

2023-2024



**INTERNATIONAL  
STUDENT GUIDE**



**ESC** BUSINESS SCHOOL  
CLERMONT  
*School for life since 1919*



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# THE CITY OF CLERMONT-FERRAND

The city of Clermont-Ferrand is in Auvergne Rhone-Alpes Region, the second largest region of France. The city is in the very heart of France on the crossroads between major French cities including Paris to the north, Lyon to the East, Bordeaux to the west and Montpellier to the south.

The city is surrounded by the outstandingly unspoilt mountains of the "Chaîne des Puys" National Volcano Park which became a UNESCO world heritage site in 2018. The most famous extinct volcano, the Puy-de-Dome dominates the city. Like the Eiffel Tower in Paris, everyone wants to have view of the Puy-de-Dome from their home or flat.

The Region is extremely popular for the huge range of outdoor leisure activities available including skiing, hiking, mountain-biking, windsurfing, and hang-gliding.

Clermont-Ferrand is also famous for its annual International Short Film Festival which takes every year during the month of February. The city is home to the corporate headquarters of the famous Michelin Tyre Corporation, created by the Michelin brothers more than 100 years ago.

Clermont is a dynamic city offering many cultural activities (festivals, cinema, concerts, theatre, shows, opera), and is a great place to study with a low cost of living and high quality of life.

The greater metropolitan area comprises:

|         |   |
|---------|---|
| 289 817 | Population (city and suburbs)   |
| 40 000  | Students  |
| 6 000   | International Students  |
| 6       | Graduate Schools (Grandes Ecoles) of Engineering & 1 Graduate School of Management (Groupe ESC) |
| 2       | Major Universities  |
| 6 000   | Full-time Researchers   |
| 300     | Sports Associations and clubs   |
| 15 000  | Companies (Michelin, Cap Gemini, Airbus, IBM....)   |

- **Campus France – City Information**

You can find more information about the city on the Campus France website (student cities)

[https://ressources.campusfrance.org/pratique/villes/en/Clermont-Ferrand\\_en.pdf](https://ressources.campusfrance.org/pratique/villes/en/Clermont-Ferrand_en.pdf)

- **Tourist Information**

Information about the city and places to visit, free street maps are available in the central Tourist office opposite the cathedral.

<https://www.clermontauvergnetourisme.com/>

- **Getting to Clermont-Ferrand**



|   |   |   |
|---|---|---|
| <b>Car</b>  | <b>Train</b>  | <b>Plane</b>  |
| Approx. 3.5/4 hours' drive from Paris – A71 Motorway<br>Lyon – A72 (2 hours)<br>Montpellier - A75 (3 hours) | Departures from the Bercy Train Station in Paris – 3.5 hours<br>Tickets can be booked directly on the SNCF (French rail +ravel) website | Clermont-Ferrand - CFE Airport is on the outskirts of the city – about 20 minutes' drive from the center (by bus or taxi) |

Please arrange to arrive on a weekday when offices, agencies and shops will be open if this is possible. If you plan to arrive at night or during the weekend, we strongly recommend that you make a temporary reservation in a hotel or an AirBnB.





## ESC CLERMONT BUSINESS SCHOOL

Address: **ESC Clermont BS, 4 Bd Trudaine, 63000 Clermont-Ferrand, France**

- **Our Mission**

The ESC Clermont Business School is a Leading French 'Grande Ecole' of Management committed to its surrounding region and connected to the international market. Together with its network of graduates and partners, the ESC Clermont Business School is devoted to accompanying change in an evolving world.

- **History**

The School was established over 100 years ago by the local Chamber of Commerce as a response to the growing demand for skilled managers and leaders for expanding industry. The School is still based in the original building, which was first built as a seminary for priests and later became an army barracks before it was transformed into the business school in 1919.

- **The Campus**

The ESC Clermont BS Campus is in the heart of the city, close to the historic medieval centre. Nowadays there are two main buildings and plans are under way to expand the premises to include a modern annex with state-of-the-art facilities for students. Access to the school is controlled through an electronic badge system. This allows students and staff to enter the campus 24/7. Students can make full use of the computer laboratories, classrooms, study rooms, student association offices, and leisure facilities.

The school buildings, known as the "Bansac" and the "Trudaine" Buildings cover around 100,000 square feet (9000 square meters). Approximately half the space is

devoted to teaching areas accommodating groups ranging from 8 to 400 participants.

The school premises are currently being extended and new facilities will be available in 2024.

- **Finding your way around the campus:**

Once you know the system, it is easy to find your way around the campus. Classrooms and offices on level 1 start with "100" those on level 2 start with "200" and so forth. Rooms with numbers of over 50 (e.g. room 250) can be found in the more recent "Trudaine" building. Any room with a number below 50 (e.g.124) can be found in the historical, "Bansac" building. You cannot move between the Bansac and the Trudaine buildings on the third and the ground levels. You must use the staircase first.

Reduced mobility students have priority access to lifts in both buildings.

- **Accreditations - AACSB / AMBA / EFMD Bachelor/ French Ministry of Higher Education and Research**

ESC Clermont Business School is one of the 20 French Grandes Ecoles of Management with three international accreditations; the AACSB obtained in 2006, the EFMD Bachelor in 2019, and AMBA, received in 2020. The Master in Management and Bachelor in International Management Programs are both recognised by the French Ministry of Higher Education and Research.

**The AACSB** The American association AACSB evaluates the quality of business schools. Its accreditation or label is awarded for a period of 5 years, following several reports and audits by experts on the spot. The main criteria are the academic level of the teachers

(60% of them must be teacher-researchers), the scale of the resources used and the relevance of the teaching approach. It thus guarantees good teaching, good supervision of students, and a high-quality teaching staff. Accreditation applies to all of the School's programmes. Finally, a distinction must be made between membership of the AACSB association and obtaining accreditation, which is the result of a process and meets precise specifications.

#### **EFMD Bachelor**

EFMD Bachelor is a European accreditation issued by EFMD with more than 200 accredited programmes in 36 countries. The EFMD Bachelor accreditation assesses the quality of a programme by means of an expert report and audit. It is obtained by meeting a certain level of requirements in terms of numerous standards such as international openness, relations with companies, pedagogical support and the integration of Corporate Social Responsibility (CSR) issues.

#### **AMBA**

The ESC Clermont Business School is AMBA accredited for its Master Grande Ecole programme and the Executive Master in Management – MBA. This accreditation is issued by the Association of Masters of Business Administration, the UK accreditation

agency, which audits postgraduate and MBA programmes. AMBA therefore recognises the excellence of the Master Grande Ecole Programme and its continuing education version, the Executive Master in Management. The AMBA label is held by 260 institutions worldwide.

## **INTERNATIONAL STUDENTS AT THE ESC CLERMONT.**

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International students at ESC date back to our first partnerships with several British, Spanish, and American universities. Certain agreements, such as that with the University of Kansas (a partner since 1949), are part of the school's history and our tradition as an international school. Welcoming international students is part of our DNA, nurturing the open-mindedness and exceptional diversity we aim to cultivate. We look forward to welcoming you to ESC Clermont and hope that you will end your time at the school with fond memories and friendships that will remain with you throughout your life.

## ESC CLERMONT BS CONTACT LIST

| SUBJECT   | WHICH OFFICE ?  | EMAIL   |
|---|---|---|
| <ul style="list-style-type: none"> <li>KONOSYS STUDENT ACCOUNT</li> </ul>   | <b>IT TEAM</b><br>139   | <a href="mailto:Support.informatique@esc-clermont.fr">Support.informatique@esc-clermont.fr</a>          |
| <ul style="list-style-type: none"> <li>REGISTRATION</li> <li>CERTIFICATES</li> <li>STUDENT CARDS</li> <li>DIPLOMAS</li> </ul> | <b>ADMINISTRATIVE SERVICE</b><br>213  | <a href="mailto:inscription@esc-clermont.fr">inscription@esc-clermont.fr</a>                            |
| <ul style="list-style-type: none"> <li>VISA – LIFE IN FRANCE</li> <li>STUDY ABROAD</li> </ul>                                 | <b>INTERNATIONAL OFFICE</b><br>316  | international@esc-clermont  |
| <ul style="list-style-type: none"> <li>TUITION PAYMENT</li> <li>REFUNDS</li> <li>DISCOUNTS</li> </ul>                         | <b>ACCOUNTING OFFICE</b><br>223   | <a href="mailto:comptabilite@esc-clermont.fr">comptabilite@esc-clermont.fr</a>                          |
|   | PROGRAM OFFICES:  |   |
| <ul style="list-style-type: none"> <li>SCHEDULE ISSUES</li> <li>GRADES</li> <li>ACADEMIC MATTERS</li> <li>ABSENCES</li> </ul> | <ul style="list-style-type: none"> <li><b>BACHELOR 1<sup>st</sup> YEAR</b><br/>122</li> </ul>   | <a href="mailto:Barbara.sedille@esc-clermont.fr">Barbara.sedille@esc-clermont.fr</a>                    |
|   | <ul style="list-style-type: none"> <li><b>BACHELOR 2<sup>nd</sup> YEAR</b><br/>122</li> </ul>   | <a href="mailto:Senova.bremant@esc-clermont.fr">Senova.bremant@esc-clermont.fr</a>                      |
|   | <ul style="list-style-type: none"> <li><b>BACHELOR 3<sup>rd</sup> YEAR</b><br/>123</li> </ul>   | <a href="mailto:Alexandra.ekue@esc-clermont.fr">Alexandra.ekue@esc-clermont.fr</a>                      |
|   | <ul style="list-style-type: none"> <li><b>MIM - MASTER IN MANAGEMENT / PROGRAMME MASTER GRANDE ECOLE</b><br/>118 &amp; 119</li> </ul> | Carole, Maeva, Mathilde & Susanne<br><a href="mailto:master@esc-clermont.fr">master@esc-clermont.fr</a> |
|   | <ul style="list-style-type: none"> <li><b>MSc PROGRAMMES</b><br/>118</li> </ul>   | <a href="mailto:Carole.massias@esc-clermont.fr">Carole.massias@esc-clermont.fr</a>                      |

