

NOTES

WELCOME TO ESCIP!

Dear Students

ESCIPI School of International Business offers a 5 year diploma based combined with work and academic experiences abroad. Our programme aims to guarantee that our students have the necessary skills and know-how to enter the professional world and forge a successful career ..

We hope that this handbook will provide you with all the information necessary to make your stay with us a happy and useful one.

Do not hesitate to contact any member from the International Department if you need any information, help or advice.

Enjoy your stay!

The International Department

STUDENT LIFE STUDENT LIFE

HEALTH AND HOSPITALISATION

Foreign students must have health insurance cover, which is compulsory in order to obtain a student card and a residence permit.

EU and Quebec nationals must be holders of one of the following forms: European Health Insurance policy or SE Q106 (Quebec nationals), duly completed and issued by the equivalent of the French Sécurité Sociale or National Health Department of their home country. They are therefore exempt from Sécurité Sociale or National Health contributions. NB: this form only covers treatment related to emergency health care.

Foreign students who are not holders of one of the above mentioned forms will be asked to show evidence of a health insurance policy covering illness and hospitalisation risks. They can in any case apply for the French State medical insurance (194 euros)

RESIDENCE PERMIT

(Carte de séjour)

All international students who live outside the European Union or European Economics Area must have this permit.

International students who intend to study in France for more than 3 months must go to the town hall of where they live to obtain a temporary residence permit showing their student status.

The temporary residence permit is valid until the expiry date of the applicant's passport or until the date of completion of the applicant's academic program, whichever comes first. The permit must be renewed annually.

Please note : you will need the residence permit in order to obtain housing assistance

Youth Health Centre www.filsantejeunes.com 0.800.235.236

Anti-Poison Centre- Lille 08.25.812.822

Saint Omer Hospital Route de Blendecques 62570 Helfaut 03.21.88.70.00

Fire Brigade Rue Rembrandt 62219 Longuenesse 03.21.38.02.18
Emergency 18

Police Station 16 rue des Pipiers 62500 Saint-Omer 03 21 38 61 17
Emergency 17

Gendarmerie Nationale Rue Rembrandt 62219 Longuenesse 03.21.38.14.17

ESICIP IN TOUCH

ESICIP in Touch is an association run by our students to help welcome international students to our school and way of life.

They are in contact from the moment you agree to come to ESCIP to when you leave at the end of your stay and will help you with everything from opening a bank account to finding the best restaurant and bars in town!

"Hello everybody,

We are a team of students keen to create an association focused on International students coming to study at ESCIP.

Each of us has already had a year's experience abroad, so we know what is like to live in a foreign country. That is why it is important for us to create this association in order that the international students get a hearty welcome and leave with good memories.

The association email address is escipintouch@escip.fr. Do not hesitate to contact us.

*We have created a blog. It will be the permanent link between you and the association. You will be able to see pictures, articles about our school and our team. You can give the link to your family and friends so that they can follow your experience in France: <http://escipintouch.canalblog.com>
We also just created a forum. Do not forget this url: <http://escip.chocoforum.com>.*

It will be the best place to speak about everything you like and to know everything about school, parties...

We will do everything we can to ensure that you spend a pleasant stay in the Nord-Pas-de-Calais region by offering you our true welcome, theme party, visits and many other surprises!"

Your ESCIP in Touch team.

USEFUL ADRESSES

- St Omer Town Hall** Place Foch - BP 326 62505 Saint-Omer Cédex
03.21.98.40.88 - Fax 03.21.88.55.74
- Longuenesse Town Hall** 13 rue Joliot Curie
Tél. 03.21.12.23.00 - Fax 03.21.98.50.89
- Laundrette St Omer** - 186 rue de Dunkerque
- 112 rue de Dunkerque
- Laundrette Arques** - 9 rue Adrien Danvers
- Mini market** - rue de Dunkerque
- 50 rue d'Arras
- Super market** - Auchan, rives de l'AA av Frais Fonds
- Carrefour, av Mar Joffre SAINT MARTIN AU LAERT
- Post Office** 3 place Alexandre Ribot 62500 Saint-Omer
03.21.38.26.98
- Sous-Préfecture** 41 rue Saint-Bertin 62500 Saint-Omer
03.21.38.21.33 - Fax 03.21.93.40.81
- Chamber of Commerce and Industry of Saint-Omer/Saint-Pol (CCI)**
www.stomer.cci.fr
16 Place Victor Hugo 62500 Saint-Omer
03.21.98.46.22 - Fax 03.21.98.01.66
- Transport Saint-Omer (CASO)**
www.saint-omer.net
Rue Albert Camus - BP 79 62968 Longuenesse Cedex
03.21.93.14.44 - Fax 03.21.39.22.23
- Tourist Office of Saint-Omer**
www.tourisme-saintomer.com
Rue du Lion d'Or 62500 Saint-Omer
03.21.98.08.51 - Fax 03.21.98.08.07
- Association Centre** Maison des Associations - allée des Glacis 62500 Saint-Omer
Président : Mr Jean-Marie SERVAT -
03.21.93.59.91 - Fax 03.21.95.07.77
- Library of Saint-Omer** www.bibliotheque-st-omer.fr
40 rue Gambetta 62500 Saint-Omer
03.21.38.35.08

