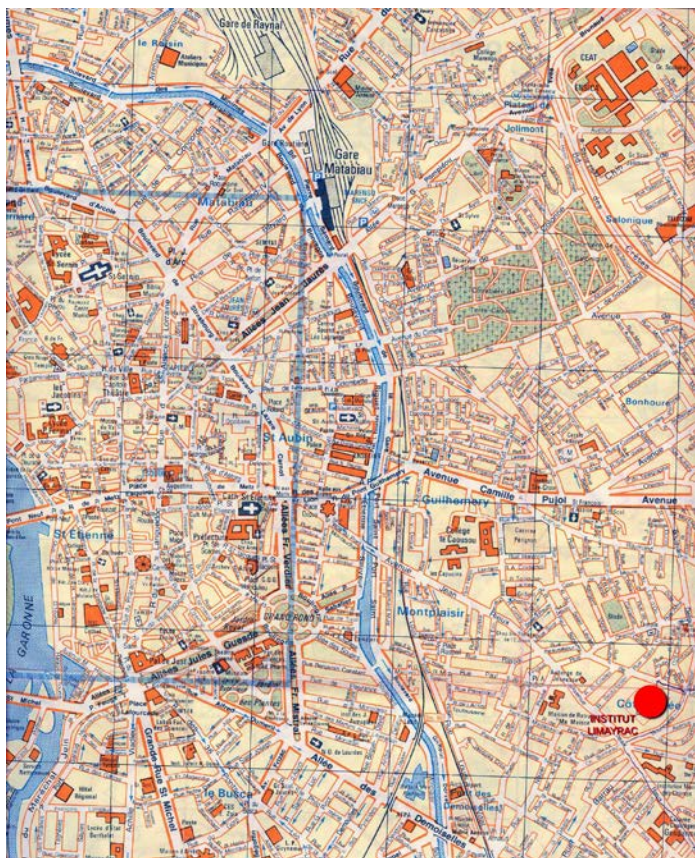
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# THE INSTITUT LIMAYRAC



# STUDENT GUIDE

INSTITUT LIMAYRAC  
 SERVICE INTERNATIONAL ET DES LANGUES VIVANTES  
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 Web site: <http://www.limayrac.fr>

⇒**Head of school: Jean Pierre PICOT**

⇒**Responsible person for the International Relations department/ in charge of the ERASMUS coordination: Anneliese STEINGASS-SAUTEREAU**

Telephone: +33 (0) 5 61 36 08 75

Anneliese will be willing to answer all the questions you might have concerning educational problems during your stay in Toulouse. If you want to talk to her, you can find her at the International Department - In any case it would be better to make an appointment if you wish to see her since she is also a teacher in German and she is not always in her office.

⇒**In charge of ECTS coordination and the administration of the International Relations Department: Catherine COURSIERES**

Telephone: +33 (0) 5 61 36 08 82

Catherine takes care of all the administrative problems you may find during your stay in Toulouse. She can be found at the International Department every day from 8 AM to 12.30 PM.

Anneliese STEINGASS-SAUTEREAU and Catherine COURSIERES both speak English, German, Spanish and of course French.

To call France from abroad, dial: 33 + the number you wish to call (omitting the first zero in a number with ten figures).

## A- GENERAL DESCRIPTION OF THE INSTITUT LIMAYRAC

The Institut Limayrac is a private institution of higher education consisting of :

- Two secondary technical schools in contractual association with the state (the national department for education)
- One centre of continuing education (professional education for wage-earning students),
- One international department (international relations)

The Institut Limayrac prepares students for various examinations (A level + 2 ; A level + 3 ; A level + 4) :

- BAC + 2: (BTS –A level + 2)
- BAC + 3/4 : (Bachelor in Tourism/Bachelor in Business, Master 1 in Tourism, Master 1 in Business, DECF, one year of supplementary education in dietetics,, ESF counsellor diploma, international education programs)( A level + 3)
- BAC + 4 (A level + 4: DECF).

The activity is situated:

- In the health and social sector, with social and family economics (ESF) and dietetics.
- In the tertiary section with tourism, accountancy management, management assistant (for small and medium sized firms)
- In the industrial section with industrial computer science.