## ADMINISTRATIVE SERVICES

### • The International Office

The International Office can be found on the 3rd level of the “Bansac” building (rooms 316-319). The main mission of the international office is to develop and maintain partnerships abroad, recruit international students, manage the international mobility of ESC BS students, and promote internationalisation within the Business School. The International office works closely with the other main Institutions of Higher Education in Clermont - UCA & Associates including the University of Clermont Auvergne, L’Ecole Nationale Supérieure d’Architecture, INP SIGMA Clermont, & VetAgro Sup, to promote educational activities and programs at an international level and provide the best experience possible for international students in Clermont. The ‘Study in Clermont’ campaign receives funding from the Auvergne Rhone-Alpes Region.



#### Head of International Office

##### **Audrey ESTEVES**

Languages Spoken, French, English

[audrey.esteves@esc-clermont.fr](mailto:audrey.esteves@esc-clermont.fr) ☎ +33 (0)473 982 408

#### Studies Abroad and Outgoing Students

##### **Alexandra PESTRE**

[alexandra.pestre@esc-clermont.fr](mailto:alexandra.pestre@esc-clermont.fr) ☎ +33 (0)473 982 424

Languages Spoken: French, English, Spanish

#### International Students from partner Institutions

##### **Lisa FIACRE**

[lisa.fiacre@esc-clermont.fr](mailto:lisa.fiacre@esc-clermont.fr) ☎ +33 (0) 463 794 219

Languages Spoken : French, English

#### International Recruitment for non-exchange students

##### **Mohamed EL ZAYADI**

[mohamed.el-zayadi@esc-clermont.fr](mailto:mohamed.el-zayadi@esc-clermont.fr) ☎ +33 (0)764 778 927

Languages Spoken: French, English, Arabic, Spanish

##### **Angèle PRADIER**

[angele.pradier@esc-clermont.fr](mailto:angele.pradier@esc-clermont.fr) ☎ +33 (0) 463 794 219

Langues parlées : Espagnol, Anglais, Français

#### Study Abroad & Offshore Programs

##### **Yuejia SUN**

[Yuejia.sun@esc-clermont.fr](mailto:Yuejia.sun@esc-clermont.fr) ☎ +33(0)473 982 424

- **The Administrative Service / Registry Office**

The Administrative Service or admissions office can be found in the passage between the “Bansac” and the “Trudaine” buildings on level 2 – office 213. The Administrative Services oversee administrative formalities for all degree-seeking students including official registration formalities, scholarships, degree- award formalities, organisation of the annual graduation ceremony, the disciplinary board and management of student affairs including registration certificates, certificates of successful completion of study periods and degrees. If you need to make an appointment with a member of the administrative services, you should send an email to the general email address:

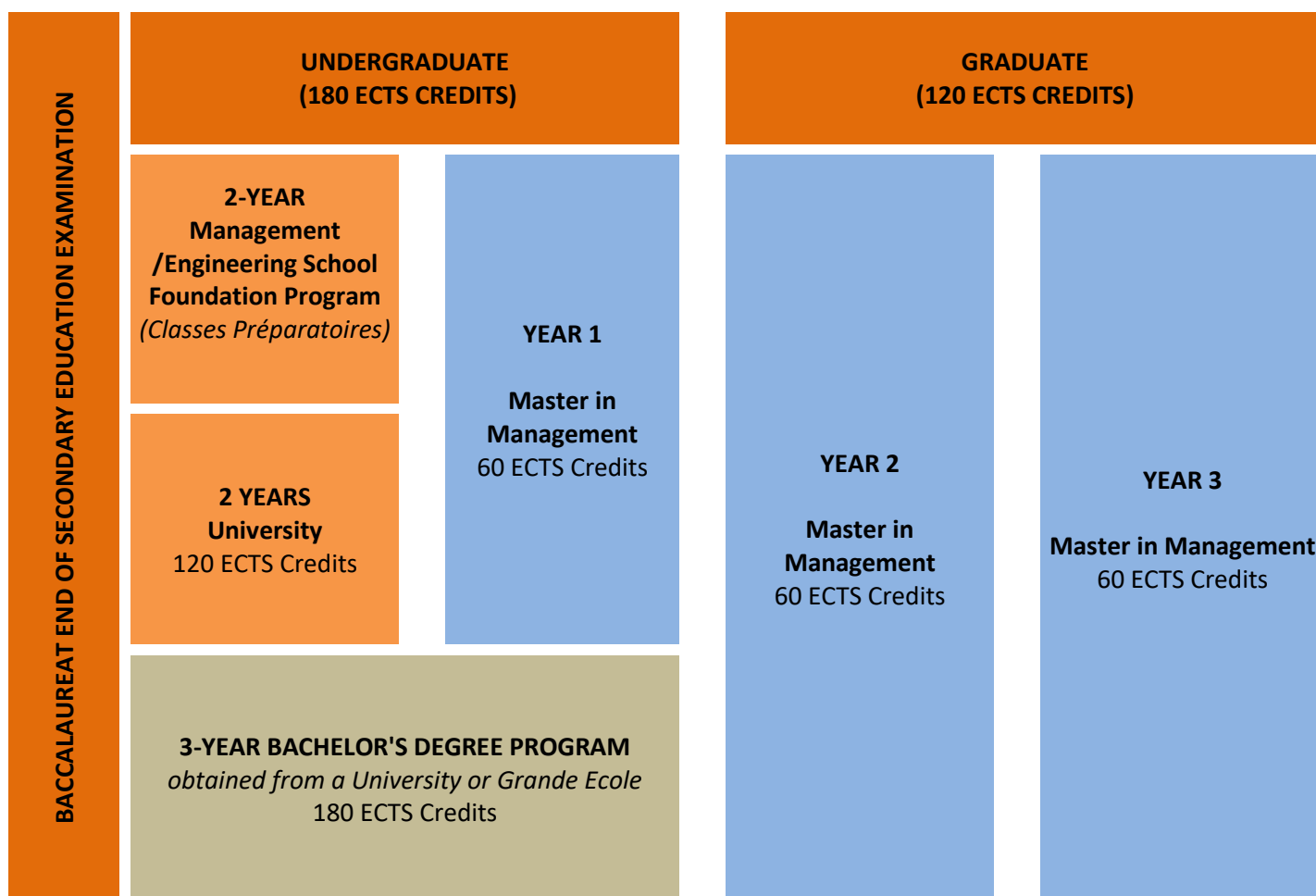
[inscription@esc-clermont.fr](mailto:inscription@esc-clermont.fr)



|  |  |
|--|--|
| <b>Director of Administrative Services</b>       | <b>Isabelle COMON</b><br>Languages Spoken, French, English         |
| <b>Degree Formalities</b>                        | <b>Sandrine TIEPPO</b><br>Languages Spoken: French, English        |
| <b>General Inquiries, Foundation Scholarship</b> | <b>Mathilde DIELEMANS</b><br>Languages Spoken: French, English     |
| <b>General Inquiries</b>                         | <b>Ning HERVET</b><br>Langues parlées : Français, Anglais, Chinois |

## HIGHER EDUCATION IN FRANCE

The higher education system in France is based on a common European structure. The Bachelor-Master-Doctorate system is based on the number of semesters completed since leaving secondary school and the equivalent in European credits (European Credits Transfer Scheme - ECTS Scheme). The diagram below shows how the French business School fits into the overall scheme:



- **Academic Calendar – Dates of Term**

The dates of term, holiday dates, application deadlines, and orientation sessions for the different programs will be included in the information package.

The school's academic year runs from the beginning September to the end of May. Some programs start later than others. The academic year is split into two semesters:

The first semester runs from September to December and ends the week before the holidays. The last week is dedicated to final exams.

The second semester runs from the beginning of January to the end of May. Some programs may finish earlier.

The main holiday periods are as follows – 1 week at the end of October/ beginning of November – 2 weeks at the end of December / 1 week in February / 1 week in April. Again, the exact holiday dates will be provided with the information package.

## • International Student Admission

International Students can apply to the school in various ways. French-speakers, with a French qualification can access the ESC Clermont BS Programs via the French Management Schools' entrance exam system. Non-French speakers, who have graduated abroad may apply via the International Recruitment Procedure. International students can also enter the school as part of an exchange program either as a credit-seeking or a degree-seeking student. For detailed information, about entry to the school, please contact the international office or the international office. International exchange students should first get in contact with the international office of their home institution for more information and details of the selection procedure.

## • Degree-Seeking Students

Degree-seeking students will have more formalities to complete than exchange students.

Every year, degree-seeking students must complete an online registration procedure and will receive a link to do this from the registration office. This procedure is compulsory to be officially registered as a full-time student in France.