Documents usually required when applying for a “carte de séjour”:

- 4 passport photos
- copy of your passport and visa
- proof of resources (grant certificate, document of the bank...)
- ESCIP, school certificate
- Proof of insurance (for medical fees, hospital, repatriation on medical grounds...)
- Birth certificate (including the name of parents)

INSURANCE

All students MUST take out insurance to cover civil liability (in case of physical or material damage to others). This insurance must be taken at the same time as insurance for accommodation

BANK

We strongly recommend that you have a bank account in France to facilitate everyday life. This is free of charge.

In France, banks are usually open from 10:00 am to 12:00 am and from 2:00 pm to 5:00 pm, Tuesday through to Saturday. Banks often close earlier the day before a public holiday.

Currency – money:

The Euro is the national currency of **12** countries within the European Union.

You can exchange currency at any bank. Automatic cash machines can be found in most shopping centres.

Currency exchange can be carried out at all bank branches and Post Offices. “Bureaux de change” can also be found in large department stores, railway stations, airports and near tourist sites. Please note: although the exchange rate is fixed, commission rates are not. These must be clearly displayed.

Credit cards are accepted in a large number of shops, hotels and restaurants. Shopkeepers often state the minimum amount required to be spent.

ACCOMMODATION

✓ Insurance:

In all cases, it is compulsory to have insurance for your accommodation (students are required to take out insurance on arrival and to give a copy to the General Administration). This insurance must be taken out at the same time as the civil liability insurance. Price: about 50 Euros/year

✓ Housing aid:

Two forms of financial assistance are available to students of all nationalities who rent housing in France. The precise amount of the monthly assistance varies according to the student's income, the type of housing, and the amount of the rent. The two types of assistance are Allocation de logement social and Aide personnalisée au logement, often referred to as ALS and APL. Payments are made by local family assistance funds (*caisse d'allocations familiales: CAF*) but can take up to three months to be paid into your account

More information and conditions can be found on the *Caisse d'Allocations familiale* website : <http://www.caf.fr/>

Or at: *rue St Sépulcre 62500 SAINT OMER*
Tel: 03 21 98 52 66

NB: As a student, you must often pay an initial deposit (about the equivalent of 1 month's rent at least), even for a one-room flat or studio

PRACTICAL INFORMATION

Travel: In order to travel cheaply (with the 12-25 card), present your passport and one photo at any SNCF station. The card costs 49 euros and allows you to have 50% discount for all your rail travel in France for a year.

Telephone and Fax

All telephone numbers in France are composed of 10 digits. To call or fax France from abroad, dial the country code +33, then nine digits only out of the 10 digit number (drop the first digit which is always 0). To call someone in France when in France, dial the 10 digit numbers which starts with a 0. From France to a foreign country: dial 00 + the country number + the number of the person you are calling. You will find all telephone cards (recharges for mobile phones, pre-paid cards for phone boxes...) available at Post Offices, tobacconist's souvenir shops ... All rates and country numbers are at www.francetelecom.fr

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REGISTRAR

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sophie.blanquart@escip.fr

Assistant : Ms Katia DECROCK : 03.21.38.85.51,
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DEPARTMENT OF COMMUNICATION and RECRUITMENT

Manager: Ms Virginie PARENTY : 03.21.38.85.34,
virginie.parenty@escip.fr

Assistant: Ms Alexandra FOURRIER: 03.21.38.85.57,
alexandra.fourrier@escip.fr

DEPARTMENT OF BUSINESS AND GRADUATE RELATIONS

Manager: Ms Elodie PECQUEUR-GANAYE : 03.21.38.85.55,
elodie.pecqueurganaye@escip.fr