The institute trains more than 670 students and more than 600 trainees for the following diplomas and education programs :

### a- THE INITIAL EDUCATION PROGRAMS

BTS (A level + 2) – The BTS (Brevet de Technicien Supérieur) is a national diploma

- Higher technician diploma in industrial computer science (BTS II),
- Higher technician diploma in social and family economics (BTS ESF),
- Higher technician diploma in accounting management (BTS CG),
- Higher technician diploma in local tourist organisation and administration (AGTL)
- Higher technician diploma in tourist production and sales (VPT)
- Higher technician diploma in “business assistant in small and medium sized companies” (BTS AG PME-PMI),
- Higher technician diploma in dietetics (BTS Diet),
- Higher technician preparation school (dietetics or social and family economics),
- Preparation for the competitive examination for paramedical professions (CPTS S- Preparatory classes for technicians specialised in sciences)

A LEVEL + 3

- ESF counsellor diploma; one year of supplementary education in dietetics; Accounting and finance diploma (Diplôme d'Etudes DECF), CPI

A LEVEL + 4

- Higher accounting and finance diploma (Diplôme d'Etudes) DESCF).

**b- THE PERMANENT EDUCATION PROGRAMS**

Preparatory classes (social careers, speech therapist, and nurse)

Social careers

Tertiary education programs

**c- THE INTERNATIONAL DEPARTMENT**

The main objectives of the International Department are:

- **European programs : Erasmus**

- 1- Student mobility
- 2- Teacher mobility
- 3- Dealing with the different Socrates/Erasmus files

- **Studying further abroad with**

- 1 - La Universidad de Leon (Mexico)
- 2 - Galway Mayo Institute (Ireland)
- 3 - The University of Deusto (Spain)
- 4 - Universidad de Gerona (Spain)

- **Training abroad for BTS students**

- **Language diplomas :**

- **TOEIC** : Test of English for International Communication : English language used for business, trade and industry.

## B- THE ACADEMIC CALENDAR

The academic calendar will be sent to the students later on.

## C- THE FRENCH CALENDAR (SEMESTERS)

The calendar will be sent to the students later on.

## D- THE FOREIGN STUDENTS REGISTRATION PROCEDURE

Foreign students with an ERASMUS grant who wish to be registered in our institution for a period including 3 months up to 1 year, should, after acceptance from their home institution, send us an application form (that we send to the students) as well as an agreement before June 15<sup>th</sup> for registration in the 1<sup>st</sup> six-month period and before November 15<sup>th</sup> for registration in the 2<sup>nd</sup> six months period.

## E- THE COURSES FOR THE ERASMUS STUDENTS

Erasmus students may compose their own study plan choosing the course most appropriate to their studies and according to the requirements of their home institution. However, as the courses of the different semesters are run on a parallel basis, schedule clashes may occur if a student selects courses from different semesters. It is therefore recommended to choose the majority of courses from one and the same semester/class.

Classes « à la carte » are organized by the persons in charge of the SILV (International Department of the Institut Limayrac) who deal with administrative problems, choice of courses and various problems the foreign students may encounter. Each student has a guardian « tutor » who is in charge of the educational aspects of the student's stay in France.

After having chosen their classes, the attendance of the students at those classes **is compulsory**. If the student (for good reasons) can not attend a particular class, he/she must inform the teacher concerned, as well as the international department

All the courses are very important since they often have a link to each other. This is the reason why the students who will be absent (from 17 hours on –for students staying one semester and from 35 hours on for student staying one year) will be ask to do a supplementary work or won't be able to get the required credits .

The Institut Limayrac is not a university but a school and the students **must attend all classes**.

In the Institut Limayrac programme, the language of instruction in French in all courses (except for the language courses). Students who wish to enrol in the Institut Limayrac programmes must have an overage command of spoken and written French. We do not accept students with a non sufficient language skills in French since they will not be able to follow, understand lectures and to write the exams.

## F – EXAMS/CLASS WORK

The Erasmus students must write all class exams.

If they do not do so,,they will get a "0" mark and their final mark (which will give them or not the required ECTS) will be divided by the total amount of exams which took place during the semester (that is to say  $17 + 17 + 0 = 34 : 3 = 11,33$ )

## G – THE FRENCH COURSES FOR THE ERASMUS STUDENTS

The French courses will be held during the semester , 2 hours a week (30 hours a semester) by a teacher specialised in French language for foreign students.

## H – OTHER POINTS

Student card:

Each Erasmus student will get a student card that they will be able to use in the Institut Limayrac for borrowing books at the library for instance or to get interesting prices in Toulouse for cinema, transports, museums....

Smoking

As in all public buildings, smoking is forbidden in the Institut Limayrac premises. There are, however, smoking corners (a cafeteria for smokers) outside the building.