Without this registration, students cannot complete other important administrative formalities such as the visa renewal.

We therefore request students to be vigilant and to deal with any administrative requests from the school as quickly as possible.

If you are a degree-seeking exchange student (following a double degree program), you will be required to complete the registration procedure and submit your supporting documents to the registry office.

You should also make sure that you have validated all the requirements of both degrees (home and host institution) and that your results have been communicated to both your home and host institution so that they can each process and award your degree.

## • Graduation

At the ESC Clermont, the examination boards to validate degrees meet twice per year in July and in November/ December. The registry office cannot

provide a certificate of successful completion of a degree prior to the examination board date for your program. You should make sure that the registry office has all the information that they need to process your degree and submit it to the approval of the official examination board. If they do not have all the information, or if you have not validated all your credits, your graduation will be postponed until the following examination board. Some of our degrees require, not only successful completion of all the courses, but also successful completion of compulsory internships, final exams and for the master's Program an official TOEIC score of 790 for non-native English speakers.

After the examination board has approved a student's degree, the student will receive official notification of this from the registry office and an official final transcript.

Later, the student will receive an invitation to attend the graduation ceremony (which takes place in April each year) to receive the official degree award. If the student cannot attend the ceremony, the degree will be sent to the student or the home institution as appropriate.

The final degrees cannot be awarded and sent out to students before the degree ceremony.

Students will also have access to the school's extensive alumni network. <https://www.esc-clermont-alumni.fr/fr/>

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## • Credit-Seeking Students – Grade Transcripts

Credit-seeking or non-degree exchange and erasmus students will receive their final transcripts from the international relations office. They will not have to complete the registration formalities required for degree-seeking students.



### The ECTS Grading System:

| ECTS Grade | Definition  |
|------------|---|
| A          | EXCELLENT - outstanding performance with only minor errors      |
| B          | VERY GOOD - above the average standard but with some errors     |
| C          | GOOD - generally sound work with a number of notable errors     |
| D          | SATISFACTORY - fair but with significant shortcomings           |
| E          | SUFFICIENT - performance meets minimum criteria                 |
| FX         | FAIL - some more work required before the credit can be awarded |
| F          | FAIL - considerable further work is required                    |

- **The ECTS Grading System**

The ECTS Grading System is used throughout Europe and aims to facilitate cooperation between universities in the European Union. The ECTS sets out an effective way of simplifying academic recognition between European educational institutions. It aims to create transparency between different programs and curricula followed by students. This allows the transfer of equivalent credits from one institution to another.

Full academic recognition is a “sine qua non” condition for student mobility in the framework of the Erasmus programs. Full academic recognition means that the study period abroad (including examinations or other forms of assessment) replaces

a comparable period of study at the home university (including examinations or other forms of assessment), though the content of the agreed study program may differ.

The number of ECTS credits allocated to a course define the student workload required for its successful completion.

- **Award of ECTS Credits**

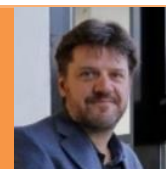
ECTS credits are a numerical value (between 1 and 60 credits) allocated to a course to define the student workload required for its successful completion. They reflect the quantity of work each course unit requires in relation to the total quantity of work necessary to complete a full year of academic study at the institution; that is, lectures, practical work, seminars, tutorials, fieldwork, private study and examinations or other assessment activities. ECTS is thus based on a full student workload and not limited to contact hours only.

ECTS credits specify how much of a year’s workload a course unit represents at the institution or department allocating the credits. In the ECTS system, 60 credits represent the workload of an academic year of study and 30 credits, a semester.

ECTS credits ensure that the program will be reasonable in terms of workload for the period of study abroad.







## • Exams and Course Assessment

At the end of each semester, final exams will be organized. The final grade for each course can be based on the final exam, continual assessment, individual or group assignments and presentations as well as active participation in class. Each professor will decide on the percentages given to each component of the final grade.

## • Grade Transcripts – Academic Records

International exchange students will receive a copy of their grade transcripts as soon as all the grades have been entered into the system. Once validated, an official copy will also be sent to the student's home institution.

## ADMINISTRATIVE FORMALITIES

To study in France, you will have various administrative procedures to complete to comply with French immigration laws and be officially registered as a full-time student at the ESC Clermont BS. Checklists are provided below to guide you through the various steps.

**IMPORTANT** : Please note that you should make sure that you have sufficient funds to support your visa application and that you also have enough funding to pay for your tuition as well as living costs. An estimate of costs is provided during the orientation session and the minimum amount required for the visa application is around 615 euros per month. This is a reality and the absolute minimum necessary to get by as a student in France. Furthermore, students should also expect to require a lot more for the first couple of months of their stay in France to cover any extra expenses, flat deposits etc. More information about expenses is provided later on in this guide.

## • Visa Application

### European Students

Do not require a visa to enter France. A valid ID card or passport is sufficient.

### Non-European Union students

For a study period of over three months in France, non-EU students must apply for a visa via CAMPUS FRANCE. You can find all the information about applying for a student Visa on the Campus France website.

<https://www.campusfrance.org/fr/visas-et-cartes-de-sejour>

Official name of the school: **ESC CLERMONT BUSINESS SCHOOL**

The official website for visa applications to France:

[https://france-visas.gouv.fr/en\\_US/web/france-visas/welcome-page](https://france-visas.gouv.fr/en_US/web/france-visas/welcome-page)

## • Visa Validation

Once you have arrived in France and have found permanent accommodation, you must validate your visa online.

This is a simple and quick procedure. Take the following items with you and visit the link below.

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

- Valid email address
- Your visa in your passport
- Date of arrival in France (immigration services stamp on passport)
- Address in France
- Credit card

## • Visa Renewal

Students who will study for more than one year in France will be required to renew their visa **2 months before** the expiry date. To renew your visa, you should connect to the ANEF digital platform:

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

Visas that expire before the new academic year (during the summer) will be able to request a temporary visa extension to cover them until the start of the new academic year. This visa extension, which is called "*Attestation de prolongement - ADP*" should be requested in the comments section when you apply for the renewal.

A list of documents required for the renewal can be found on the CROUS Student Welcome Service website <https://usine.crous-clermont.fr/cnous/lespace-accueil-etudiants/>

English version: <https://usine.crous-clermont.fr/international/espace-daccueil-etudiants/student-welcome-center/>

All documents provided should be recent and dated no more than 3-months prior to the renewal application.

If you need help with this procedure, you can visit the student welcome office - Espace Accueil Etudiants at the CROUS, 30 Rue Etienne Dolet, 63000 Clermont-Ferrand. (link to website above)

The school's administrative service will provide you with the official ESC Clermont BS enrollment certificate, which is a document that you will receive at the beginning of the academic year as soon as you have completed the annual online registration procedure. If your visa expires before the start of the academic year, you can request a temporary pre-enrollment certificate from the school. You will be able to upload the definitive enrollment certificate on to the visa renewal platform at the start of the academic year to complete your registration.

Please note that if you apply late for the visa extension, you will pay a higher fee for the renewal.

Once the procedure has been completed and finalized, you will be contacted by the prefecture to pick up your residence permit in person.

If, however, you do not receive any news from the prefecture and your visa or temporary extension expires, you must log on to the platform and request a new extension (attestation de prolongment).

Do not hesitate to contact the international office or the CROUS student welcome service if you have any queries.

**Espace Accueil Etudiants**  
**30 rue Etienne-Dolet**  
**63037 Clermont-Ferrand Cedex 1**  
**Tél. : 04 73 34 95 71 /**  
**[espace.accueil.etudiant@crous-clermont.fr](mailto:espace.accueil.etudiant@crous-clermont.fr)**

- **RECE Visa extension for work experience after graduation**

Please note: Students graduating from a master's degree Program are eligible for a 1-year extension to their visa to stay in France to obtain work experience. The type of residency permits to apply for is the "RECE card" « Recherche d'emploi/création d'entreprise »

An official certificate of successful degree certificate will be required. This is the link for more information: <https://www.demarches.interieur.gouv.fr/particuliers/carte-sejour-recherche-emploi-creation-entreprise>

- **Pre-Arrival Checklist**

|   | <b>CHECKLIST</b>   | <b>Non-Fee-Paying students</b>     | <b>Fee-paying Students</b>         |
|---|--|------------------------------------|------------------------------------|
| 1 | Complete the ESC <b>online application procedure</b> using the link provided by your contact at the School (the application links are different for exchange students and "freemover" students)  | ✓                                  | ✓                                  |
| 2 | Pay the <b>tuition fee deposit</b> (instructions provided in the pre-admission letter) in order to receive the definitive admission letter.  |                                    | ✓                                  |
| 3 | <b>Apply for visa</b> with admission letter (non-Europeans)  | ✓                                  | ✓                                  |
| 4 | Start <b>accommodation search</b> and pre-reserve your accommodation (at least for first few days of arrival if you prefer to look for your own accommodation). Non-Europeans will require proof of either a temporary or a permanent housing reservation to complete their visa procedure | X                                  | X                                  |
| 5 | Complete <b>Official Registration Formalities</b> (link sent by the administrative services in July or December)- This procedure is for degree-seeking students only.  | ✓<br>Degree-seeking Students only. | ✓<br>Degree-seeking Students only. |
| 6 | Complete your <b>Learning Agreement</b> with your Faculty Advisor before the deadline set by the International Office (exchange students only)   | ✓<br>Exchange Students only        |                                    |
| 7 |  |                                    | ✓                                  |

|   |   |   |   |
|---|---|---|---|
|   | <p><b>Health Insurance:</b><br/> <b>European Students</b> – do not forget to apply for your European Social Security Card<br/> <b>Non-Europeans</b> – Free online registration with the French Social Security (you will require a certified translation of your Birth Certificate to do this – we advise you to get this translated in your home country and have it certified by the French Consular Services when you apply for your visa.</p> <p>All students are advised to get a travel insurance for their first days of arrival until the social security registration is finalized</p> | ✓ |   |
| 8 | Book or confirm your travel Arrangements (after your visa has been granted)   | ✓ | ✓ |

