



IUT Nantes
Pôle Sciences et technologie

Nantes Université



WELCOME TO THE IUT OF NANTES

2024 - 2025

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DIRECTORY

Guichet Unique

Maison des échanges internationaux et de la Francophonie (MEIF)

15 Chaussée de la Madeleine à Nantes

Trams 2 ou 3, arrêt Hôtel-Dieu

guichet.unique@univ-nantes.fr

02 53 46 21 62

International Relations Office of the IUT of Nantes

Campus de la Fleuriaye

relations-internationales.iutna@univ-nantes.fr

02 28 49 21 97

Student service centre of the IUT (campus de la Fleuriaye) (*Scolarité IUT de Nantes*)

scolarite.iutna@univ-nantes.fr

02 72 64 22 36

French as a foreign language institute (i-FLE) (*Institut de Français Langue Etrangère*)

Service Universitaire des Langues

Bâtiment Tertre n°3, 3ème étage

Chemin de la Censive du Tertre à Nantes

02 53 48 77 01

sul-fle@univ-nantes.fr

<https://i-fle.univ-nantes.fr>

Student Health Services (SUMPPS) (*Service Santé des étudiants*)

110 Bd Michelet à Nantes

02 40 37 10 50 or 10 69

accueil.sumpps@univ-nantes.fr or accueil.sse.nantes@univ-nantes.fr

HEADS OF DEPARTMENT OF THE IUT

City centre campus (Joffre)



**Business Management & Administration (GEA) -
*Gestion des Entreprises et des Administrations (GEA)***
Head of department : Nathalie Le GALLO
Office E2/07 - nathalie.legallo@univ-nantes.fr



**Computer Science (INFO) -
*Informatique (INFO)***
Head of department : Arnaud LANOIX
Office E1/03 - arnaud@lanoix@univ-nantes.fr

Carquefou campus (La Fleuriaye)



**Electrical Engineering & Industrial IT (GEII) -
*Génie Electrique et Informatique Industrielle (GEII)***
Head of department : Bruno FEUVRIE
Office K1/29 - bruno.feuvrie@univ-nantes.fr



**Mechanical & Manufacturing Engineering (GMP) -
*Génie Mécanique et Productive (GMP)***
Head of department : Olivier CARDIN
Office D1/29 - olivier.cardin@univ-nantes.fr



**Energy Transition Engineering (MT2E) -
*Métiers de la Transition et de l'Efficacité Energétiques (MT2E)***
Head of department : Dominique EVROT
dominique.evrot@univ-nantes.fr



Quality, Logistics & Industrial Organisation (QLIO) -

Head of department : Laurent JACOB
Office B1/18 - laurent.jacob@univ-nantes.fr



**Materials Science and Engineering (SGM) -
*Science et Génie des Matériaux (SGM)***
Head of department : François BASTIANELLI
francois.bastianelli@univ-nantes.fr

Châteaubriant Campus



Business Administration & Sales Management (GACO) -

Head of department : Rodolphe DALLE
rodolphe.dalle@univ-nantes.fr

GUICHET UNIQUE

The *Guichet Unique* welcomes international students on two distinct periods, in September and January, at the [Maison des Echanges Internationaux et de la Francophonie in Nantes](#).

Tutors, students and staff of the « Direction Europe et International » (DEI) (“International Relations Office of Nantes University”) welcome **all international students** who have come to Nantes University for a mobility or to enrol.

It is therefore the entry point for international students arriving at the IUT of Nantes. It is mandatory for all international students to go to the *Guichet Unique* upon arrival :

Website : <https://www.univ-nantes.fr/etudier-se-former/incoming-students-venir-etudier-a-nantes/guichet-unique-accueil-des-etudiants-internationaux>

QR code :



Nantes University is a partner of a number of institutions and organisations, several of which **hold an office at the *Guichet Unique* to help students with procedures on site :**

- The CROUS (« *Centre régional des œuvres universitaires et scolaires* »)
- The social worker from the university service of preventive medicine and health protection (*Summps*)
- A housing assistance information point («*Caisse d’Allocations familiales Studapart*»)
- A public transport information point (*SNCF and TAN*)
- *The ESN Nantes – Autour du Monde* society of international students in Nantes

ENROLMENT AT THE IUT OF NANTES

Before registering at the IUT of Nantes, students must pay the CVEC on the following website: <https://www.messervices.etudiant.gouv.fr/envole/>

What is the CVEC ?


