



Welcome booklet
for international
students

UNIVERSITÉ DE
FRANCHE-COMTÉ



DEAR INTERNATIONAL STUDENTS,

You are taking your first steps at the University of Franche-Comté, and for many of you, in France. So let me welcome you and tell you how pleased we are to welcome you to our institution and to our region of Bourgogne-Franche-Comté.

To all of you, I wish you every success in your university studies in France. Here you will discover a university that is close to its students, where life is pleasant and studying is a pleasure.

With almost 600 years of history, which we will celebrate together in 2023, the University of Franche-Comté has a wealth of resources: top-level research is being developed to meet the major challenges facing society. The university has been awarded the HRS4R label and is a member of the EURAXESS network. It has also been awarded the 'Bienvenue en France' (Welcome to France) label, in recognition of the warm welcome extended to international students who come to study here.

We hope that you will find all the information you need in this welcome booklet to help you make the most of your time as a student in Franche-Comté, with step-by-step practical, administrative and logistical support to make your experience a success.

Welcome to the University of Franche-Comté!

Macha Woronoff,
President of the University of Franche-Comté



UNIVERSITY OF FRANCHE-COMTE KEY FIGURES

The University of Franche-Comté is a public, multi-disciplinary higher education and research institution offering 1st to 3rd cycle degrees. It includes:

- 6 sites (Besançon, Belfort, Montbéliard, Vesoul, Dole and Lons-le-Saunier)
- Nearly 27,000 students
- More than 2,500 staff.

The University of Franche-Comté has:

- **7** training and research units (UFR, that is to say faculties): offering bachelor's degrees, professional bachelor's degrees, master's degrees and university diplomas ('DU');
- **2** University Institutes of Technology (IUT): offering DUTs, BUTs and professional degrees;
- **2** institutes: the Institute of Business Administration (IAE), which offers management courses (masters, professional degrees, DU, etc.) and the Institute of Preparation for General Administration (IPAG), a preparatory class for external administrative competitive exams for the recruitment of category A and B civil servants;
- **2** schools: the National Institute for Teacher Training and Education (INSPE), which prepares students for careers in teaching, education and training, and the University of Franche-Comté Engineering School (ISIFC), which trains engineers in the health technology sector;
- **1** internationally renowned center for applied linguistics (CLA);
- **1** university distance learning center (CTU)
- **6** joint doctoral schools with the 'Université Bourgogne-Franche-Comté' (UBFC)
- **23** research units, including 6 joint units with major research organizations such as CNRS and INSERM.



UNIVERSITY MEDIA

Several media are available to keep you informed:

- **The website dedicated to university news:** [here](#). It contains articles on campus life, courses, research, student and community projects, etc. A diary lists all forthcoming cultural, sporting and scientific events.
- The website dedicated to the University of Franche-Comté: univ-fcomte.fr. It is the university's central website. It includes a page dedicated to international students, which can be accessed [ici](#).
- **The site dedicated to students:** [ici](#). A shortcut for all your questions and procedures in your new life in Franche-Comté.
- **The research journal:** [ici](#). This bimonthly publication highlights the projects developed in research laboratories and the innovations arising from these projects. It is published by the university and produced in collaboration with other institutions (Sup Microtech, UTBM, University of Neuchâtel, Haute-Ecole Arc and 'Etablissement français du sang').
- **Social networks:** The University of Franche-Comté is present on [Facebook](#), [Instagram](#), [Twitter](#), [YouTube](#) et [LinkedIn](#).
- **The university podcast** [here](#). The university launched its podcast this year. Every month, listeners can discover a new episode lasting 15 to 20 minutes.



THE UFR SJEPEG

The UFR SJEPEG ('Sciences juridiques, économiques, politiques et de gestion': legal, economic, political and management sciences) is one of the University of Franche-Comté's Training and Research Units ('UFR').

This human-scale structure fosters good working conditions and close relationships, both within the student community and between students and teaching staff.

The UFR SJEPEG is able to meet the needs of students wishing to undertake legal or economic studies and prepare for traditional liberal professions (lawyer, notary, etc.) or other careers such as management and administration of industrial and service companies.

These studies lead to a wide range of career opportunities, with interesting possibilities for specialization based on a good basic training in law or economics, acquired at the end of the first cycle (Bachelor's degree in Law, Economics, Economic and Social Administration: 'Licence de Droit, Sciences Economiques, Administration Economique et Sociale').