## • Post-Arrival Checklist

|   | <b>CHECKLIST</b>   | <b>Non-Fee-Paying students</b> | <b>Fee-paying Students</b>        |
|---|--|--------------------------------|-----------------------------------|
| 1 | <p>Finalize your <b>Accommodation Reservation</b></p> <p><b>Open a bank account</b> (permanent address required) – also get insurance for your accommodation with the bank (housing insurance also includes liability insurance)</p> <p>Get Phone, Gas, Electricity Internet Connected) – these services are included in the Moversia welcome package – you can get help from the private residences. For private flats, it is more complicated to do all this if you do not speak French.</p> | ✓                              | ✓                                 |
| 2 | Participate in the <b>Orientation Session</b> organized by the international office  | ✓                              | ✓                                 |
| 3 | Visit the <b>International Office</b> to meet your contact person  | ✓                              | ✓                                 |
| 4 | Pay the <b>CVEC Tax</b> (online) – fee-paying degree-seeking students only   |                                | ✓<br>Degree-seeking students only |
| 5 | <p>Visit the <b>Administrative Services Office</b> (office 213) to submit any documents that they have requested and obtain the official enrolment/ registration certificate, student card and student email account</p> <p>Please note, non-degree seeking exchange students will receive these documents directly from the international office</p>  |                                | Degree-Seeking Students           |

## • Student Cards, Enrolment Certificate, Login & Email Account

After completing your registration procedures, you will receive the following:

- Student ID & login to access all IT resources.
- A Student Card
- An Enrollment Certificate or proof of registration as a full-time student at the School.

The “Certificate de Sclolarité” is required for all kinds of administrative formalities such as opening a bank account or applying for the residency card. The student card is also useful to obtain discounts (buses, cinemas, theatres ...).

Please note: The school premises are accessible 24/7 with the student card.

## • CVEC State Student Services Tax

Fee-paying degree-seeking international students will be required to pay the State Student Services fee (non-fee-paying and non-degree-seeking exchange students (i.e. Erasmus students) do **not** have to pay this fee. The tax to be paid is approximately 100 euros per academic year.

## • CROUS Student Services

Student state student services are managed by the CROUS. The main CROUS services are to be found

at 25-30 rue Etienne Dolet, 63000 Clermont-Ferrand. The CROUS hosts the Student Welcome Desk, a Student Medical Center and a Student Housing Service (Please note that ESC Clermont BS has its own housing service) . The CROUS manages the student refectories and cafeterias around the city. See the section entitled “A-Z of useful information” for details.

You will find complete information about the CROUS student services in the guide available at the following link:

<https://usine.crous-clermont.fr/international/espace-daccueil-etudiants/student-welcome-center/>

### • Health Insurance

Non-European international students are legally required to register with the French Health Insurance. This is completely free of charge. European students are automatically insured in France with their European Health Insurance Card.

French health insurance enables you to claim reimbursement for a major part medical expenses if you get sick. We strongly recommend that you purchase an additional optional complementary insurance (see below). In all cases, we also highly recommend that you arrive in France with a private travel insurance which will cover you in case of accident until all your registration formalities have been completed and you have insured your accommodation. (A liability insurance will be included in your house insurance).

Documents required: All non-European students should bring an officially certified French translation of their birth certificate with them. It costs around 50-60 euros to have this document officially translated in France so it might be cheaper to have this translated in your home country and approved by the French consular authorities when you apply for your visa.

A video tutorial of how to register for the French Health insurance is available in French and in English on the Campus France website:

<https://www.campusfrance.org/en/healthcare-student-social-security>

### • Additional Health Insurance (“Mutuelle”)

It is advisable to purchase a complementary student health insurance plan known as a ‘Mutuelle’ at the beginning of term. The French Health Insurance will

cover around 70-75% of medical expenses. This is fine if you do not visit the doctor very often. However, a more serious condition requiring specialized medical attention, specific exams, and tests, can become expensive and may not be fully reimbursed by the basic French Health Insurance. The ‘Mutuelle’ will cover the remaining 30 to 35% of medical expenses according to the type of plan that you choose. The main student complementary health insurance companies are HEYME, LMDE and the SMERRA offering different levels of coverage at different rates.

- <https://heyme.care/en/foreign-student>
- <https://www.lmde.fr/>
- <https://smerra.fr/>

#### **Please note:**

The administrative service will require proof that you are registered for the French Student Health Insurance and or that you have your European Student Health Card.

## CAMPUS FACILITIES AND DIGITAL RESOURCES

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### • IT Resources

The ESC has an ethernet network, using optic fibers and a high-speed line for accessing the Internet and Intranet from anywhere in the world. The campus is fully equipped with a high-speed wireless network. Students will be given confidential access codes when they arrive.

### • Student Account & Class Schedule:

#### • Konosys

Access to your schedule, student file, grades...

[http://konosys.esc-clermont.fr/Konosys/PC\\_MV\\_login.aspx?ReturnUrl=%2fKonosys%2fkonosys6\\_index.aspx](http://konosys.esc-clermont.fr/Konosys/PC_MV_login.aspx?ReturnUrl=%2fKonosys%2fkonosys6_index.aspx)

#### • ESC Clermont Student Email:

<http://outlook.com/esc-clermont.fr>

Information from the School's administrative services, associations and faculty will be sent to this address. It is important to check this daily)

- 24/7 (no ‘visitors’ are allowed on the premises after opening hours)
- Your ESC Student login and email address.
- (Personalized schedule access, and course information) **Please check your schedule and account daily as information is updated regularly.**

## The LMS Educational Portal

<https://lms.esc-clermont.fr>

The school's Student LMS Portal provides students with access to all the information related to the courses you are following, including assignments, reading materials and course presentations.

- **The 'ENT' Digital Workspace -**  
<http://ent.esc-clermont.fr>

The ENT is the school's intranet which provides information about the school's facilities, programs, information about student and academic life as well as the academic rules. You will also find detailed information about the "Joblab" (work placements), the "Infolab" (documents, digital resources, company databases, statistics market studies, e-books, and magazines), as well as the 'Squarelab' School Incubator.

- **The 'Infolab' Resource Center**

The Infolab is the ESC Clermont Group's documentary and digital resource center, providing support to students throughout their studies as well as individual and group workspaces and research tools. You can access the center from the ground level (car park entrance).

- Economic and financial databases: DIANE, ORBIS...
- French-speaking, international and professional news articles: EUROPRESSE, INDEXPRESS...
- Market Databases, Statistics: XERFI, ABI COMPLETE, STATISTA...
- E-book libraries: DAWSONERA, SCHOLARVOX...
- Books, magazines, newspapers in paper version, studies: ALEXANDRIE
- Academic journals: CAIRN, SALES & MANAGEMENT
- Platforms dedicated to students and teachers: LMS, ENT

The Infolab contributes to the integration of students into professional life through the learning of information skills. Access is free for students, teaching, and administrative staff of Groupe ESC Clermont.

Full details can be found on the intranet and in the 'Infolab' documentation center.

- **The 'SquareLab' Incubator**

The school's incubator, or 'SquareLab', was created in May 2015. The incubator provides workspace and educational support for students or local businessmen with their start-up or takeover project.

In concrete terms, the incubator provides, in addition to a coworking space, training, coaching, practical workshops, a network, help in finding funding, a "startup mindset" focused on innovation and sharing of experiences. It is an ecosystem that encourages the creation of innovative companies, leaders in their market, by supporting and stimulating the entrepreneurial spirit of project leaders.

### **Before returning to your home country please remember to:**

- Return any books you have borrowed from the Infolab.
- Get your paperwork signed - European students normally require a certificate of attendance to be signed by the host institution before their departure to get their Erasmus Scholarship. The International Office can sign these documents for you.
- Make sure that you have terminated your utility contracts and that you have made the arrangements with your bank to close your account.

- **The CareerLab**

ESC Clermont BS CareerLab, headed by the school's Corporate Relations Department, plays an active role in the most important stages of an ESC student's academic-life and career training at all academic levels providing progressive coaching and a "Make Sense" module, which are both designed to help students to improve self-awareness and develop a personalized professional path. Students can also get extra training to develop their soft skills, identify relevant ads, hold the attention of recruiters, and learn how to introduce themselves during an interview. Furthermore, specific actions and individual mentoring are designed to boost each student's employability.

- **The ESC Clermont Alumni Network**

ESC Clermont Business School is an impressive and highly dynamic professional network of 14,000 ESC Clermont BS graduates living all over the world. The network organises regular events and meetings in France and abroad enabling former students to keep in touch, develop their professional network as well as long-lasting friendships.