Each student registered in a first degree course in a higher education institution must obtain, a certificate of payment of the Student and Campus Life Contribution (CVEC) (*“Contribution de Vie Étudiante et de Campus (CVEC)”*), before enrolling, by paying on the following website (<https://cvec.etudiant.gouv.fr/>).

If the student doesn't have an account on the website, they must create one in order to pay the CVEC. As an indication, the amount was €103 in 2024.

After going to the Guichet Unique and paying the CVEC, international students must make an appointment with the International Relations Office of the IUT of Nantes (relations-internationales.iutna@univ-nantes.fr) and go there with their complete registration file (office A1/24 – La Fleuriaye Campus)

Documents to put in the registration file :

- The registration form signed and completed at the Guichet Unique
- A recent photograph (less than 2 months old) in ID card format + authorisation form to use the photograph
- Proof of payment of the CVEC (student and campus life contribution). To be downloaded from the website: <https://cvec.etudiant.gouv.fr/>
- A copy of a valid identity card, passport or residence permit
- Photocopy of the high school diploma transcript
- The tuition fees have to be paid by the student, **by credit card only**. As an indication, in 2024, for a BUT enrolment, the fees amounted to €175.

 If the student does not have a credit card and can only pay in cash, they must first go to the Accounting Office (Bureau de l'agence comptable), at the Nantes University Presidency (1 quai de Tourville, 44035 Nantes). **NO CASH will be accepted at the IUT!**

The student must not forget to make an appointment with the Head of the registration service !

THE WEBSERVICES AT NANTES UNIVERSITY

Nantes University provides international students with numerous webservices on its intranet : <https://intraetu.univ-nantes.fr/>



Emplois du temps

As a student, your **timetable** is not fixed and will be different one week to the next, which is why it is essential to check it regularly!

To do this, go on the intranet under the heading “**Your webservices**” (“*Vos Webservices*”) and then to the sub-category “**Timetable, courses, teaching**” (“*Emploi du temps, cours, pédagogie*”). Then click on “**Timetable**” (“*Emplois du temps*”) and choose your school: “**IUT de Nantes**”. You can then select your group (for example “**GEI12 TDA**”) to view your timetable.



Webmail

As new students at the university, you will soon realise that it is essential to use the Webmail. In fact, you will receive emails every week on all sorts of subjects, from a cancelled or moved lesson, to the week’s agenda of activities on campus.

Check this IUT academic mailbox daily because only this e-mail address is used by the administration and teaching staff !



Madoc

The Madoc educational platform enables all teachers to make their course content and multimedia documents available to students online. You can access this online course space via the Nantes University Webservices or by typing the following address : madoc.univ-nantes.fr



Forum

Accessing the **Forum** couldn’t be easier! Go on the intranet under the heading “**Your webservices**” (“*Vos webservices*”) then in the sub-category “**Communicate**” (“*Communiquer*”). Once you have clicked on “**Forum**”, a multitude of discussions will appear in which you can take part. You can also click on “**Categories**” to directly select the subject that interests you, for example: “**Classifieds – for sale**” (“*Petites annonces – à vendre*”), “**School information**” (“*Infos scolarité*”) or “**News, events, going out in Nantes**” (“*Actualités, événements, sorties sur Nantes*”).

THE WEBSERVICES AT NANTES UNIVER-



U-Sport

Sign up for the Pass'Sport – Check in advance all the information on the physical activities and the user's manual to sign up for the SUAPS sports activities.



Certifications et formations en langues étrangères

By clicking on this icon, you can register to language certifications (TOEIC, DELF, DALF, TCF...) and foreign language courses offered by the “Institut de Français Langue Etrangères” (i-FLE). For more information concerning the evening French Language courses check the following website : <https://i-fle.univ-nantes.fr/fr/les-formationen>

GENERAL INFORMATION

Pass sup' card

Following your registration, you will be issued a Pass sup' student card. This card will be used for all aspects of your student life (catering, library, sport), and should be kept in a safe place : <https://www.univ-nantes.fr/formation/scolarite-inscriptions/la-carte-etudiante-pass-sup>

Izly Service

To pay for meals at Restos U, you must activate your online wallet (IZLY) by following the instructions in the e-mail received from the IZLY service (name.surname@etu.univ-nantes.fr). This e-mail will give you your login and password so that you can access the wallet from the website : <https://mon-espace.izly.fr/Home/Logon?ReturnUrl=%2f>

Attendance

 Attendance is mandatory, any absence must be justified within 48 hours!