KEY FIGURES

- **2612 students**
- **3 bachelor's degrees**
- **3 professional bachelor's degrees**
- **17 masters' degrees**
- **3 research laboratories**

CONTACTS

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tel 03 81 66 67 32

Student Affairs Office :

sjepg-scolarité@univ-fcomte.fr

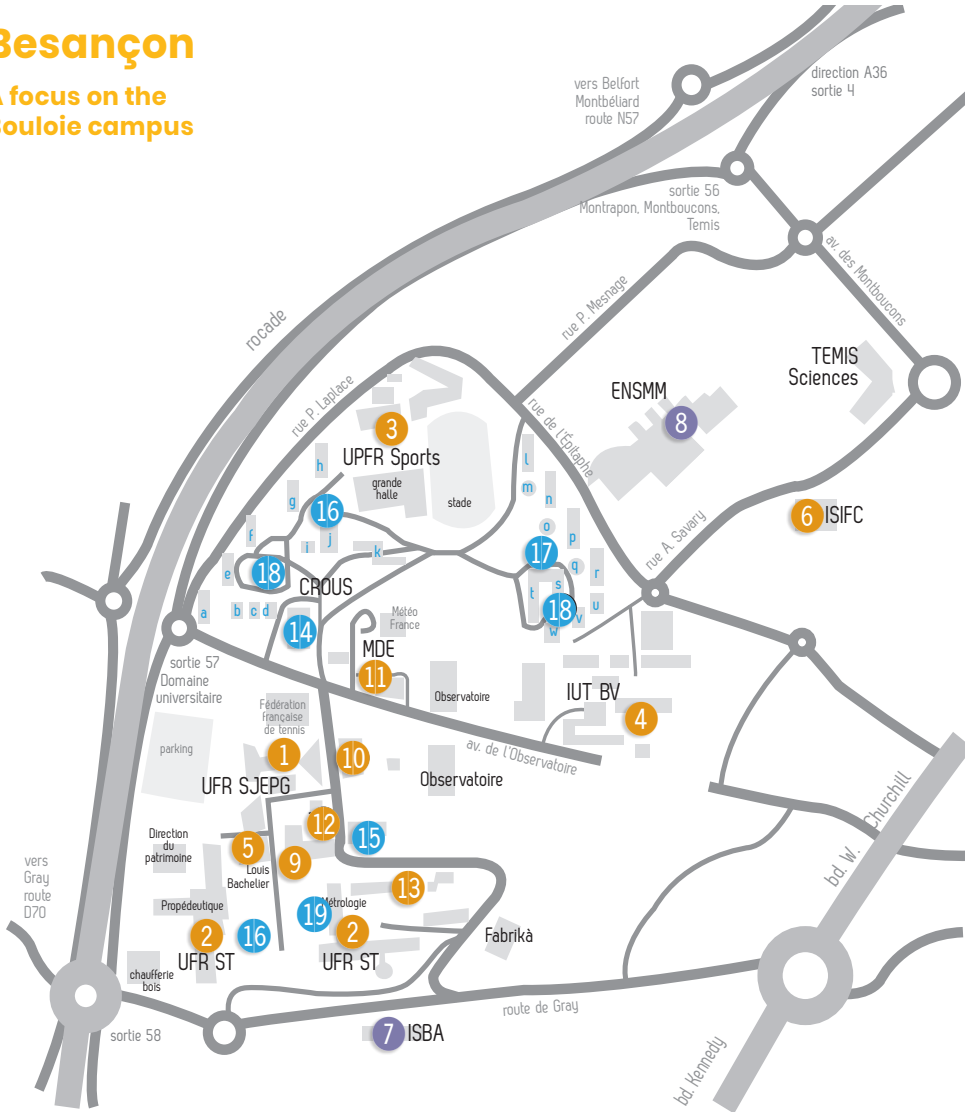
Master in Business Intelligence, Behavioral and Digital Economics for Effective Management:
Mme Mathilde FAGOT mathilde.fagot@edu.univ-fcomte.fr



HOW TO GET THERE?