The Alumni network welcomes new students as soon as they enter the school and puts them in direct



contact with graduates who are happy to pass on their experience and advice . The Association aims at facilitating a student’s transition to professional life and offers a wide range of services ; building a profile within the social network of graduates with an integrated messaging system, discussion groups and a CV library, the possibility to meet experts in different domains, workshops and professional dinners, job offers, conferences, etc.







To get in contact with students and graduates or publish a job offer, recruiters can create an account on the website of the “Association des diplômés”: <https://www.esc-clermont-alumni.fr/>.

## STUDENT LIFE, ASSOCIATIONS AND SOCIETIES

At the ESC Clermont BS we take a great pride in our ‘family spirit’. We highly recommend active participation in associations and help our students to do so by providing offices for associations on the school premises, equipment, coaching, tutoring, etc.; Student associations play an essential part of campus life and help students to develop important skills including teamwork, and leadership.

A complete list of the ESC Clermont BS student associations is available on the website. Here are the main ones – you can find full details on the ESC Clermont BS website.

### • Student Societies

|   |   |
|---|---|
|   | <p><b>BDE – Bureau Des Elèves:</b><br/>The ‘BDE’ Students’ Union is the main students’ representation organization which coordinates the activities of all the other associations. In addition, the BDE represents the student body as a whole. Elections are held every year. A new president and office is elected every year. The Main office is in the ground floor of the Bansac Building – Access from the car park entrance and turn right.</p>  |
|  | <p><b>ISC International Student Community:</b><br/>The job of this team of students is to facilitate the integration of international students both on campus and in the city of Clermont. The Students who form this association play a very important role in international student life. They can help them with administrative formalities and organize multicultural events. You can contact them before your arrival (via the Facebook group). They also have an Instagram group.<br/><a href="https://www.facebook.com/groups/1021269004622307/?ref=bookmarks">https://www.facebook.com/groups/1021269004622307/?ref=bookmarks</a><br/><a href="https://www.instagram.com/isc_escclermont/">https://www.instagram.com/isc_escclermont/</a></p> |
|  | <p><b>The “Bureau de la Créa”</b> or Creative Association is dedicated students wishing to use their creative skills and set-up events and activities in the field of art.</p>  |
|  | <p><b>The Humanitarian Association:</b> Students are actively involved in a wide range of humanitarian activities, fund collections and donations for the needy, etc.</p>   |
|  | <p><b>Junior Enterprise (SEGMA):</b> This association is a student-run consulting company, carrying out market studies and surveys for businesses. The Clermont Junior Enterprise is part of the national federation of junior enterprises and it has a successful history of over 45 years’ activity winning numerous prizes.</p>  |
|  | <p><b>Go to See</b> - The association which informs, advises, and accompanies future prospective students.</p>  |

|   |   |
|---|---|
|  | <b>Bureau des Sports:</b> The ESC Clermont BS sports association. Sporting teams, sports events, and parties.   |
|  | <b>Pôle Culture:</b> The Cultural Association, organises events on a cultural and gastronomical theme, wine testing, international festivals.   |
|  | <b>Festiv' en Zic:</b> The ESC's music association created over 20 years ago – Discover new and local groups, participate in the Clermont Student Festival Week.                              |
|  | <b>Esport Enthusiasts</b> brings together students who are dedicated video game players organizing events and tournaments for advanced players and sharing advice and tips to improve skills. |
|  | <b>Start-Up Academy</b> - Aspiring entrepreneurs will have access to brainstorming, coaching sessions and help you to work on your start-up project.  |

## FINANCES: COST OF LIVING & FINANCIAL AID

Clermont-Ferrand is known as being one of the most reasonably priced cities for students. Generally, accommodation is cheaper than many major student cities and students can easily find accommodation close to the city center in walking distance from the school.

Living expenses including rent, food, other bills, can be estimated at approximately 600- 1050€ per month depending on the student's lifestyle and the type of accommodation rented.

During the first month you will need extra money for rent deposits, connecting electricity, gas, telephone, and various other extras. You are strongly advised to open a bank account as soon as you arrive in France and to deposit/ wire enough money to cover all these initial expenses.

The estimated cost of living per month is calculated according to the following information:

|   | MINIMUM | MAXIMUM |
|---|---------|---------|
| Rent for furnished room / furnished studio apartment (all charges included) | 320 €   | 450 €   |
| Meals (breakfast, lunch & dinner)   | 180 €   | 350 €   |
| Outings   | 30 €    | 100 €   |
| Communication   | 30 €    | 50 €    |

|                    |       |         |
|--------------------|-------|---------|
| Transport / travel | 40 €  | 100 €   |
| Between            | 610 € | 1 050 € |

### • Tuition and Fees

A minority of international students are exempt from fees as they are participating in a reciprocal exchange program with one of the ESC's partner institutions.

These are generally Erasmus students who are enrolled for one semester or more to gain ECTS credits or as part a dual degree program. Their fees are paid directly or indirectly via parent's taxes to their home institution.

Fee-paying students will receive a financial contract from the school's administrative services which gives details of the total annual fees and the chosen payment method (in full, by regular instalments). The contract should be completed and co-signed by your financial guarantor (next of kin, bank) before returning it to the administrative services.

Annual fees include tuition, access to the premises, facilities and digital resources of the school, individual career coaching, membership to the Alumni Association.

Fees can be paid by credit-card or by wire transfer. You can visit the account's office number 223 (second level, "Bansac" Building).



## • **Work-Study Program**

It is now legally possible to apply for a work-study program in France during the first year of stay. However, it can be very difficult to find a post as you must apply to companies from your home country and find a suitable work-study post before June 30. Why? The work-study program starts in late August. Students cannot begin the work-study program if they do not have the French social security. This procedure takes 2 months to complete. So, in reality, it is very difficult to access this track during your first year in France. You must also take into consideration the fact that you will have extra housing and travel costs if your company is located far from the school and especially in a large city such as Paris or Lyon where living costs are much higher.

## • **The ESC Clermont Business School Foundation Scholarships:**

Full details about the various types of financial aid available to students is available on the school's website. The Administrative Service will send details of how to apply for the ESC Clermont BS scholarships at the beginning of the academic year.

**The Social Scholarships Award:** The Social Scholarships Award contributes either partially or totally to financing tuition fees for students enrolled in one of the ESC Clermont's programmes, according to various criteria: financial, social, academic, and behavioural (attendance, motivation, involvement).

**Mobility Grants:** Mobility Grants are based on academic and social criteria and are awarded to students enrolled in their final year of the Master Grande Ecole programme and who are participating in a double degree program at one of the ESC Clermont Business School's partner universities in North America, South America, Asia-Oceania, and Europe. They aim to encourage and support our students' international experiences.

**The Emergency Reserve Fund:** This reserve fund is intended to provide exceptional assistance to students who are suddenly confronted with emergency situations.

## • **ALS – Government Housing Benefit**

Your rent may be significantly reduced by applying for the housing benefit called 'ALS'. To be eligible you must deal with all your other administrative formalities first! (Residency permit, bank account etc.). However, once your claim is accepted you will receive back-payments from the second month onwards. ALS housing benefit can be claimed on the CAF website.

### **Caisse d'Allocations Familiales**

BP 100, Rue Pélissier,  
63032 Clermont-Ferrand.

[www.CAF.fr](http://www.CAF.fr)

Useful information is available on the campus France website:

<https://www.campusfrance.org/en/student-housing-france>

The Student Housing Service (Moversia) or the ISC Association can help you with your ALS application at the beginning of the year.

### **Documents required to apply for the ALS housing benefit:**

- ALS application (available on the [www.caf.fr](http://www.caf.fr) website)
- Official details of bank account (to have the payments directly transferred to your account)
- Proof of income for the previous two years or scholarship
- School enrollment certificate
- Photocopy of passport
- Photocopy of residency permit (obligatory)
- Copy of birth certificate translated into French

***Please note that it is not possible to ask for the ALS if you are staying for 1 semester in particular if you do not have a long-term visa that can be renewed in France.***

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## • **Opening a French Bank Account**

Students are advised to open a bank account in France. This is inevitable if you are applying for housing benefit or claiming reimbursement for health expenses. Wiring large sums of money from abroad will save you a lot of money in the long run. Bank charges for cash withdrawals can be expensive. To open a bank account, you will require the following documents. The ESC partner agency 'MOVERSIA' for welcoming and housing students can help you to open a bank account with its partner bank.

### **Required documents:**

- Valid passport or residency permit

- Proof of address in France - copy of your lease or rent payment receipts
- Proof of registration at the ESC Clermont BS

Once you have opened your account you should ask your bank to provide the following documents:

- A checkbook
- A bank debit card which you can use to pay for shopping, services or withdraw money.
- R.I.B. (“Relevés d'Identité Bancaires”) slips showing the bank account information required for administrative procedures.

Some of the main banks in Clermont-Ferrand:

- HSBC – Place de Jaude
- Banque Nationale de Paris (MOVERSIA’s partner bank)
- Crédit Agricole
- Crédit Lyonnais
- Banque Populaire
- La Poste (French Post Office)

## ACCOMMODATION AND HOUSING

### START YOUR SEARCH EARLY!

<https://www.esc-clermont.fr/logements-a-clermont-ferrand/>

### MOVERSIA

#### The Moversia Welcome Package



ESC Clermont BS has been working closely with a partner housing relocation agent; Moversia since the company was launched by an ESC Clermont BS alumnus back in 2005.

As the number of international students steadily increases from year to year, we are working on reinforcing this partnership.

Moversia is currently providing a complete housing package free of charge to all full-fee-paying international students enrolled at the ESC Clermont.