Assistant : Ms Alexandra FOURRIER: 03.21.38.85.57
alexandra.fourrier@escip.fr

MEDIA LIBRARY

Manager : Ms Sylvie DEPLAEDT: 03.21.38.85.02,
sylvie.deplaedt@eipc.fr

GENERAL ADMINISTRATION

Manager : Ms Christelle SUEUR : 03.21.38.85.03,
christelle.sueur@eipc.fr

Assistant: Ms Elodie DUQUENNE: 03.21.38.85.09,
accueil@eipc.fr

COMPUTER SYSTEM DEPARTMENT

Manager: Mr Benoît BECQUET : 03.21.38.85.33, benoit.becquet@eipc.fr

Computer Technician: Mr Emmanuel LACROIX : 03.21.38.85.39
emmanuel.lacroix@escip.fr

IBA CALENDAR 2008

ARRIVAL	From Wednesday August 27th to Wednesday Sept. 3rd 2008
ORIENTATION DAYS	Thursday Sept. 4th to Friday Sept. 5th 2008
INTENSIVE FRENCH COURSE	From Monday Sept. 8th to Friday Sept. 12th 2008
DISCOVER St OMER	Thursday Sept. 9th 2008
BEGINNING OF IBA CLASSES	Monday Sept. 15th 2008 at 09.00 a.m.
WELCOME PARTY	Thursday Sept. 18th 2008
AUTUMN HOLIDAYS	From Friday October 3rd 2008 evening to Monday November 3rd 2008 morning
INTERNATIONAL DAYS	24,25,26th of November 2008
FINAL EXAMINATION	From December 15th to December 19th 2008
END OF CLASSES	Friday December 19st 2008
CHRISTMAS HOLIDAYS	From Friday December 19th 2008 evening to Monday January 5th 2009 morning Campus closed: from 23-12-2006 (evening) to 05-01-2007 (morning)
TRANSCRIPT RECORDS	Friday January 16th 2009

CONTACT

ESCIP School of International Business : La Malassise B.P. 60039
62967 Longuenesse Cedex France
ESCIP Emergency phone number: 06 26 43 27 99

DEAN : Ms Guillemette CHAPUIS : 03.21.38.85.20, guillemette.chapuis@escip.fr

ACADEMIC AFFAIRS :

Programme Director: ----- :

Teachers-Researchers :

Dr Sofiane AYADI : 03.21.38.85.49, sofiane.ayadi@escip.fr

Mr Aurélien MAZURE : 03.21.38.85.52, aurelien.mazure@escip.fr

INTERNATIONAL DEPARTMENT, LANGUAGE, INTERCULTURAL APPROACH

Director of International Relations :

Ms Graciela PADOANI : graciela.padoani@escip.fr

International Exchange Directors:

- Ms Susan GIBBS (English speaking countries/ Northern Europe/ Asia)
Tel. +03.21.388.567 susan.gibbs@escip.fr
- Mr Frank MEYER (German speaking countries/Eastern and Central Europe) Tel. + 03.21.388.568 frank.meyer@escip.fr
- Mr Jean Michel VIGNON (Spanish speaking countries/Southern Europe) Tel. +03.21.388.526 jean-michel.vignon@escip.fr

3 **main** French mobile phone companies operate in France. Find out from your own operator which French network to choose so that you can use your mobile phone in France.

The Post

In France, mail boxes are yellow and can be found in the streets and in every Post Office. Mail collection times are displayed on them. You can buy stamps at any Post Office and at any tobacconist. Postage cost varies according to the weight of your mail and its destination. All rates can be found on www.laposte.fr. A **0,60 EUR** stamp is enough for an, ordinary letter within Europe.

The French mail service is efficient: allow 24 to 48 hours for a letter sent in France to a destination in France; from France to another country, allow 1 to 5 days.

Due to the increase in internet and e-mail use, Internet Cafés are becoming more and more commonplace and can be found in most towns throughout France. Rates may vary, but you will be charged according to the amount of time spent using the computer.

Health

In case of emergency, you may call:

SAMU (medical emergencies): dial 15

Police emergencies: dial 17

First Service emergencies: dial 18

European emergency line: dial 112

There are a variety of medical services available to you in St Omer. Consultations and examinations by G.P.s, specialists, dentists etc., as well as emergency room facilities, will be provided at any hospital or health center. You can also make an appointment for surgery, or have a doctor visit you at home. There is always a doctor on call, but please be aware that home visits and consultations on Sundays and public holidays are always more expensive. In case of emergency ask at the police station (03 21 38 61 17) or dial 15 (SAMU), to find out the addresses and telephone numbers of local doctors.

There is a wide network of pharmacies in most towns. Although their hours of business are usually the same for stores (9:00 am to 7 or 8:00 pm), there is always a pharmacy open at night, on Sundays and on public holidays (in case of emergency ask at the police station: 03 21 38 61 17).