## I- THE ECTS

### a- How does ECTS work?

The ECTS program (European Community Course Credit Transfer System) has been developed by the European Commission in order to provide common procedures to guarantee the academic recognition of studies abroad. The program allows the measurement and the comparison of the academic results and makes the transfer of those results possible from one institution to another.

### b- ECTS credits

ECTS credits are assigned to course modules according to relative student workload. One year of studies represents 60 credits (a semester period = 30 credits). Those credits include the total volume of the work that the student undertakes (theoretical courses, practical courses, seminars, personal work, examinations or other evaluation methods of the courses).

ECTS credits are granted to students who pass their examinations and get a sufficient mark by the different forms of evaluation.

Built-in parts of the education such as the work placement in companies and the optional courses are also assigned the credits.

### c- ECTS grades

ECTS GRADES	% of successful students normally achieving the grade	DEFINITION
A	10	EXCELLENT : outstanding performances with only minor errors
B	25	VERY GOOD / above the average standard but with some errors
C	30	GOOD : generally sound work with a number of notable errors
D	25	SATISFACTORY : fair but with significant shortcomings
E	10	SUFFICIENT : performance meets the minimum criteria
FX	-	FAIL : some work required before the credit can be awarded
F	-	FAIL : considerable further work is required

### d- ECTS students

Students who participate in the ECTS program will receive full recognition credits for all academic work accomplished with success in all the ECTS partner institutions. They will be able to transfer all credits from one partner institutions to another on the basis of the previous consent of the education program content abroad between the students and the concerned institutions.

Most ECTS students will study within one single host institution (belonging to a country with a European Community membership) during a limited period of time in order to return afterwards to their home institution. Some will be able to continue their studies in a 3<sup>rd</sup> institution. In each of those cases, the students must submit to the legal and institutional rules of the host country.

### e- The French marking system

The scale of the French marking system goes from 1 to 20. The mark 10 represents the minimum pass mark. 1 is the lowest mark and 20 the highest one.

FRENCH GRADES/MARKS	DEFINITION
Between 17 and 20	Excellent/Very good
Between 14 and 16	Good
Between 11 and 13	Satisfactory
10 (6 for the Bachelors)	Sufficient
Between 8 and 9	Fail
I	Incomplete
p	participated

At the end of the semester (or academic year) the student will receive a transcript of records with an attestation delivered by each teachers.

In order to get the credits, the mark will have to be of 10 at least.

**f- Documents to be produced before, during and after the Erasmus stay.****A application form (to send for application in April to the host institution) Annex 1**

Erasmus students must apply with the Student's Application Form which can be downloaded from the internet (<http://www.limayrac.fr>) information for incoming exchange students)

This form together with

- 2 pass photos,
- 1 Curriculum vitae,
- transcript of records before mobility
- Learning agreement (draft/project)

On arrival, students must produce:

- Learning agreement,
- European card (health insurance)
- In case the student wants to do a training, he will have to produce a document covering in case of work accidents (mandatory in case of a training)

**B learning agreement filled in by the home institution, the host institution and the student : Annex 2**

Each Erasmus students has to present a ECTS learning agreement approved by his/her home institution as well as his/her host institution.

Changes to this agreement can only be made during the first three weeks of a term and must also be approved by the sending institution. Once registered for a course, attendance of this course becomes mandatory in order to receive a grade and ECTS points

**C transcript of records to be given at the end of semester (or year) by host institution : Annex 3**

Each Erasmus student will receive a transcript of records at the end of his stay.. Its host institution will receive a copy of this transcript of records.

# J- THE FRENCH HIGH EDUCATION SYSTEM

Schéma européen LMD



## K- THE DOCUMENTATION AND INFORMATION CENTRE : CDI (LIBRARY)

Catherine MOUGIN, Catherine VALLADON, and H  l  ne BIZE-SOULA welcome you : to the Documentation and Information Centre, where you can find documentation and literature that is needed for your research :

Situated in the heart of the establishment, the **Documentation and Information Centre** is a facility at the disposal of all educational community members. It is an essential element of the pedagogic, educational and cultural activities.

Privileged place of welcoming, communication and animation, with pedagogic and leisure resources, the Documentation and Information Centre constitutes a place for knowledge acquisition and working methods.