STUDENT MENTORING AND SUPPORT IN STUDENT LIFE

Would you like to be mentored at the start of the school year ?

The University Language Service can put you in touch with a local student. The Univ Buddy system encourages students to exchange ideas, help each other and discover another culture, making it easier for you to settle in !

Register in September on : <https://i-file.univ-nantes.fr/fr/univ-buddy>

Contact : univ-buddy@univ-nantes.fr

AUTOUR DU MONDE – ERASMUS STUDENT NETWORK (ESN)

The “Autour du monde – ESN” association offers a wide range of activities and meetings throughout your stay in Nantes (guided tours, polyglot cafés, evening events, etc.). They will help you settle in and integrate into your campus and the city.

Office hours at the student centre (“*Pôle étudiant*”) (Tertre campus)

Website : <https://www.studyinfrance.org/erasmus-in-france/esn-nantes/>

Download the “Survival guide” : <https://www.studyinfrance.org/wp-content/uploads/2021/06/Survival-guide.pdf>

FRENCH AS A FOREIGN LANGUAGE

The university language service offers French courses at all levels. Learners can choose from modules according to their level and needs. All levels from beginner to advanced: <https://i-file.univ-nantes.fr/fr/les-formations>

PHYSICAL ACTIVITIES

Want to start basketball, climbing, hip-hop, Brazilian jujitsu or yoga? The university offers a wide range of sporting activities. The full list can be found at univ-nantes.fr/sport

Subscribe to the Pass'Sport which gives the opportunity to students enrolled at Nantes University to take part in all the personal sports practices offered by the SUAPS and in university sports competitions offered by the NSU (Nantes Sport University), on request and at no extra cost, from local to international level.

For more information on sports at the university you can access the online catalogue on : univ-nantes.fr/sport

Online registration from early September.

MEANS OF TRANSPORTATION

How to get to Nantes

The Nantes metropolitan area offers a wide range of soft modes of transport enabling visitors to move around the city easily and freely.

- By train : [check the SNCF website](#)



- By plane : [check the Nantes Atlantic Airport website](#)



- By car : [check our campuses maps](#)



- By public transportation : [check the Naolib website](#)



The **solidarity pricing scheme for transport** allows people with low incomes to travel with substantial discounts on public transport. To apply for these discounts, go to the “Nantes Métropole” website : <https://metropole.nantes.fr/tan-tarifs-solidaires>

ACCOMMODATION

For non-exchange students

ESPACIL residence in Carquefou on La Fleuriaye campus, near the IUT. A 20m² room costs around €400 including charges

Steps to take: An application form is available on the ESPACIL website : <https://www.espacil-habitat.fr/devenir-locataire/etudiants-jeunes-actifs/faire-une-demande/>

University housing on the Joffre campus in the city centre (near the Chanzy or Léonard de Vinci university residences). You must contact the CROUS directly : <https://trouverunlogement.lescrous.fr/>

Chanzy university residence : crous.citechanzy@ac-nantes.fr

The CROUS offers the following various types of accommodation:

- Rooms in university residences (approximately €254.8/month): 9m² rooms with individual shower/WC cabin, refrigerator, built-in furniture and communal kitchen.
- 18m² studios

Informations :

A **guarantor** is mandatory for non-exchange students. A guarantor undertakes to pay the rent on your behalf if you are unable to pay. If you are having difficulty finding a guarantor living in France, there is the Visale guarantee: this is a guarantee granted by Action Logement to people under the age of 30. All procedures can be carried out online on the website www.visale.fr

The **security deposit is a deposit** that you pay when you move in. The amount is equal to one month's rent and will be reimbursed on departure if no damage is found.

Loca-Pass : offered by *Action Logement*, this "Pass" is a 0% loan that can be used to finance the security deposit required when you move in. It is available to students under the age of 30. You can apply online www.actionlogement.fr/l-avance-loca-pass

Studapart (<https://univ-nantes.studapart.com/fr/>), will also act as a guarantor if you use the partner platform to look for accommodation.

Check the university's website for additional information : <https://www.univ-nantes.fr/international/venir-a-nantes/etudiants-internationaux-logement-et-aide-au-logement-1>

For students participating in an exchange program

If you wish to stay in a room in a university residence, you must make the request through the online application before :

- May 15th for students coming for the first semester or for the academic year
- November 15th for students coming for the second semester

Given the limited number of rooms available, not all requests can be met. Your room reservation will be confirmed between June 15th and June 30th for the first semester or the academic year, and between December 10th and 15th for the second semester.