Certain medicine may require a prescription, while others may be bought over the counter. The pharmacist will provide you with the necessary information, and will be able to advise you accordingly.

If you are a citizen of a country belonging to the European Union, you can be refunded for your medical costs on your return home. **Make sure that you are in possession of your European health insurance policy.**

MATERIAL AT YOUR DISPOSAL IN ESCIP

- An individual pigeon hole will be provided for all correspondence with the school. To be consulted regularly!
- In September, you will sign the data-processing charter. A login allowing you access to Extranet, as well as an e-mail address will be allocated. It is important to consult it several times a day for all matters relating to the school and your studies.

IMPORTANT: The information sent by e-mail is considered as read, hence the need to consult your messages regularly

- Extranet, which can be consulted from the ESCIP website, gives access to teaching and school information (ex: planning, etc.) and everyday matters on the campus.
- The whole of the campus is equipped with wifi.
- The ESCIP provides students with free access to computer work stations. Each student benefits from an individual account of 500 complimentary printed sheets.
- When account has been used up, students can re-credit their accounts with 250 or 500 sheets at the General Administration (8 euros for 250 sheets).
- "Le Bananier" is a convivial place for students to relax. They can find drink and snack machines, a television set and two table footballs.

MEDIATHEQUE

The Mediathèque is a space for students to work. It is open from 8h30 am to 12h15 pm and 1h15 pm to 5h15 p.m.

- Mobile telephones are prohibited.
- Magazines and newspapers for consultation are provided.
- A computer with Internet access, connected to a scanner and a printer is provided.

INFIRMARY

An infirmary room is available in the event of illness.

ACADEMIC CALENDAR 2008/2009

ORIENTATION DAYS	International Students	Thursday September 4 th and Friday September 5 th 2008
INTENSIVE FRENCH COURSE	International Students	From Monday September 8 th to Friday September 12 th 2008
BEGINNING OF CLASSES	ESICIP 1 & Intl Stud ESICIP 2 & Intl Stud ESICIP 4 & Intl Stud ESICIP 5 & Intl Stud	Monday September 8 th 2008 at 10.00 a.m. Monday September 15 th 2008 at 10.00 a.m. Monday September 15 th 2008 at 02.00 p.m. Tuesday September 16 th 2008 at 10.00 a.m.
WELCOME PARTY INTRODUCTION WEEK-END	International Students ESICIP 1-2-4-5	Thursday 18 th September 2008 Friday 19 th to Sunday 21 st September 2008
AUTUMN HOLIDAYS	ESICIP 1-2-4-5 & Intl Students	From Friday October 24 th 2008 evening to Monday November 3 rd 2007 morning
"Work Experience" INTERNSHIP	ESICIP 1	From Monday December 8 th 2008 to Friday December 26 th 2008
CHRISTMAS HOLIDAYS	ESICIP 1-2-4-5 & Intl Students	From Friday December 19 th 2008 evening to Monday January 5 th 2009 morning Campus closed: from 20-12-2008 (evening) to 02-01-2009 (morning)
"Import Export" INTERNSHIP	ESICIP 2	From Monday January 5 th 2009 morning to Friday March 13 th 2009 evening
WINTER HOLIDAYS	ESICIP 1-4-5 & Intl Students	From Friday February 20 th 2009 evening to Monday March 2 nd 2009 morning Campus closed: from 20-02-2009 (evening) to 02-03-2009 (morning)
END OF CLASSES	ESICIP -5	Friday March 27 th 2009
"Project Management" INTERNSHIP	ESICIP 5	From Monday March 30 th 2009 onwards
HOLIDAY (Easter Monday)	ESICIP 1 - 2 - 4	Monday April 13 th 2009
SPRING HOLIDAYS	ESICIP 1 - 2 & 4	From Friday April 17 th 2009 evening to Monday April 27 th 2009 morning
END OF CLASSES	ESICIP 4	Thursday 30 th April 2009
PUBLIC HOLIDAY (Labour Day)	ESICIP 1 - 2 & Intl Stud	Thursday May 1 st 2009
"Professional" INTERNSHIP	ESICIP 4	From Monday May 4 th 2009 onwards
PUBLIC HOLIDAY (Commemoration 2nd of World War II)	ESICIP 1 - 2 & Intl Students	Thursday May 8 th 2009
PUBLIC HOLIDAY (Ascension Day)	ESICIP 1 - 2 & Intl Students	From Wednesday May 20 th 2009 evening to Monday May 25 th 2009 morning
END OF CLASSES	ESICIP 1 & Intl students ESICIP 2 & Intl students	Friday June 19 th 2009 Friday June 26 th 2009
"Sales" INTERNSHIP	ESICIP 1	From June 22 nd 2009 onwards

- Any disrespect of this rules will lead disciplinary measures (warning, disciplinary board...).