Besançon

A focus on the Bouloie campus



UFR, ÉCOLES ET INSTITUTS DE L'UNIVERSITÉ DE FRANCHE-COMTÉ

- 1 UFR Sciences juridiques, économiques, politiques et de gestion (SJEPEG)
- 2 UFR Sciences et techniques (ST)
- 3 UPFR Sports
- 4 IUT Besançon-Vesoul, bibliothèque IUT
- 5 Institut d'administration des entreprises (IAE) de l'UFR SJEPEG
- 6 Institut supérieur d'ingénieurs de Franche-Comté (ISIFC)

ÉCOLES ET INSTITUTS

- 7 Institut supérieur des beaux-arts (ISBA)
- 8 École nationale supérieure de mécanique et des microtechniques (ENSMM)

SERVICES UNIVERSITAIRES

- 9 Bibliothèque universitaire Sciences sport
- 10 Bibliothèque universitaire Proudhon
- 11 Maison des étudiants (MDE)
- 12 Service universitaire de médecine préventive et de promotion de la santé (SUMPPS-Campus santé)
- 13 Imprimerie

SERVICES CROUS

- 14 Restaurant universitaire Lumière
- 15 Restaurant universitaire Petit Bouloie
- 16 Food truck à l'UFR ST (le midi) et au Petit théâtre de la Bouloie (le soir)
- 17 Salle Jenny-d'Héricourt
- 18 Résidence universitaire Colette
- 19 Restaurant universitaire L'Aqua (ouverture en octobre)

Bâtiment des résidences universitaires

- | | |
|-----------------------|----------------------------|
| a / Marcel-Aymé | m / Claude-Nicolas-Ledoux |
| b / Albert-Mathiez | n / Robert-Fernier |
| c / Lucien-Févre | o / Pierre-Joseph-Proudhon |
| d / Georges-Duby | p / Antonin-Fanart |
| e / Charles-Nodier | q / Victor-Considérant |
| f / Stéphane-Mallarmé | r / Jean-Gigoux |
| g / Pierre-Gascar | s / Gustave-Courbet |
| h / Antoine-Cournot | t / Théodore-Rousseau |
| i / Désiré-Dalloz | u / Camille-Chavret |
| j / Felix-Gaut | v / Marguerite-Syamour |
| k / Stendhal | w / Jeanne-Antide-Thouret |
| l / Jean-Léon-Gérôme | |



DAILY LIFE CHECKLIST

1. Validating my residence permit (if applicable)

Since April 2021, international students have been able to apply for their visa online directly on the France Visas website. This service is intended for students applying for a long-stay visa who live in a country where the visa application is outsourced and available online. The Campus France website offers tutorials on how to apply for a visa, as well as other important procedures.

2. Opening a bank account

We strongly advise you to open a bank account when you arrive in France. This will enable you to pay your bills (rent, electricity and water) and subscriptions (telephone, public transport), as well as collecting your wages and receiving your healthcare reimbursements. In this way, you avoid carrying cash, which is less safe.

Most banks are represented in each of our campus towns. You can open a bank account at any of them, by making an appointment with a bank advisor, and bringing your ID, proof of address and a student card (or certificate of enrolment).

Once you have opened your account, you will be given a bank card, a checkbook and a bank details form (RIB) so that you can set up direct debits for your subscriptions and bills.

The 'Banque de France' website details the procedures and documents to be provided in your situation.

If you have any problems, contact your coordinating teacher or the International Relations advisor in your course unit.

3. Registering with the French social security system (if I don't have the European health insurance card) and taking out a complementary mutual insurance scheme (even if I do have the European health insurance card)

In France, there are two complementary systems for health cover:

The Social Security (Sécurité Sociale in French): compulsory and free for all French students or students from outside the European Union. It is essential for everyday life. Register with Social Security as soon as you are enrolled at university and you will receive a card called *carte vitale*, which will be useful for all your health formalities. If you come from a European country, apply for a European health insurance card, which will replace the *carte vitale* and allow you to receive treatment in France. There is a website dedicated to international students, which you can access [ici](#).

The *mutuelles*, or supplementary health insurance: as the Social Security only covers essential costs, and not always in full, a *mutuelle* will cover part of the remaining costs, depending on the contract you take out. In the event of hospitalization, it is financially essential. If you have any problems, contact the International Relations contact person in your course unit.



