



**international STUDENT GUIDE** 













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# icn business school key figures

- **3000 students** with more than 38% foreign students
- · 14 000 graduates
- 130 partner universities worldwide
- 47 **student** associations
- · 30 years of soft skills
- 110 administrative staff
- 74 TENURED PROFESSORS
  And 21 Affiliate professors
- 86% of the permanent faculty are phd graduates and 51% come from overseas
- · 300 expert speakers
- 15 databases included bloomberg, ebsco and abi proquest
- · 33 international double degrees

ICN BS was awarded with the EQUIS and the AMBA accreditations, both prestigious international accreditations are references for leading management schools. The EQUIS accreditation validates the school's overall strategy, while the AMBA specifically targets the quality of the MBA program.

ASSOCIATION EQUIS
ACCREDITED
ACCREDITED

Member of the chapter of business schools within the 'Conférence des Grandes Écoles'.

CONFÉRENCE DES GRANDES ÉCOLES

ICN Business School is authorised to issue a diploma endorsed by the Ministry of Higher Education, Research and Innovation for ICN Bachelor SUP'EST and the ICN Grande École program.

2 of our continuing education programs are listed in the National Directory of Professional Certifications (Répertoire National des Certifications Professionnelles): Coach pro RNCP Level I and Formacadre RNCP Level II.

Associated with the University of Lorraine, ICN Business School is actively involved in creating joint projects and double degrees with the University of Lorraine, as well as ISAM/IAE, or Mines Nancy.

DE LORRAINE

Datadock

ICN Business School is a recognised organisation in the Greater Region in terms of continuing education in the managerial domain, and today is one of the first references on the Datadock list under the decree of quality professional training.

ICN has obtained the "Établissement d'Enseignement Supérieur Privé d'Intérêt Général" (EESPIG) qualification by ministerial decree on the 8th of June, 2016, published in the 'Bulletin Officiel' on 07/07/2016.

EESPIG ENSEIGNEMENT SUPÉRIEUR PRIVÉ PUNIERET GENERAL LOU UZ 227.2713



**5 locations** 

#### 4 CAMPUSES

- · METZ, nancy and paris france
- nuremberg and berlin (2019) germany

#### 1 location

· shanghai china

# icn nancy campus

Campus Artem 86 rue du Sergent Blandan CS70148 54003 Nancy Cedex

Additional information on: www.icn-artem.com

# how to **get there?**

#### **BY PLANE**

**Regional Airport of Metz-Nancy Lorraine** 

Route de Vigny – 57 420 GOIN +33 (0)3 87 56 70 00 Fax: +33 (0)3 87 56 70 54 www.lorraineairport.fr

#### **BY CAR**

#### Three highways

A4, A5 and A31 lead from Paris, Calais, Strasbourg, Saarbrucken and Frankfurt to Nancy. The A31 connects Nancy to Lille, Luxembourg, Brussels and Diion.

#### **BY TRAIN**

#### Nancy train station

3, place Thiers – 54 000 NANCY +33 (0)969 369 379 (outside of France) 3635 (inside of France) www.oui.sncf

#### Train station

Monday to Friday from 5am to 11pm Saturdays 5.30am to 11.30pm Sundays and holidays from 6am to 11.30pm

#### Ticket counter

Saturday from 7am to 7.30pm Monday to Friday from 6.40am to 8.30pm Sundays and holidays from 9am to 7.30pm

### Direct train from Charles de Gaulle airport to Gare Lorraine TGV

1 hour and 15 minutes.

Special bus "Keolis Sud Lorraine" from Lorraine TGV to center of Nancy (10€ - 35 minutes)
Schedule at www.ter-sncf.com/regions/lorraine.fr

#### Nancy is situated:

- 1 hour 30 minutes from Paris (TGV)
- 1 hour 15 minutes from Strasbourg
- 1 hour 15 minutes from Germany
- 1 hour 15 minutes from Luxembourg
- 3 hours from Brussels



#### pick-up service

If you wish to be picked up at the train station in Nancy, you can contact the student association ESN BDI Globe & Co at globeandco@outlook.com

Remember to give them your arrival date and time. Please give 48 hours' notice.

#### how to get to icn

#### nancy train station > icn artem

Take the Tram 1, from the Nancy Gare stop going in the direction of Vandoeuvre CHU Brabois. Get off at the Blandan stop.