### It favours independent study, access to information and intellectual enrichment



Beside its information and communication functions, the CDI also participates in different cultural and pedagogic activities on the initiative of the documentalists

This resource center is animated by a team of two documentalists and one document assistant that welcome the students and guide them in their research

The pupils, the teachers and the whole staff of Institut Limayrac have a very rich documentation source

At C.D.I.(The library) you can find:

- periodicals : daily newspapers like «Le Monde», « la D  p  che » and about 75 magazines with a direct link to the subjects taught at the Institute and cover fields of a great variety from general information to culture and geography ...
- encyclopedias, dictionaries, atlases).
- Educational textbooks, past papers /chronicles, other educational documents.
- Documentary books (about 7800 works) organized according to the Dewey classification
- French and foreign novels.
- CD-Roms
- Some comic strips.
- Thematic documentary dossiers created by the documentalists.
- One auto-documentation for guidance.

The teachers also have available slides and video cassettes (with exploitation licence for educational purposes).

The Documentation centre is also a centre of media resources. This is why the documentation research may be done by computer (3 computers) thanks to the software BCDI 2 (documentary software that makes an inventory and analyse of the documents of CDI), the CD-Rom exploitation (about thirty) and the access to Internet.

Two small areas are available for individual work. One of them are equipped with a cable TV and a video recorder.

The CDI is also equipped with a photocopier and a binding machine

### **Opening hours**

The C.D.I. is open every day from 8h to 17h30 or 18h, Monday to Friday. The documentary fiction books may be borrowed for two weeks; the periodicals for one week. CD-Roms, video cassettes and slides cannot be borrowed

## **L- THE SPORT AND CULTURE ACTIVITIES OF THE LIMAYRAC ASSOCIATION : ESCAL (Espace Sport et Culture de l'Association Limayrac)**

Started in 1996, the ESCAL association gathers all the members of the educational community : teachers, administration and services staff, students, trainees and former students.

The objectives of ESCAL are to liven up and to organize activities for the institute, to promote the communication within the institution and initiatives taken from all parts, in order to promote and to organize sport and cultural activities for humanitarian objectives.

The association is formed by an officer elected for a year and various committees:

- The sport committee
- The animation - culture committee,
- The committee for humanitarian work

Activities suggested last year:

- Conferences
- Sport tournaments
- Telethon
- Theatre
- Rugby league
- Lessons in: rugby, theatre, yoga, climbing...

The price of insurance for one year is 7 EUROS. This allows the members of the association to benefit from the ESCAL activities.

## M- SERVICES AND TEACHING EQUIPMENT AT THE INSTITUT LIMAYRAC

### a- The computer rooms

Students of the Institut Limayrac (or Erasmus students) are permitted to use the computers of the Institut Limayrac outside of teaching time.

They will have to deposit their student cards at the department « Vie scolaire » and retrieve them when they have finished their work.

Available times of the computer rooms can be found on the board at the « Vie scolaire »

### b- The internet room

Erasmus students are permitted to use the internet equipment with a password (see international department or the data processing department)

### c- Copy cards.

In front of the Accountancy office, in the student hall, students will find a machine where they can purchase copy cards in order to use the student's photocopier machine at the CDI (library –downstairs)

## N- CATERING AT THE INSTITUT LIMAYRAC

The self-service cafeteria offers a system of services « à la carte » which allows the students to eat according to their appetite and to pay according to their consumption. This system offers one traditional restaurant and one fast-food.

### a-Timetable of the service

Meals are served continuously from 11 :30 AM to 14 PM.

### b- The prices of the meals

For the traditional restaurant:

Meal	Price in EUROS (approximatively)
Starter 1	0,64
Starter 2	0,75
Main course 1	2,80
Main course 2	2,90
Main course 3	3,11
Vegetables (or noodles, rice...)	0,83
Cheese 1	0,64
Cheese 2	0,75
Dessert 1	0,64
Dessert 2	0,75
Dessert 3	1,04
Fast food + drink	3,42
Fast food only	2,80
Drink only	1,04
Diet meal	3,11

At the beginning of the new school year an **entry card** will be supplied to each student and will cost :

- 50 EURO for the students staying less than six months at the Institut Limayrac
- 100 EURO for the students staying at the Institut Limayrac during the whole academic year

If the student does not wish to pay the amount of this card, **2.37 EUROS** will be deducted for each meal taken in the self-service cafeteria.

The card works as a credit card. Given amounts will be credited to the card in order to supply the student account 8 EUROS, 15 EUROS, 30 EUROS... (by cheque or in cash). The meals taken in the self-service cafeteria will thereafter be debited at the time of the consumption.