> If you are staying in a university residence, you will have to :

- Pay a security deposit upon your arrival (approximately one month's rent). This deposit will be refunded on departure if no damage is found. .

Loca-Pass : offered by Action Logement, this "Pass" is a 0% loan that can be used to finance the security deposit required of tenants when they move into the accommodation. It is available to students under the age of 30. You can apply online www.actionlogement.fr/l-avance-loca-pass

Studapart (<https://univ-nantes.studapart.com/fr/>), will also act as guarantor if you use the partner platform to look for accommodation.

- Provide proof of **accommodation insurance** (fire, water damage, etc.)
- Find a **guarantor** (for students outside the exchange program only) *see section "For students outside the exchange program".

Tips :

The university has also signed an agreement with Studapart : <https://univ-nantes.studapart.com/fr/>

To log in you need a code that you can request from guichet.unique@univ-nantes.fr

LOKAVIZ (<https://www.lokaviz.fr/>) is a CROUS platform dedicated to private accommodation offers.

OPENING A BANK ACCOUNT

Opening a bank account is strongly recommended for the management of your budget (payment of your bills by direct debit, reimbursement of medical expenses, etc.) and is mandatory if you want to receive housing assistance from the CAF. Ask your usual bank if it is associated with a French network, as this may make your transactions easier.

To open a bank account in France, you will need to provide the following documents :

- your school certificate or your student card from Nantes University
- an identity document (passport or ID card)
- a copy of your visa for non-European students
- proof of residency in France (certificate of residence from the CROUS for students living in a university residence, invoice, rent receipt, etc.)

Opening an account is generally free. However, you may be charged for certain services (credit card, overdraft authorisation, etc.). Some banks will charge you a small fee if you use a different ATM than their own.

A bank that is used to receiving our foreign students (no obligation to choose this one) :

Crédit Agricole Nantes - 50 Otages, 4 place de l'Ecluse, 44000 Nantes

In the event of financial problems, you can take out a solidarity supplementary health insurance :

- Solidarity supplementary health insurance : <https://www.complementaire-sante-solidaire.gouv.fr/>

The student's national insurance number can be used to apply for APL (housing assistance) on the CAF website : <https://www.caf.fr/>

HEALTH AND SOCIAL SECURITY PROCE-

You are a student of European nationality

If you have a valid **European Health Insurance Card (EHIC)** for the duration of your stay, you do not need to join the French National Health Insurance (also known as the “Assurance Maladie”). To claim reimbursement for treatment, you must attach the following documents :

- a copy of your European Health Insurance card (front and back)
- the treatment sheet issued by the doctor
- a bank details form
- a certificate of enrolment for the current academic year

and send these documents to the following address : CPAM de Loire-Atlantique - 9, rue Gaëtan-Rondeau - 44958 Nantes CEDEX 9

 If you do not have a European Health Insurance Card (EHIC) or if it is no longer valid, you must join the National Health Insurance (<https://etudiant-etranger.ameli.fr>).

You are a student from outside the European Union

You must join the National Health Insurance (<https://etudiant-etranger.ameli.fr>).

You are a student from Quebec

You must have the RAMQ form allowing you to be covered for the duration of your stay. If you do not have it you must join the National Health Insurance. (<https://etudiant-etranger.ameli.fr>).



Scan this QR code to access the National Health Insurance website, four languages are available on their website (English, Arabic, Spanish and Mandarin)

ZOOM ON THE REIMBURSEMENT OF YOUR MEDICAL FEES

Please note that the **social security reimburses 70% of the cost of your consultation if you declare a general practitioner**. If you do not declare a general practitioner, you will only be reimbursed up to 30%.

To complete the reimbursement of your medical fees, it is advised to subscribe to a **supplementary health insurance** policy (also known as “**Mutuelle**”), especially in the event of hospitalisation. You have to pay for it but it is not mandatory. You should always consult your general practitioner before making an appointment with a specialist in order to be reimbursed.

«Solidarity Supplement Health Insurance -C2S» :

Under certain conditions (modest income), you can benefit from the Solidarity Supplement Health Insurance. It is a free service which you can apply for via your personal Ameli account.