Moversia’s welcome package includes a made-to-measure housing search in private accommodation, or student residences according to your budget and preferences, as well assistance with administrative formalities such as the housing benefit application, internet connection, opening a bank account and helping you to prepare your arrival date in Clermont-Ferrand.

The package is currently a fee-paying service for exchange and reduced fee-paying students. The package may seem expensive in the beginning; however, the service enables students to pre-book and integrate their accommodation as soon as they arrive. They thus avoid extra hotel and agency fees and save valuable time and energy. Do not wait until the last minute to contact them.

Please remember, housing in France is expensive and your expectations should remain realistic and in phase with the current market offer.

***The Welcome Package is not compulsory, but highly recommended for international students who do not speak French. Contact details:***

Contact Moversia:

[contact@moversia.com](mailto:contact@moversia.com)

Website :

<https://welcomeclermont.com/>

## PRIVATE STUDENT RESIDENCES

### BeeLive

Shared houses

[Beelivecoliving.com](http://Beelivecoliving.com)

[hello@beelivecoliving.com](mailto:hello@beelivecoliving.com)

video – presentation: [https://youtu.be/ope12Fe5I\\_Q](https://youtu.be/ope12Fe5I_Q)

Coline +33 (0) 6 52 73 76 17

Axel: +33 (0) 6 52 73 76 17

### Cardinal Campus

- Residence Canopee
- 41 rue du ressort  
63100 Clermont-Ferrand  
[www.cardinalcampus.fr](http://www.cardinalcampus.fr)

## Corum St Jean

- Residence Canopee  
17 rue Gaultier de Biauzat  
63000 Clermont-Ferrand  
+33(0)4 73 31 57 00  
[www.corumsaintjean.fr](http://www.corumsaintjean.fr)  
[d.verdeaux@corumsaintjean.fr](mailto:d.verdeaux@corumsaintjean.fr)

## Les Estudines

<https://www.estudines.com/residence-logement-etudiant-clermontferrand-32.html>

Contact: Lily ANSELME - Residence Manager - 06 03 36 75 19 - [lily.anselme@resid-etudes.fr](mailto:lily.anselme@resid-etudes.fr)

[centralereservation@estudines.com](mailto:centralereservation@estudines.com)

- **Les Estudines Les Cézeaux**  
44 rue des Meuniers  
63100 CLERMONT-FERRAND
- **Les Estudines Sarah Bernhardt**  
4 Boulevard Claude Bernard  
63000 CLERMONT FERRAND
- **Les Estudines George SAND**  
11 rue de Médicis  
63000 CLERMONT FERRAND

## Stud'City

<https://www.studcity-clermont.com/residences/implantation/>

Contact : Emilie Verney - Responsable commerciale Multisites / Sales Manager

Tél. : +33 (0)4 73 28 43 08 | +33 (0)6 72 79 43 32

- **Résidence Sacha Guitry**  
13 Boulevard Pochet Lagaye  
63000 Clermont-Ferrand
- **Résidence Jules Verne**  
34 Boulevard Pochet Lagaye  
63000 Clermont-Ferrand
- **Résidence Saint Exupéry**  
11 Bd Pochet Lagaye  
63000 Clermont-Ferrand
- **Résidence Boris Vian**  
48 rue Pablo Picasso  
63000 Clermont-Ferrand
- **Résidence Jacques Prévert**  
3 petit chemin de la Sarre  
63000 Clermont-Ferrand
- **Résidence Jean Cocteau**  
9 Boulevard Pochet Lagaye  
63000 Clermont-Ferrand

## Suit'Études

[https://www.suitetudes.com/fr/logement-etudiant/clermont-ferrand/24/le-parc-belvedere/?gclid=Cj0KCQjAhP2BBhDdARIsAJEzXIG3pWFocKrhfuAqKlZ6xJ2bJ0JYi5Saz6pfCfjmgBIKVRfNSvoYEq0aAkCDEALw\\_wcB](https://www.suitetudes.com/fr/logement-etudiant/clermont-ferrand/24/le-parc-belvedere/?gclid=Cj0KCQjAhP2BBhDdARIsAJEzXIG3pWFocKrhfuAqKlZ6xJ2bJ0JYi5Saz6pfCfjmgBIKVRfNSvoYEq0aAkCDEALw_wcB)

Contact : Anne Monteil - 06 35 13 50 59

[clermont@suitetudes.com](mailto:clermont@suitetudes.com)

[clermont@uxco-group.com](mailto:clermont@uxco-group.com)

- **Residence Le Parc Belvédère**  
68 Avenue de l'Union Soviétique  
63000 Clermont-Ferrand

## Nemea Appart 'Etud

<https://www.nemea-residence-etudiante.com/france/auvergne/puy-de-dome/clermont-ferrand/clermont-centre/residence-135.html>

Contact : Mme Alleau - 0675622209

[Clermont-centre@nemea.fr](mailto:Clermont-centre@nemea.fr)

- **Résidence Clermont Centre**  
45 rue Saint Dominique  
63000 Clermont-Ferrand

## Nexity - Studea

<https://www.nexity-studea.com/locations-etudiantes/clermont-ferrand>

Contact : Marion Scafone

[mscafone@nexity.fr](mailto:mscafone@nexity.fr) / 0620291695

- **Studea Clermont 1**  
25 rue Delarbre  
63000 Clermont-Ferrand
- **Studea Clermont Les Carmes**  
Rue Henri Barbusse, 63000 CLERMONT FERRAND

## LogiFac – La Résidence Rabelais

<https://www.logifac.fr/residence/la-residence-rabelais-clermont-ferrand/>

Contact :

- **La résidence Rabelais**  
23 Boulevard Pochet Lagaye  
63000 CLERMONT FERRAND

## Cardinal Campus

- **Résidence Canopée** – 41 rue du ressort – 63100 Clermont-Ferrand – [www.cardinalcampus.fr](http://www.cardinalcampus.fr)

## Appart City

Temporary Housing

[www.appartcity.com](http://www.appartcity.com)

[reservations@appartcity.com](mailto:reservations@appartcity.com)

[clermontferrand-centre@appartcity.com](mailto:clermontferrand-centre@appartcity.com)

## OTHER – PRIVATE FLATS

<https://livin-france.com/school/esc-clermont>

### • Reasonably priced hotels

You can book a hotel room for under 50 euros per night online using the following websites

[www.booking.com](http://www.booking.com)

[www.trivago.com](http://www.trivago.com)

[www.airbnb.fr](http://www.airbnb.fr)

## WHERE TO EAT

### • The School Cafeteria

ESC Campus Clermont has a cafeteria on the ground floor (back entrance). This is open during the morning, lunch, and afternoon break times. The cafeteria sells hot and cold drinks, snacks, sandwiches, and hot meals. Near the school, you can find all kinds of meals to suit your tastes, kebabs, pizzas, Indian or Asian foods to name just a few.

### • CROUS Student Cafeterias and Refectories

If you would like a full meal or try out the wide range of student cafeterias or refectories, you can find a detailed list at the following link:

<http://usine.crous-clermont.fr/restauration/carte-des-restaurants/>

A complete meal can cost as little as 3-4 euros. Students can download the “IZLY” app on their smartphone and use this to purchase meals. Students will receive an access code when they pay the annual CVEC tax. Students who do not pay the CVEC tax can get access via the ESC’s Student Administrative Services.



<https://usine.crous-clermont.fr/restauration/payez-avec-izly/>

### • Grocery Shopping

**Centre of Clermont:**

- **Intermarché**, rue Fontgèze, Clermont-Fd
- **ALDI**, avenue d'Italie, Clermont-Fd (good quality own-brand products at low prices!)
- **Casino**, place des Salins, Clermont-Ferrand
- **Simply Market**, bd Côte Blatin (under the Viaduct), Clermont-Ferrand
- **Carrefour Market**, Place Delille
- **Lidl** - 177 Rue de l'Oradou

**Hypermarkets & shopping centers :**

- « **Géant Casino** », bd St Jean Z.I. Brézet
- « **Auchan Plein Sud** », 63170 Aubière, Auchan Sud, 12 avenue du Roussillon, 63170 AUBIERE
- “**Leclerc**” Lapardieu, Take the tramway in the direction of Lapardieu (tram stop Fontaine du Bac)  
[http://www.t2c.fr/sites/www.t2c.fr/files/PDF/Plans\\_des\\_lignes/Ligne\\_A\\_hiver.pdf](http://www.t2c.fr/sites/www.t2c.fr/files/PDF/Plans_des_lignes/Ligne_A_hiver.pdf)
- “**l'Épicerie du monde**” Asian & World Food Store <https://www.lepicerie-du-monde.com/>

## HEALTH & MEDICAL CARE & EMERGENCIES

- If you are sick and are too unwell to attend class, please inform the programs office and your professor(s) immediately by email.
- Try to get an appointment to see a doctor (see below) and request a certificate to cover the day(s) you were absent. You may not be able to get an appointment for the same day.
- Submit the certificate to your programs office when you are feeling better.
- To book a medical appointment you have various options available:
  - **How to get Medical Help :**  
**CROUS Student Services Medical Center**  
<https://sante.uca.fr/accueil-soins/prendre-rendez-vous-et-venir-au-ssu>

You can access a whole range of medical services (see below) at the CROUS Student Medical Service. You should book an appointment by phone:

Address: 25 rue Étienne Dolet  
63000 Clermont-Ferrand  
Tél. 04 73 34 97 20

### **Infirmery/ sick bay**

no appointment necessary

### **Medical Appointment with a general practitioner**

#### **Call beforehand to make an appointment**

- > Monday (08h30 -17h00)
- > Tuesday (08h30 -17h00)
- > Wednesday (08h30 -17h00)
- > Jeudi (08h30 -17h00)
- > Vendredi (08h30 -17h00)
- > Saturday & Sunday (fermé)

### **Counselling**

#### **Call beforehand to make an appointment**

- > Monday (08h30-17h00)
- > Tuesday (12h45-16h30)
- > Wednesday (08h30-17h00)
- > Jeudi (08h45-17h00)
- > Vendredi (09h00-16h00)
- > Saturday & Sunday (fermé)

### **Social Assistance**

#### **Call beforehand to make an appointment**

- > Monday (08h30-17h00)
- > Tuesday (08h30-17h00)
- > Wednesday (08h30-17h00)
- > Jeudi (08h30-12h00)

If you need medical attention quickly and cannot get an appointment with the CROUS medical service straight away, you can book an appointment with another available doctor via the 'doctolib' website or phone app:

- **“Doctolib” Doctor’s Appointment Booking Service :**

<https://www.doctolib.fr/medecin-generaliste/clermont-ferrand>

If you are feeling very sick and too unwell to leave your flat or cannot get an appointment immediately:

- **(Qare) – Online consultations:**

<https://www.qare.fr/recherche-praticien?depassement=false&gclid=CjwK>

[CAjw49qKBhAoEiwAHQVTo7dYqCodPfqHmRnhOgUebeLxHZLnCCNqCPMkigaz-dZqu0bdL2dvfRoCYKgQAvD BwE&page=1&resultatsParPage=10&specialite=general-practician&tiersPayant=true](https://www.clermont-ferrand.fr/annuaire/medecin-generaliste/medecin-generaliste-clermont-ferrand?CAjw49qKBhAoEiwAHQVTo7dYqCodPfqHmRnhOgUebeLxHZLnCCNqCPMkigaz-dZqu0bdL2dvfRoCYKgQAvD BwE&page=1&resultatsParPage=10&specialite=general-practician&tiersPayant=true)

The cost of an appointment with a general practitioner is currently 25 euros. The doctor will give you a form to complete to send to your insurance company or the French Social Security for reimbursement.

The following doctor – close to the school speaks English. A complete list of English-speaking doctors is available in the International Office.

**Dr François MASSARDIER**

8 – 10 Cours Sablon

63000 Clermont-Ferrand

04.73.74.00.75

If you are feeling very sick and too unwell to leave your flat at night or during the weekend you request an appointment with an on-call doctor – ‘sos medecins’:

- **SOS Médecins - AMUAC Médecin de Garde 7 j/7 et 24 h/**

1 Rue Claude Danziger, 63100 Clermont-Ferrand

Phone Numbers : 04 73 44 10 00 / 3624 /  
04.73.42.22.22

## **Emergencies**

In case of an extremely urgent situation requiring immediate medical attention: Please call one of the Emergency numbers:

- **International (Europe): 112**
- **Medical /Ambulance: 15**
- **Fire Brigade & Medical Emergencies: 18**

- **Gergovia University Campus Sick Bay**

Another sick bay is available at the following address:  
UFR Lettres - 29 Bd Gergovia Tel 04 73 34 66 00

- **Pharmacy / Chemists**

Plenty of chemists are available around the city centre and can be easily spotted by a green cross. Certain medicines such as antibiotics are only available with a doctor’s prescription. An emergency Chemist



“Pharmacie Ducher” (close to the school on Place Delille), is open 24/7. You can claim reimbursement for certain prescription medicines from your health insurance. Keep all the paperwork as proof of payment.

## In case of Emergency

(see back page of this guide for full details)

## A - Z of Useful Information

### • Alumni Association of the ESC Clermont BS – Groupe ESC Alumni

The Groupe ESC Clermont Alumni Association is a dynamic and international network of 12,000 graduates and students, offering exclusive services to its members. Degree-seeking students will get automatic membership to the school’s alumni association and will continue to keep in touch with old ESC BS friends and receive news from the school for many years to come.

4 boulevard Trudaine  
63000 Clermont-Ferrand  
+33 (0)4 73 98 24 26  
alumni@esc-clermont.fr

<https://www.esc-clermont-alumni.fr/>

### • Books, Stationery and Reading Materials

Handouts, reading assignments and course materials will be made available to the students on the LMS digital workspace.

Where to buy books & stationary in the city centre?

- FNAC books, music, concert tickets & computers & hi-fi) Centre Jaude - 2e étage (2nd floor of the Centre Jaude shopping centre)
- Librairie “Les Volcans”, Bookstore Bd François Mitterand
- HEMA - Shopping Centre Jaude 2 - (stationary)

### • Bus and Tramway

Clermont has a good public transportation system. A one-way ticket is 1.60€ and a book of 10 Tickets is 14.40 euros. Tickets can be purchased from the tram stops and newsagents called “Tabac-presse”. You can also download the “MyBus” App.

<https://www.t2c.fr/mybus>

The central office Address: T2C – 17 Boulevard Robert Schumann – 0033473285656

For more information, you can visit the website: [www.t2c.fr](http://www.t2c.fr)

### • Cinemas

Student rates are available when you show your student card

- Ciné Jaude Jaude shopping center (top floor)
- Ciné Capitole, Place de Jaude
- Les Ambiances (films are shown in the original version/language) – 7, rue St Dominique

### • Climate

The climate of Clermont-Ferrand is **temperate**, cold in winter and warm in summer. The weather can be extremely variable from one day to the next whatever the season. You need to bring layers to suit all kinds of weather. An autumn day can have a chilly start and become quite hot as the day progresses. You should have a warm jacket for the winter and rain protection for the rest of the year. The coldest month of the year is the month of January when temperatures can drop on average to as low as -10°C or less. Summers (July and August) are hot and dry (30-35°C). Please note that air-conditioning in France is not always available.

### • Dates

Dates in France are written in the following order: day/month/year.

### • Disabled students

If you request special conditions for exams, please contact the international office or the administrative services **BEFORE** your arrival. You will have priority access to the lifts available in both school buildings.

### • Driving in France

If you have a valid driving licence, you can drive in France. It is compulsory for both drivers *and* passengers in the front and the back seats of cars to wear their safety belts fastened when moving. France has very strict drink driving laws. You are allowed a maximum of 0.5mg/ml of alcohol per litre in your blood, compared to 0.8mg/ml in the UK.

### • Electricity

The current in France is 220 volts. The outlets or plugs might differ from what you are used to. Hence, to use electrical equipment, you may have to use an adapter and/or converter.



If you are renting a private flat, the electricity may not be included in the rent and you will have to register with the electricity supplier to be reconnected. For any specific questions, you can call the Electricity Company at the following number (English Spoken): 09.69.36.63.83

Important: Electricity is expensive in France especially if the heating is run on electric.

### • Emergencies

(see back page)

### • Food, Dining Out - Restaurants

Basic cooking facilities are available in most types of accommodation. You can find a wide variety of foods in one of the local supermarkets (see section on grocery shopping)

France is famous for its gastronomy and regional specialties. The Auvergne region is famous for its cheeses (Cantal, St Nectaire, Bleu d'Auvergne..) and the traditional dish of potatoes and cheese 'Truffade'.

If you do not feel like cooking, there are many places to have lunch or dine out in Clermont. You will find plenty of places to eat close to the school or around the city center. If you enjoy international cuisine, you will not be disappointed with a wide range of Indian, Thai Chinese, Tibetan, Vietnamese, African, Danish, Italian, Greek, North African restaurants to choose from.

Vegetarian food is becoming more and more popular in France. You can find vegetarian restaurants or and health food stores with meat alternatives around town. An exotic foods store 'l'Épicerie du monde' can also be found close to the city center <https://www.lepicerie-du-monde.com/>

Creperies and Asian restaurants are a good option for eating out with international friends who have various dietary requirements.

### • Laundrettes

There are plenty of Laundrettes around town. There is one directly opposite the Business School and another in the Rue du Port (5-minutes from the school):

- Laverie automatique - 10 rue Sainte Antoine, open 7am – 9pm 7 days a week

- Le Lavomatique self-service - 2 rue Gregoire de Tours, open daily from 7am to 8pm.

### • Phone Companies

MOVERSIA or can help students to purchase a French SIM card with a mobile contract. The main companies operating in France are Orange & Sosh, Free, SFR & Red (SFR).

The code for France is +33

To call another country, first dial 00 followed by the country's international code.