When the card is emptied and the credit debit balance of the account is equal to nil, a new cheque must be deposited. Each time the student uses the card, he/she is able to check the amount of the consumption as well as the balance of the account. An overdraft of 8 EUROS is permitted, but if the amount of this overdraft is exceeded, the account will be frozen and the card removed until the account is recredited..

### c- Where the meals are served

In order to respect the general rules of hygiene, the meals are only taken:

- In the dining-room
- In the park, according to the weather.

It is forbidden to eat in the classrooms and in the kitchens for teaching reasons, the students who break this rule will be penalised.

## II- PRACTICAL INFORMATION

### A- TOULOUSE (<http://www.mairie-toulouse.fr>)



#### a- A city born from the Garonne river

Two millenaries ago, Toulouse was built on the banks of the Garonne river which has its source in Spain. This southern and lively city radiates the flamboyant red colour of its bricks bathed within eve represent sunlight. Toulouse offers the visitors all the charms of a town which combines the remnants of its past and the architectural achievements of today.

In 1463 a real golden age started in Toulouse thanks to the flourishing woad trade. In order to leave the mark of their prosperity, woad dye traders had magnificent mansions built with adjacent towers whose height testified to their wealth. These monuments to be discovered along the streets of Toulouse are the surviving evidence of Renaissance art.

#### b- Nature and art of good living

Toulouse, lady of the South, invites you to discover its gardens: The Jardin des Plantes, the Jardin Royal, The Grand Rond and also the river banks and the Prairie des Filtres or the Henri Martin Allee and the Jardin Japonais for a leisurely stroll.

The art of good living is part of the Toulouse way of life. Its inhabitants enjoy strolling in the open air markets, discussing yesterday's evening meal, playing « pétanque » or lazing in the sun.

Famous Chefs have decided to settle in this hospitable area where products and recipes are made and prepared according to traditional recipes.

Toulouse, which has had to suffer the turbulence of its nurturing river, has tamed its environment; the river banks have been landscaped ; floating barges and illuminated monuments enhance the beauty of this urban environment.

The Canal du Midi makes itself available to the public, rambling, walking and riding along its banks give life to its shady towpaths.

The Canal aimed at linking the Mediterranean sea with the Atlantic Ocean was built under the auspices of Pierre Paul Riquet and was completed in 1681.



#### c- Culture

Its reputation as the land of music celebrated by the voices of the Bel canto has now gained worldwide recognition thanks to famous artists such as conductor Michel Plasson who leads his orchestra with unequalled success.

Many creative shows take place in the various theatres of the city (Sorano, Garonne, La Digue, la Cité, le Pavé...)

#### d- The universities

Toulouse University founded in 1229 has now become a European point of reference in the fields of education and research.

Toulouse is the second university town in France with 115000 students, 4 universities , 34 schools of Higher education, 4 Engineering schools and 16 institutes.

#### e- Technology

Since the age of the aerospace pioneers, Toulouse has gained a worldwide reputation with Airbus and its record sales and the continuing success of the Ariane rocket. Technological breakthroughs (aeronautics, computer sciences, electronics, space telecommunication, biomedical industries) have propelled Toulouse to the top on the eve of the third millenium.

Located near Toulouse-Blagnac airport, the Aérospatiale site -350 hectares- is open to the public who can visit the Clement Ader assembly hall. In the past, aircrafts such as The Caravelle and The Concorde were built there.

**The address of the Tourism office in Toulouse is as follow :**

OFFICE DE TOURISME DE TOULOUSE  
DONJON DU CAPITOLE  
31000 TOULOUSE  
Telephone : +33 (0) 5 61 11 02 22  
Fax : +33 (0) 5 61 22 03 63  
<http://www.ot-toulouse.fr>

## **B- FORMALITIES CONCERNING YOUR STAY IN FRANCE**

The students from the European Union only need their ID.

If they need any information or document :

**PREFECTURE**  
1, rue Saint Anne  
31000 TOULOUSE  
Tel : 05 34 45 34 45  
Open hours : 9h to 13h

<http://www.midi-pyrenees.pref.gouv.fr>

## C- THE ARRIVAL IN TOULOUSE

### a- By plane :

#### FROM TOULOUSE AIRPORT - (BLAGNAC) TO TOULOUSE CITY CENTRE

Toulouse Blagnac airport – tel. : 0033 5 61 42 44 00 – website : <http://www.toulouse.aeroport.fr>

Take the airportbus (navette) that has a stop at the ground floor - door C -

The shuttles leave the airport every 20 minutes from Monday to Saturday from 7h50 in the morning to 23h30 in the evening. On Sundays every 20 minutes from 9h10 to 23h30 . It takes half an hour from the airport to the city centre.