4. Finding out about financial aid for students:

Many organizations provide financial aid, such as grants and housing subsidies. Contact services such as the "Caf", "Crous" or "Campus bourses" to find out about relevant offers. The university also provides you with the student aid guide, which lists all the available aid depending on your city of study:

<https://www.univ-fcomte.fr/files/guide-des-aides-pour-les-etudiants>

Your student status also entitles you to preferential rates in certain cases (transport companies, tourist attractions, etc.) on presentation of your Pass'UBFC (student card), so remember to ask for it when you arrive (bring a passport photo with you to create it). This card will also allow you to pay for your meal at the university restaurant. (See below)

5. Finding accommodation (not guaranteed by your enrolment at university)

In student halls of residence

Once you have enrolled at university, you will need to find accommodation. The Crous Bourgogne-Franche-Comté provides a wide range of accommodation close to campuses. They are available to all students, with or without grants. For students on individual mobility schemes, applications are made between January 15 and May 15 for the following academic year via the student social file (DSE) on the My Student Services website (Mes services étudiants in French). For students on supervised mobility programs (exchange programs), applications must be made via "Mobility online" before June for first-semester students and before October for second-semester students.

Outside students halls of residence

Advertisements for accommodation in the private sector (independent housing, flat sharing, renting in return for services) are regularly published on the 'Lokaviz', 'Leboncoin' and 'Location étudiant' websites.

The following guide to student aid can help you:

<https://www.univ-fcomte.fr/files/guide-des-aides-pour-les-etudiants>

If you are having difficulty finding accommodation, please visit: <https://www.dossierfacile.fr/>

6. Taking out home and civil liability insurance

Student Abroad Insurances are generally comprehensive, covering a range of issues such as health costs, accommodation in the event of theft or material damage, civil liability during an internship, repatriation in the event of accident or illness, trip cancellation, etc. They are compulsory.

7. Filling in my 'Caf' file

The Caisse d'allocations familiales (CAF - French family allowance office) is an organization that international students, like French students, can turn to in the event of financial difficulties. They can claim housing benefit, activity allowance or family allowance. The guide to student aid can be helpful: here.

8. Finding out about transport options

The cities of Franche-Comté are keen to encourage eco-friendly transport. You can get to Besançon, Vesoul, Lons-le-Saunier, Belfort or Montbéliard by train. The stations are located in the city center, and there are numerous transport options from the stations to the various university campuses: bus, tram and self-service bicycle hire.

For more information, consult the transport companies:

Besançon : <https://www.ginko.voyage/>

Belfort : <https://www.optymo.fr/>

Montbéliard : <https://www.evolyty.fr/>

Vesoul : <https://www.vbus.fr/>

Lons-Le-Saunier : <https://www.tallis.fr/>

Dole : <https://reseau-tgd.fr>

Mobigo (regional bus routes) : <https://www.viamobigo.fr/>

9. Taking out a telephone subscription

If you don't already have an international telephone subscription, consider taking one in France. To do this, you need a French bank account and proof of identity (passport). You can take out a subscription with various French providers.

10. Buying my 'e-Carte avantage jeune' (optional):

The Young People's Advantage e-Card costs €8 and offers a wide range of reductions and freebies for culture, leisure and everyday life for young people in Bourgogne-Franche-Comté. It is now available online.



STUDENT LIFE CHECKLIST

1. Registering for university

The registration procedure varies according to your nationality, level of study and situation. To find out which procedures apply to your situation, visit the Campus France website:

<https://www.campusfrance.org/fr/candidature-enseignement-superieur-france>

Further information are available on the University of Franche-Comté's "admission and registration" portal: <http://admission.univ-fcomte.fr/>

2. Drawing up my educational contract, if I am an exchange student

This is a very important step. If you have any difficulty, contact the international relations contact person for your course.

3. Activating my ENT account and my mailbox. Create my timetable on the ENT or via the "edt UFC" application.

If you have any problem, contact the international relations contact person for your course..

4. Paying the CVEC (€100), unless I am part of a double degree exchange program (refundable if I have a grant).

Before enrolling in a higher education course, all students must obtain a certificate of payment or exemption from the Student and Campus Life Contribution (CVEC).

This contribution is used to fund social, health, cultural and sports services for students and to support preventive and health education initiatives for students. (Article L. 841-5 of the Education Code).

5. Having the compulsory medical examination at the Student Health Center (Service de Santé Étudiante – SSE in French) (contact ici)

6. Taking part in welcome meetings for my training program

7. Taking part in the welcome day for international students in September and in the "Welcome to Students" event in September

8. Signing up for ESN Besançon's Buddy System to be helped by a student from Franche-Comté

ESN is a student association that organizes activities to welcome international students and to integrate them into French life.