PARKING SPACES

A shelter is reserved for cyclists and motorcyclists on the car park.
 There is a car park for students' vehicles.
 The "visitors" car park is reserved for permanent and temporary staff as well as visitors.
 The parking of cars, bicycles, motor bikes on any other place of the campus is strictly forbidden, especially in front of the main doors. Speed on the campus is limited to 30 kms/h. Any infringement will be sanctioned.
 ESCIP declines all responsibility in case of damage or theft.

THE CAMPUS RESTAURANT

The Campus restaurant is open Monday to Friday from 12 to 1pm - meals are paid for using tickets.
 Tickets are sold every day of the week at the restaurant. Payment can only be made by cheque to the order of "restaurant du campus"

Price of 30 tickets: 17 € (count 5 to 6 tickets on average per meal). No credit will be granted.

Value of the tickets:

• starter		2 tickets
•salad:	small	1 ticket
	large	4 tickets
• a dessert		1 ticket
• a drink		1 ticket
• dish of the day with vegetables		5 tickets
• ham		2 tickets
• vegetables		2 tickets
• grilled meat		6 tickets

- Access to multimedia supports (Universalis encyclopaedia Encarta, Kompass Monde),
- 2 photocopiers using pre paid card credited with 250 photocopies available to the Media library (included in enrolment fees)

INTERNSHIPS

When the internship you will carry out is compulsory **within the field of your studies:**

- You keep your students' status
- An internship agreement must be signed by ESCIP, the company and the student).

Internship Agreement and remuneration:

The Internship Agreement makes it possible for the student to be present in a company while keeping student status and Social Security insurance. It also makes it possible for the company to remunerate you up to 30 % of the minimum wage without paying social contributions. The company can also decide to pay you beyond this threshold..

Social security contributions:

It is important that the financial relationship between the trainee and the company is **specified in writing.**

2 possible cases:

- ✓ When the sums you perceive **do not** exceed 30 % of the minimum wage per month: you do not have to pay contributions. They are regarded as an allowance.
- ✓ When the sums perceived exceed 30 % of the minimum wage, : they are considered as remuneration. Employee and employers' contributions must be paid by the company.

CAMPUS LIFE

CAMPUS LIFE

Civil liability insurance:

For internships, the civil liability insurance is covered by the insurance of the ESCIP within the framework of the training course only, both in France and abroad on condition that the internship agreement has been signed. Each student must have private civil liability insurance".

For internships partly or entirely carried out abroad, each student is informed (as soon as the internship is validated by the school) of the administrative steps to undertake be it by ESCIP or by the student ("industrial accident" cover, European card for internships in the EU, standard "Europ Assistance or Mondial Assistance"). It is up to each student to be informed and to be in regulation with the immigration authorities of the host country (identity card, passport, visa, etc...). **The school declines any responsibility if these steps are not respected.**

SPORTS

Sports complex: Access to ARC INTERNATIONAL sports complex. ESCIP students have the opportunity to do over 30 sports. These includes squash, archery, tennis, badminton, volley-ball, body-building, football, rowing, riding, basketball, body stretch, step, modern jazz, dance sport, aerobics, cross-country cycling, karate, gymnastics, table tennis, etc

SCHEDULES OF OPENING

The campus is open Monday to Friday from 7h45 to 17h30. At other times, you will need a badge

Use of the individual badge:

- For access to the campus buildings
 - On Monday to Friday: between 7.15 and 7. 45 am and between 5h30 and 8h50 pm
 - Saturday and Sunday: between 10h and 19h
- For access to the computer rooms:
 - On Monday to Friday: between 7h15 and 8h30 and between 5h30 and 8h50 pm
 - Saturday and Sunday: between 10am and 7pm
- For access to the phoning rooms:
 - On Monday to Friday: between 8am and 8pm

The badge is strictly personal; its use by a third person engages the responsibility for the holder, particularly in the event of theft or damage.

COMMUNAL LIFE

- The whole campus is non smoking. This also applies to the premises allocated for associations.
- All buildings placed at the disposal of the students (classrooms, main hall, association offices...) must be kept clean and tidy.
- If group work requires tables and chairs to be moved, everything must be put back in its original place at the end of the class
- Please use the several litter bins at your disposal.
- Le Bananier (Students Room) is the **only** place on the campus where you are authorized to eat outside the school canteen.
- Cleaning staff are employed full-time to keep the campus impeccably clean; Please respect their work.