In the centre of the city you can either get off at square Jeanne d'Arc and take the bus n° 22 or at the train station and take either the bus 22 or a taxi. If you want to go to the Institut Limayrac, you will have to get off at the bus stop « Beausoleil »

#### FROM TOULOUSE TO THE AIRPORT.

You can take the shuttle at the train station

From Monday to Friday, the shuttles will take you to the airport every 20 minutes from 5h20 to 20h20

Saturdays : from 5h40 to 19h40 every 20 minutes

Sundays and bank holidays : every 20 minutes from 6h40 to 20h20

### b- by train

TRAIN STATION TOULOUSE MATABIAU

If you want to travel to the Institut Limayrac : Take bus number 22 and get off at « Beausoleil ».

## D- TRANSPORTS

### a- By car

Foreign students staying in France for less than one year may use their car without making a French registration of the vehicle.

Make sure however, that you are fully insured.

### b- By train (<http://www.sncf.fr>)

To go from one town to another you can take the train. The Toulouse train station, Matabiau, is situated at the end of rue Bayard, at about twenty minutes walk from the city centre. There, you can find all the information that you need. The address is as follow :

**GARE MATABIAU**  
**64, boulevard Pierre Semard**  
**31000 TOULOUSE**  
**Tel : 05 61 10 10 00.**  
**<http://www.sncf.com>**

### c- By bus (<http://perso.wanadoo.fr/grtv/>)

Thanks to the support from the Midi-Pyrénées region, students can benefit from a reduced price for the buses of the region. The bus station is situated beside the train station. The address is as follow:

**GARE ROUTIERE**  
**68, boulevard Pierre Semard –**  
**31000 TOULOUSE –**  
**Tél. : 05 61 61 67 67.**  
**<http://www.perso.wanadoo.fr/grtv/>**

### d- By underground or city buses (<http://www.tisseo-urbain.fr>)

In 2012 : 10 travel discount - Students 26-35 years €9.40

**L'espace Jean Jaurès (espace conseil sous la station Jean Jaures)**

**Téléphone : 05 61 41 70 70**

**In order to make a « Carte Pastel » please bring:**

- An identity picture**
- An identity document**
- 6€**

## E- ACCOMMODATION

We are able to accommodate our students in student rooms at the university campus or in family houses around the Institut Limayrac.

The cost of accommodation in a student residence is about 350€ to 400€ per person and per month. The cost of accommodation in a family house can be around 300 €.

In a university campus, the price of a room is about 150€.

### ACCOMMODATION IN A FAMILY

- LIK'HOME  
Tel 0033 5 62 86 62 34  
Email: [liliana.sampedro@club-internet.fr](mailto:liliana.sampedro@club-internet.fr)
- ACCUEIL EN REGION TOULOUSAINE  
Madame Saint Victor  
Tel 0033 6 85 67 06 66  
Email: [art.ol@free.fr](mailto:art.ol@free.fr)
- 

### RESIDENCES FOR STUDENTS

#### ⇒LES ESTUDIANTINES DE BRIENNE

Impasse du Ramier des Catalans

Tel 0033 (0)5 34 45 22 22

Accès Internet

Avec Garant européen

Prix : 380 à 400 €

#### ⇒KING'S COLLEGE

135, avenue de Lespinet

Tel 0033 (0)5 62 27 59 59

Prix : 380 à 400 €

Websites to find accommodations in Toulouse:

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

In some cases, students must pay a deposit. The amount of this deposit is equal to one month rent. The student will get the money back if there is no damage done to the lodgings.

#### a- Inventory and inspection of rented property

Before renting, an inventory and inspection of the rented property must be carried out with the owner where you note all apparent imperfections in the apartment.

The student is required to leave the apartment in the same condition as it was when he/she signed the lease.

#### b- The rent

Rent is paid before the student moves in and is thereafter paid within the first five days of each month.

From the first day of a new month, you are required to pay for the whole month, even if you do not stay more than a few days, (unless you have a different agreement with your landlord).

Once you have paid your rent, you can contact your landlord in order to get a receipt of the payment of the rent. The receipt works as a written proof of your payment of the month.

#### c- Accommodation insurance

Accommodation insurance is compulsory. The amount varies according to the size of the apartment and the number of risks insured (fire, theft, water damages, civil responsibility...).

**d- The lease**

The student should establish a lease and an inventory and inspection of rented property for all renting of accommodation in order to avoid future problems with the landlord.