If you would like to be accompanied in your new French life by another student, sign up quickly for the Buddy System. You will be able to meet new people, get help with formalities and visits, and have someone you can count on.

To register: <https://buddysystem.eu/fr/>

9. Activating my IZLY account (attached to the 'UBFC pass') and not forgetting to load it in order to be able to eat at the University Restaurant

Crous university restaurants serve complete, balanced meals (starter, main course, dessert) at reasonable prices. Cafeterias are also available on campus, offering sandwiches, salads, coffee breaks, etc. You can use your student card (Pass UBFC) to pay for your meals, by downloading the 'Izly' application. Do not forget to reload it regularly!



10. Participating in student association activities

Implantées sur le campus de la Bouloie à Besançon et sur le campus de Montbéliard (MÉMO), les Maisons des étudiants (MDE) sont des lieux d'accueil, d'animation, d'information et d'accompagnement dédiés aux étudiants. De nombreux services universitaires et associations étudiantes y sont également localisés.

SPORT

The University of Franche-Comté encourages you to take part in sporting activities through Campus Sports, a shared service for all students and staff at the university. Its mission is to make physical and sporting activities accessible to all, including people with disabilities. Present in Besançon, Belfort, Montbéliard and Vesoul, Campus Sports offers a range of programs adapted to different audiences and levels of practice. Moreover, if you are a top-level athlete, you will be able to reconcile intensive sports practice with your studies thanks to a specific program designed to give you the best possible results.

For further information, visit the dedicated website: <http://u-sports.univ-fcomte.fr/>

ARTISTIC PRACTICE

Would you like to try out an artistic practice? Share social events and meet other students and professionals outside class time? Take part in collective projects alongside artists and professional contributors? Do not hesitate! Throughout the year, the University of Franche-Comté's departments and associations offer workshops to suit all tastes and aspirations.

Find out more here.

11. Finding out more about health and prevention services for students: The Service Santé Étudiante (SSE) and the Crous social service are available to provide medical and social support as well as advice tailored to your situation. The University of Franche-Comté also offers three support services for students:

- The listening-info line is open on 03 81 66 55 66 from Monday to Friday, from 12:00 pm to 1:30 pm and from 6:00 pm to 7:30 pm. Psychology students are on hand to answer your questions.
- Find out more about student aid: https://www.univ-fcomte.fr/sites/default/files/aides_durgences_etudiants-v15-jf.pdf
- The SOS platform is a university system for reporting sexist and sexual violence, whether you are a victim or a witness: <https://sos.univ-fcomte.fr/>

12. Finding a student job or starting your own business:

The University of Franche-Comté offers student jobs, encourages entrepreneurship and relays offers of employment, civic service or international volunteering, through its Orientation Stage Emploi service (OSE - Career guidance, internship and employment service) and the Career Center platform.

More information on the OSE service: <https://www.univ-fcomte.fr/les-services-administratifs/ose#YtEvid86-GA>

13. Joining the Alumni network of the University of Franche-Comté:

The University of Franche-Comté has launched its Alumni network, to enable former students, staff and students looking for work to connect their talents. The platform includes a Career Centre, groups by course and many other tools for connecting people and helping them find employment. Register ici.



PRACTICAL INFO

Emergency numbers



Samu (The Service d'aide médicale urgente is a hospital service that provides first aid before transferring the sick or injured to hospitals): 15

Police emergency service (Police secours in French): 17

Fire department and assistance to accident victims (Sapeurs-Pompiers in French): 18