To find a phone number or the address of a local shop etc, you can check the yellow pages

<http://www.pagesjaunes.fr>)

### • Refectories, Snack Bars and Cafeterias

<http://usine.crous-clermont.fr/restauration/carte-des-restaurants/>

#### *25 Rue Etienne Dolet, 63000 Clermont-Ferrand*

- KIOSQUE LA RONDE DES SAVEURS (Snack Bar)
- RU LE CLOS SAINT-JACQUES (Student Refectory)
- CAFETERIA LA TERRASSE (Cafeteria)

#### *26 Ave Léon Blum, 63000 Clermont-Ferrand*

- RU LE CRATERE (Refectory)
- KIOSQUE CRATERE (Snack Bar)

#### *11 rue d'Amboise, 63000 Clermont-Ferrand*

- RU LE MANEGE (Refectory)
- KIOSQUE LE MANEGE (Snack Bar)

#### *28 Bd Cote Blatin*

- KIOSQUE LEBON (Snack Bar)

#### *2 rue de Braga 63000, Clermont-Ferrand*

- KIOSQUE ESTAING (Snack Bar - close to the residence)

#### *11 Boulevard Charles de Gaulle, 63000 Clermont Ferrand*

- CAFETERIA DE JAUDE (Cafeteria)
- KIOSQUE JAUDE (Snack Bar)

### • Money Transfer

Exchange Rate Comparison website for transferring funds to France

Moneytis : <https://moneytis.com/>

Moneytis is 100% Free. It will enable you to picture what is the best solution for you to transfer your money in a few clicks.

This is how it works:

**Step1:** Go to <https://moneytis.com/>

**Step2:** Select the amount + the country « From » and the country « To » which you would like to transfer your money.

**Step 3:** Choose the best solution matching your needs (cost, speed of the transaction, easiness of the solution)

**Step 4:** You will be redirected towards the selected money transfer operator

**Step5:** Sign-up & finalize your transfer on the money transfer operator's website

Any questions? Feel free to send an e-mail to [team@moneytis.com](mailto:team@moneytis.com) . You can also ask your questions directly to our online chat which you will find on <https://moneytis.com/>

To find out more about Moneytis:

<https://moneytis.com/>

### • Post Offices

Postage stamps, international money orders, telephone cards, post office current accounts, parcels etc

**St Eloy** – Central post office - Rue Maurice Busset, 63000 Clermont-Ferrand

**Gaillard** - Place Gaillard, 63000 Clermont-Ferrand

**Gare SNCF** – Agency next to the train station

**Place de Jaude** – agency on the main city square next to the Capitole Cinema

### • Public Transports

See under 'Bus and Tramway'

<https://www.t2c.fr/>

### • C-Velo – Bicycle loan

“C-Velo” Clermont's bicycle loan. You can collect and use a bicycle to from any one of the bicycle stations around Clermont. Once you have finished your ride, you simply return the bicycle to the same or another bicycle station.

You can register for free (the yearly fee of 25€ is currently covered by the city of Clermont- conditions may apply). You can download the C-Velo App on your phone which shows the availability of bicycles in each station.

Tél : 04.73.92.65.08

[c.velo@velogik.com](mailto:c.velo@velogik.com)

**Agency C.vélo** - PEI Gare SNCF

28 avenue de l'Union Soviétique  
63000 Clermont-Ferrand

### Opening Hours

Mon-Fridays : 8h00-13h00 et 14h00-17h30

Saturdays 9h15-12h15 et 13h00-17h00

<https://www.c-velo.fr/>

### • Smoking

It is forbidden to smoke in all public areas in France. You may smoke outside, but it is forbidden to smoke in the school premises or next to the school entrances.

### • Swimming pools

Stade Nautique Coubertin, (close to the bus station/gare routière) Indoor & outdoor swimming pools, paddling pool, diving boards, sauna (student rates)

- Chamalières (Piscine Municipale des Hautes Roches, Rue Paul Lapie, 63400 Chamalières 2 pools, wave pool and water slide

### • Sports & Leisure Activities

There are many ways to keep fit in Clermont. Many private gyms have special rates for students. Student associations organise all types of sports activities. You should start by contacting the BDE and Bureau des Sports at the ESC for more information about your favourite activities. You can often get discounts with your student card.

**SUAPS** (University student sports organisation) – 15

bis rue poncillon, 63000 Clermont-Ferrand

<https://suaps.uca.fr/>

**Fédération Nationale du Sport Universitaire,**

Complexe Sportif des Cézeaux. [https://sport-u-](https://sport-u-auvergnerhonealpes.com/)

[auvergnerhonealpes.com/](https://sport-u-auvergnerhonealpes.com/)

**Bureau des sports – ESC -BS Sports Association**

(BDS) ESC

### Private Gyms

- **KeepCool**

<https://www.keepcool.fr/s/salle-de-sport-clermont-ferrand>

- **Lappart Fitness**

<https://www.lappartfitness.com/clubs/salle-de-sport-clermont-delille>

- **Wellness Sportclub**

<https://www.wellness-sportclub.fr/clubs/clermont-ferrand/>



- **Ice Skating Rink**

<https://www.clermontmetropole.eu/bouger-se-divertir/lexcellence-sportive/patinoire/>

155 boulevard Gustave Flaubert  
63000 CLERMONT-FERRAND  
Bus/tram: Ligne bus C, arrêt Lycée Lafayette Tramway,  
arrêt Lycée Lafayette

- **Swimming Pools**

<https://www.clermontmetropole.eu/bouger-se-divertir/lexcellence-sportive/piscines/>

The closest swimming pools to the city centre are as follows:

### **Stade Nautique Coubertin**

Rue Pierre de Coubertin  
63000 CLERMONT-FERRAND  
Tel. : 04 63 66 96 40

**Accès :** Bus n°4 : Salins Bus stop / Coubertin. Tramway : tram stop Maison de la Culture  
Olympic-type pool covered by a removable roof in good weather, play pool, slide, diving pit, park, solarium. Activities include aquagym

### **Centre Aquatique Les Hautes-Roches**

Avenue de la 1ère Armée Rhin Danube  
63400 CHAMALIÈRES  
Tel. : 04 63 66 96 30

Access : Bus n°13, Massenet bus stop  
Covered Olympic-style pool, 40m wave pool, slide, park, solarium. The Aquatic Centre offers 45-minute sessions of aquagym, aquajogging, aquaphobia and mother and baby sessions. Olympic type pool covered by a removable roof in good weather, play pool, slide, diving pit, park, solarium. The Nautical Stadium offers 45-minute aquagym sessions.

### **Royatonic – Spa Center**

Place Allard  
5 avenue Auguste Rouzaud  
63130 - ROYAT  
[bains@royatonic.com](mailto:bains@royatonic.com)

- **Sports Clubs:**

#### **Football**

<https://www.clermontfoot.com/classement/>

#### **Handball**

<https://handball-clermont-metropole.clubeo.com/>

#### **ASM Rugby**

<https://handball-clermont-metropole.clubeo.com/>

### **SUC – Service Université Culture**

29 Bd Gergovia  
63001 Clermont-Ferrand Cedex 1  
<http://Suc.uca.fr>

- **Organizes cultural seasons composed of projects related to the missions of the institutions in a multiplicity of artistic and cultural languages.**

- **Taxis**

Allo Taxi Radio: 04.73.19.53.53

Taxi Express: 06.98.34.30.98

Other companies are available in the Yellow Page directory ([www.pagesjaunes.fr](http://www.pagesjaunes.fr))

- **Culture: Festivals; Theatre, Music, Concerts & Shows**

Information about “what’s on” in Clermont-Ferrand :  
<https://63.agendaculturel.fr/theatre/>

**Fnac** <https://www.fnacspectacles.com/place-spectacle/centre/billets-spectacles-clermont-ferrand-6918657522687897153-lt.htm>

#### **Opera**

<https://clermont-auvergne-opera.com/>

#### **Orchestra**

<https://onauvergne.com/>

- **Tourism**

Free documents available from the Tourist Office – (Place de la Victoire – opposite the Cathedral). Plenty of free guides and maps are available at the tourist office desk.

#### **Tourist Office**

<https://clermont-ferrand.fr/agenda>

- **Travel**

- **Rail Travel**

<https://www.sncf.com/fr/itineraire-reservation/reservation-billets>

- **Bus Companies**

**Flixbus**

<https://www.flixbus.fr/>

**Ouibus**

<https://fr.ouibus.com/>

**Eurolines**

<https://www.eurolines.de/en/international-bus-lines/>

- **Airport - Clermont-Ferrand - CFE**

<https://www.clermont-aeroport.com/fr>

- **Air Companies Operating from the CFE Airport**

<https://www.airfrance.fr>

<https://www.tuifly.fr/fr>

<https://www.ryanair.com/fr/fr>

<https://www.aircorsica.com/>

- **Water**

You can drink tap water in France unless you see the sign 'EAU **NON**-POTABLE'

- **Work Placements / Internships**

Students will benefit from career guidance and personal coaching sessions throughout their studies. Work Placements are an important step to getting the vital expertise and experience required in a preferred field or sector. Future entrepreneurs can even use the time allocated to their executive internship to work on their start-up project via the School's 'SquareLab' Incubator. Guidance will be given by the school's 'JobLab' to help students with organising their search for their ideal placement.

## In case of an Emergency

### **A & E - Accident and Emergency Ward**

**Centre Hospitalier Universitaire CHU Gabriel Montpied**

58 Rue Montalembert

63000 Clermont-Ferrand

0043373750750

### **Emergency Phone Numbers**

**112:** European emergency number – Use this same number throughout Europe – multilingual)

**15:** Emergency Medical Service Ambulance (SAMU- Service d'Aide Medical Urgent)

**17:** Police

**18:** Fire Brigade

**114:** Hearing disabilities or if you are unable to speak



**3624:** House-call doctor if you are too sick to leave your flat

## EMERGENCIES

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- **How to report an emergency:**

- When you report an incident and call the emergency services you should remember to stay online until you are told to hang up
- Give your name and your address or a description of the locality so that they can find you easily.
- Describe the accident/ incident/ state of the victim and answer the questions as clearly as possible.