Leases are generally established for a period of three years but the tenant may leave the apartment three months after having informed the landlord, or eventually, in case of a professional transfer, after a one month advance notice.

**e- Personal assistance to accommodation (APL)**

The personal assistance to accommodation APL is a financial assistance from the government.

The foreign student may apply for grants from the APL if his/her accommodation is a result of an agreement between the landlord and the state at the time of its construction or its renovation.

The APL is awarded by the social security office.

It is calculated in relation to the annual means of the accommodation rent. The yearly income must be inferior to 7623 EURO for one single person and inferior to 11433 EURO for a home of several persons. If the income is inferior to 3050 EURO or if there is no income at all, your grant will be based on, and calculated with the fixed price of 3050 EURO.

Please notice however that the first month of your accommodation renting is not entitled to the APL grant.

**f- Social Housing Benefit (ALS)**

Accommodation must respond to certain criterion of comfort: basin, toilets at each floor, heating system.

The surface of the accommodation cannot be inferior to 9 m<sup>2</sup>.

The university residences of CROUS entitle ALS grants as well as the private accommodation if the above criteria is respected.

ALS is not entitled to the student who stays less than three months.

**The address of the CAF (Caisse d'Allocations Familiales) for APL or ALS:**

**CAISSE D'ALLOCATIONS FAMILIALES (CAF)**  
 24, rue Riquet  
 31000 TOULOUSE  
 +33 50°5 61 21 20 20  
<http://www.caf.fr>

**F- HEALTH AND SOCIAL PROTECTION**

Social insurance: foreign students are insured in the same way as the French students are, under the following conditions:

- Their country must have signed an agreement with France concerning this matter,
- The students must be registered in an institution of higher education authorized by the social security system for students,
- The students must be younger than 26 on the first of October of the current university year.

Those who do not meet the conditions mentioned above cannot benefit from the social insurance and must, compulsorily, arrange another private or international insurance.

**a- Social security (the DSS)**

Social insurance is as mentioned, compulsory.

For the students from the European Union, Norway and Iceland who are under 28, the European card (E111 form) can be obtained from your country and allows the repayment of your medical expenses.

To obtain a repayment of your consultations with a doctor and the medicines in France, you must go to the French DSS office, la Caisse Primaire d'Assurance Maladie (CPAM) or send following documents by post:

- The original the European card (E111 form)
- The forms delivered by the doctor (feuilles de maladie)
- The price stickers of the medicines
- A copy of your student card
- A RIB (Relevé d'Identité Bancaire) you must open an account in France so that the CPAM can pay you back directly on that Account (with a direct transfer)

In Toulouse, the DSS office is situated at the following address:

**CAISSE PRIMAIRE D'ASSURANCE MALADIE HAUTE GARONNE**  
**SERVICE INTERNATIONAL**  
**3, boulevard Prof. Léopold Escande**  
**31000 TOULOUSE**  
**Tél. : 05 61 58 95 95**

Repayments from the Social Security:

For doctors who have an agreement with the government (conventionnés) : **70 %** of the amount of the visit  
 For specialists who have an agreement with the government (conventionnés) : **70 %** of the amount of the visit

**65 %** of the price of the medication with a white sticker  
**35 %** of the price of the medication with a blue sticker

The rest of the expenses will be paid by your complementary insurance (in your home country – unless you subscribe to a complementary health insurance in France)

**b-Doctors**

There are doctors working under the label of « Free national health medicine » after having signed a reduced price agreement with the government.

Students should therefore consult a doctor using this label where the cost of a consultation in the doctor's surgery is 20 EUROS and the home visit is 30 EUROS

Consultations with other doctors who have not this agreement with the government can be very costly.

Generally, in France, a patient must advance the medical costs at the time of the consultation.

It is up to the student to choose the doctor he/she prefers.

During nights and weekends it is though preferable to call « SOS medecine » or SAMU (emergency services) if the case is serious. The telephone number of SAMU is « 15 ».

**c- Hospitals**

There are many hospitals in France with very high standard and where you can consult doctors.

The cost of a consultation is less expensive than in a private doctor's surgery.

In case of an hospitalisation (shorter or longer stay in an hospital, in particular in case of an accident) you must be able to show a written proof of you social insurance (the European card (E111 form)).

**d- Vaccinations**

No vaccination is compulsory in France. However we advice you to check that your vaccinations are still up to date before your departure.