To contact the National Health Insurance

- Use the **forum** : <https://forum-assures.ameli.fr/>
- By **e-mail** on your Ameli account in the section “Ma messagerie”
- **By phone** : 3646 (price of a local call from a landline) from Monday to Friday from 8:30 am to 5:30 pm or 09 74 75 36 46 (a call centre agent will answer in English)
- In the **agencies of the CPAM** : (Caisse Primaire d’Assurance Maladie) of Loire-Atlantique – 9 rue Gaëtan Rondeau – 44958 NANTES Cedex 9 from Monday to Friday from 8:30-12 am and 1:30-5 pm

HEALTH STUDENT SERVICE AND STUDENT WELFARE SERVICE OF NANTES UNIVER-

LE SERVICE DE SANTÉ DES ÉTUDIANTS

Maison des Services Universitaires
110 boulevard Michelet

Du lundi au vendredi de 8h30 à 17h00

Et des antennes : Fleuriaye - la Roche/Yon - Saint-Nazaire

accueil.sumpps@univ-nantes.fr

02.40.37.10 50 ou 10 69

Consultations are free but you must make an appointment: general medicine, nutrition, gynaecology, psychiatry, addiction, nursing, vaccinations, etc.



To make an appointment : <https://univ-nantes.contactsante.fr>

- Create your patient account using your student e-mail address
- Activate your account via the e-mail you receive
- Enter a mobile phone number to receive SMS reminders of your appointment

Student welfare service

If you are experiencing accommodation problems or financial difficulties and would like social support, you can make an appointment with a **social worker** for advice, help or guidance.

Student Health & Social Service : 02 40 37 10 99 or social.sumpps@univ-nantes.fr / CROUS social service : 02 40 37 13 39 or service-social@crous-nantes.fr



For more information go to univ-nantes.fr/vie_de_campus – and click on the section “aides sociales et financières”

Tips :

La *SurpreNantes* grocery shop, on the Tertre campus, fights against student poverty by giving free baskets of food and hygiene products. Registration required (<https://www.instagram.com/lasurprenantesepicerie/p/C4WD2p2rRbf/>)

Several **AMAPs** (*Association pour le Maintien d'une Agriculture Paysanne*) are present on campus, creating a direct link between local producers and consumers:

- Tertre Campus : <https://www.instagram.com/petits.pieds.nantais/>
- Lombarderie Campus : https://www.instagram.com/green_asso/
- Health : <https://www.instagram.com/anneophele/>
- Staps : https://www.instagram.com/aestaps_nantes/?hl=fr

WHAT YOU NEED TO KNOW BEFORE FINDING A JOB

European students have the same rights as French citizens. The legal full-time working week in France is 35 hours.

Foreign students from outside the European Union can work up to **964h a year or around 20h a week** (so 60% of the annual working time) if they have a “long-stay visa – used as a residence permit” (VLS-TS). Beyond this period, their work contract must be part of their studies and the employer must apply for a temporary work permit.

Except for **Algerian students** who must apply for a Provisional Work Permit (TPA) (“*Autorisation Provisoire de Travail – APT*”). For further information : <https://www.campusfrance.org/fr/work-in-france-demande-autorisation-provisoire-travail-en-ligne>

WHERE CAN I FIND A JOB ?

Here are some **useful links** for your **job search** :

- Don't forget to look at the job offers for students on the [Nantes University](#) website. Some offers to work on campus are published there during the academic year.
- The Nantes University [Career Center](#) platform provides offers and advice on how to find a job or work placement.
- Check the CROUS [Jobaviz](#) website
- The following websites offer student jobs :

www.etudiant.gouv.fr

www.prostudent.fr

www.jobijoba.com

www.studentjob.fr

EMERGENCY PHONE NUMBERS

Samu (medical emergency) : 15

Police : 17

Fire brigade : 18

Deaf or hard of hearing (SMS emergency) : 114

European emergency number : 112

SOS Médecins Nantes (General practitioners) : 02 40 50 30 30 (24h/24 7J/7)

Pharmacy on call : 32 37



GEA

INFO

CAMPUS NANTES

3 rue Maréchal Joffre
BP 34103
44 041 NANTES Cedex 1



GEII

GMP

MT2E

QLIO

SGM

CAMPUS CARQUEFOU

La Fleuriaye
2 Avenue Pr Jean Rouxel
BP 539
44 475 CARQUEFOU Cedex



GACO

CAMPUS CHÂTEAUBRIANT

6B Rue d'Ancenis
44110 CHÂTEAUBRIANT



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