Deaf and hard of hearing emergency number: 114

European emergency number: 112

**SOS Médecin (emergency medical service at home to see a doctor on call):
36 24**

Pharmacy on call: 32 37

Croix-Rouge Ecoute (psychological support service): 0800 858 858

**Listening-info line for students at the University of Franche-Comté: 03 81
66 55 66**



PRACTICAL INFO

Glossary and acronyms

- ADM** (on transcript): admitted (validated)
- AJ** (on transcript): adjourned (not validated)
- AIU**: Inter-university agreement with universities on five continents
- APL**: Aide Personnalisée au Logement (financial aid paid by the CAF to pay part of the rent based on income)
- BCI**: Bureau de coopération interuniversitaire (inter-university cooperation office); the BCI program concerns Quebec.
- BTS**: Brevet de Technicien Supérieur (Advanced Technician's Certificate)
- BU**: University libraries
- BVE**: Bureau de la Vie Etudiante (Student Life Office)
- CAF**: Caisses d'Allocations Familiales (public body providing social financial aid, including APL)
- CC**: Continuous assessment (exams throughout the semester)
- CLA**: Centre de Linguistique Appliquée (Center for Applied Linguistics)
- CM**: Cours Magistraux (lectures given in an amphitheater in front of several hundred students)
- CROUS**: Centre Régional des œuvres Universitaires et Scolaires (Regional Center for University and School Works)
- CTU**: Centre de Télé-enseignement Universitaire (University Distance Learning Center)
- CVEC**: Contribution de Vie Etudiante et de Campus (Student and Campus Life Contribution)
- DCC**: Exempt from Continuous Assessment
- DREIF**: Direction des Relations européennes, internationales et de la Francophonie (European and International Relations and Francophonie Department)
- DU**: University Diploma
- DUT**: Diplôme Universitaire de Technologie (University Technology Diploma)
- ECTS**: European Credit Transfer System
- ENT**: Espace Numérique de Travail (Digital Workspace)
- FLE**: French as a Foreign Language
- IAE**: Institut d'Administration des Entreprises (Business Administration Institute)
- INE**: Identification Nationale des Etudiants (National Student Identification)
- INSPE**: Institut National Supérieur du Professorat et de l'Education (French National Higher Education Institute for Teaching and Education)
- IPAG**: Institut de Préparation à l'Administration Générale (Institute of Preparation for General Administration)
- ISEP**: International student exchange program: The ISEP program covers America, Asia and Africa.
- ISIFC**: Institut Supérieur d'Ingénieur de Franche-Comté (Franche-Comté Higher Institute of Engineering) **IUT**: University Institute of Technology
- LMD**: Licence - Master - Doctorat (Bachelor's degree, Master's degree - PhD)
- OSE**: Orientation-Stage-Emploi (Career guidance - Internship - Employment)
- Relais RI: International Relations contact person
- RU**: Restaurant Universitaire (University Restaurant)
- SSE**: Service de Santé Étudiante (University's Student Health Center)
- TD**: Travaux Dirigés that is to say tutorials (courses given to deepen the knowledge acquired in the CM) **TP**: Travaux Pratiques (practical work based on experiments)
- UBFC**: Université Bourgogne Franche-Comté (group of higher education and research institutions to which UFC belongs)
- UEL**: Unité d'Enseignement Libre (Free teaching unit)
- uFC**: Université de Franche-Comté
- UFR**: Unité de Formation et de Recherche (Training and Research Unit or Faculty)
- UFR SJEPG**: Faculty of Legal, Economic, Political and Management Sciences
- UFR SLHS**: Faculty of Language, Human and Social Sciences)
- UFR STAPS**: Faculty of Sciences and Techniques of Physical and Sports Activities
- UFR ST**: Faculty of Sciences and Technology
- UFR STGI**: Faculty of Technical Sciences and Industry Management



Glossary of commonly used terms

Composante : schools, institutes and faculties (e.g. UFR SLHS)

Examens finaux : exams at the end of the semester (the opposite of CC)

Partiels : exams

Pass UBFC : student card, also known as the IZLY card that used to pay for meals at the CROUS and is essential for taking certain final exams. It also entitles you to special rates in certain cases (transport companies, tourist attractions).

Make the most of your new school year by visiting your campus and discovering your new region and town.

The Franche-Comté region covers 4 départements in eastern France: Haute-Saône, Doubs, Jura and Territoire de Belfort. It offers an infinite variety of landscapes: plains and valleys, vineyards and fields, mountains and lakes, which are welcoming in summer and winter alike. You will find many modern towns and charming little villages, as well as a wealth of gastronomic delights that are a definite must for visitors.

For more information, here is the list of tourist offices in our campus towns:

<https://www.besancon-tourisme.com/fr/>

<https://www.belfort-tourisme.com/>

<https://www.paysdemontbeliard-tourisme.com/>

<https://www.vesoul.fr/sortir-bouger-se-divertir/tourisme.html>

<https://www.lons-jura.fr/>

<https://www.doletourisme.fr>

And to discover the Bourgogne-Franche-Comté Region:

<https://www.bourgognefranche-comte.com/>



**Enjoy the start of your new
academic year
and welcome to the University
of Franche-Comté!**