## G- THE POST (<http://www.laposte.fr>)

In the post office you can:

- send letters and parcels
- buy stamps
- send documents by fax
- telegraph
- receive your letters at the post office by the « poste restante » system
- Telephone
- send money by postal order
- deposit or withdraw money...

## H- FRANCE TELECOM (<http://www.francetelecom.com>)

Ask for further information at the following address:

FRANCE TELECOM TELEBOUTIQUE SAINT GEORGES - place Wilson - 31000 TOULOUSE.

Telephone cards used in public phone boxes can be bought at the tobacconist's or at the post office.

You can also ask for a handy.

To call from France, dial 00 + country code + number, normally without the initial 02

To call France from abroad: 0033 + number but without the initial 0

To contact France Telecom by phone, dial: 14.

## I- FINANCES - BANKS

### a- Financial responsibilities of the foreign student in France

A foreign student must be able to justify for means that will cover his/her stay. An amount representing at least 430 EUROS per month is required by the French authorities and must be accounted for on your arrival

You should open a bank account in a bank situated in France and supply the account, either at the time of your arrival, or by using a correspondence system with your personal bank.

If you credit the French account by using the correspondence system, your personal bank will, by written proof assure the transfer of the compulsory amount. Contact your bank for further information.

### b- Opening of bank accounts

Generally, banks are opened from Monday to Friday from 9h00 to 16h00

To open a bank account the student must present:

- An identity card (passport or identity card)
- The university certificate of his/her registration within the framework of an exchange program. (this can be obtained From the international relation department).
- A certificate of his/her address in Toulouse (this can be obtained from the international relation department).

The bank will provide you with the written proof of the means required by the prefecture (as soon as the bank account is opened and supplied). The prices (of the transfer, etc...) vary according to the bank.

## J- USEFUL ADDRESSES AND TELEPHONE NUMBERS

### **a- The CROUS (<http://www.crous-toulouse.com>)**

This is a public institution formed to promote the improvement of the personal and professional living conditions of students.

The central services of CROUS can be found at:

58, rue du Taur-  
31000 TOULOUSE  
Tél. : 05 61 12 54 00

### **b- The regional youth information centre CRIJ (<http://www.crij.org>)**

By gathering all practical information, CRIJ is a meeting-and information place for the young people. The centre is open everyday and is situated:

17, rue de Metz  
31000 TOULOUSE  
Tél. : 05 61 21 20 20

### **c- The international centre for students and trainees (<http://www.univ-tlse1.fr>)**

CIES cooperates with the parts concerned by the international cooperation. Its mission consists in receiving and administering :

- Foreign students with grants for studies, placements and research in France
- French students going abroad with a grant

This centre is open everyday and is situated:

18, place Roguet  
31300 TOULOUSE CEDEX  
Tél : 05 61 42 68 08  
Fax : 05 61 42 61 73

### **d- Telephone numbers in case of emergency:**

In case of emergency you can call:

17 : POLICE  
18 : FIREMAN  
15 : SAMU

## K- PRACTICAL INFORMATION

**Pharmacies** are open from Monday to Saturday (on Sunday, a few pharmacies are on -duty ...)  
A nightly pharmacy answers urgencies from 8 PM to 8 AM 20hs00 (9 AM on Saturdays)

**Shops** in town are open from the Monday to Saturday from 9 AM to 12 AM and of 2 PM TO 7 PM  
Some of them from 9 AM to 7 PM (or even 10 PM for malls)

**Identity pictures** can be done in photomatons cabins that you can find in train stations, in the city center or next to the campus (4 EUROSfor 4 pictures)

**Photocopies** can be done in town or close to campuses. Price :0,02 EUROS surrounding

Internets consultations:

At the Institute Limayrac, at the CRIJ, in cyber-cafes (1 EURO per ½ hour)

### **A few prices - 2011- :**

a coffee in town : 1,60 EURO,

a coca : 2 EUROS,

a sandwich : 4 EUROS,

a "baguette" : 1 EUROS,

a newspaper) : 1 EURO,

a place of cinema : 8 EUROS,

an entry in a discotheque : 12 EUROS,

an entry to the swimming pool : 3 EUROS,

a liter of petrol : 1,40 EURO

an hour of baby-sitting :11 EUROS

### **The climate :**

Toulouse profits by a Atlantic/Mediterranean climate

**Temperatures** is generally between 2° and 21° (from January to May), between 13° and 30°(from June to September)  
Between 0 and 21° (from October to December)

The weather information telephone number is : 08 92 68 02 31

Web site: [http ://www. meteo fr](http://www.meteo.fr)