# initial training

icn summer program #

METZ, NANCY, NÜRNDERG, PARİS, STUTTGART

Designed for international students, the Summer Program allows you to discover the courses of a French Grand École

- 25 places available
- 4 week program
- selection based on application after 2 years of study AT A foreign university

### icn bachelor sup'est 🕕 🏶

certified by the government, 'bac+3'

METZ, NANCY, NÜRNBERG

The renowned diploma for jobs in sales and marketing. A quick start in the professional world with this 3 year course.

• 160 places available

### icn grande école program 🕕 🏶

CERTIFIED by the government, master's degree METZ, nancy, nürnberg

The program trains future managers, capable of working on the forefront of management and in other fields.

- 365 places available in the first year
- 135 places available in the second year
- 2 or 3 year program, plus an optional "experiences" year

#### 6 icn MSC

- Admission through selection process
- 1 OR 2 YEAR PROGRAMS

icn msc in digital management

nancy and paris

# icn msc in logistics and international transport dakar. The program trains students to become future managers specialised in the transport and logistics field, working for large international companies.

# icn msc in luxury and design management as nancy The first Artem Alliance program (with Mines Nancy and the Nancy National Graduate Sc

### ich MSC in international Management/Miex # nancy, bologne, upssala,

MOSCOU, MEXICO, shanghai, porto alegre

ACCREDITED by "Conférence des grandes Écoles" shanghai, porto A program with a lot of international travelling thanks to 7 prestigious institutions all over the world to validate a double or even a triple degree.

# icn msc in marketing and brand management # nürnberg This MSc trains students to become future brand managers to identify opportunities and implement

#### icn MSC in finance, insurance and Risk Management # nürnberg

# continuing Education

#### EXECUTIVE MDA - AMDA ACCREDITED # METZ



Working engineers, executives, and managers can strengthen their managerial skills and acquire a global strategic vision of the company.

- 25 places available
- Admission after 'bac+4', by application, after relevant professional
- The program is 3 or 4 days per month, lasting 18 months, TAUGHT EXClusively in english

#### **EXECUTIVE MASTER OF SCIENCE** in business administration shanghai

For professionals wishing to improve or bring their academic knowledge up to date.

- 25 places available
- have a bachelor's degree and 3 years of successful work experience, OR have 10 years of relevant work experience
- 12 Three-day modules over 12 months in shanghai and 2 modules in france

#### formacadre, manager opérationnel d'un centre de profit besancon, páris RNCD level 2 CERTIFIED

General program that covers all areas of management necessary to access managerial positions.

- 15 places available per session; 3 sessions per year (in nancy and in paris)
- Admission by application after 'bac+2', and 3 years work experience
- full-time or part-time program

#### professional coach ()



nancy, luxembourg

RNCD level 1 certified

Learn tools, methods, techniques, and also develop the ethical behaviour of a professional coach.

- 15 places available per session; 3 sessions per year (in nancy, luxembourg, and in paris from 2018)
- · Admission by application for all managers, executives, hr managers, and consultants
- part-time program, 18 days over 6 months

#### **EXECUTIVE MANAGER PROGRAM**



polyvalent manager of people and organisations nancy

The program is founded on a structured and operational method aiming to build and deploy an entity project (team, service, business unit or company) over 2 - 5 years, and to support participants in defining and deploying their strategy

- 15 places available
- Admission by application for company directors, executive COMMITTEE MEMBERS, business unit or network managers, and founders.
- part-time program over 10 months (17 days in class, 7 E-learning sessions, and 4 individual coaching sessions)



#### internal tailor - made TRAINING PROGRAMS

- A personalised approach and complete support TO PERFECTLY Adapt to needs and improve training efficiency
- TRAINING 'À lA CARTE'

# CERTIFICATE PROGRAMS, Short Modules

- 15 places available per session
- · admission by application for all managers with a 'bac+2' level and professional experience
- 1 3 day short modules, and certificate programs up to 16 days





# for international students, admission is on application form



#### **EXCHANGE STUDENTS**

#### **NON-EXCHANGE STUDENTS**

### SEND YOUR APPLICATION WITH THE FOLLOWING DOCUMENTS:

- Completed application form with photo
- Curriculum Vitae or Résumé in French or in English (depending on the language of study)
- Letter of motivation in French or in English (depending on the language of study)
- · Copy of passport or identity card
- Academic transcripts from the last 2 years
- Copy of TOEFL, TOEIC, IELTS or Certificate of Cambridge (if program in English)
- Attestation of French language level by the home university (if program in French)

### SEND YOUR APPLICATION WITH THE FOLLOWING DOCUMENTS:

- Completed application form with photo
- Curriculum Vitae or Résumé in French or in English (depending on the language of study)
- Letter of motivation in French or in English (depending on the language of study)
- Copy of High School Diploma (Bachelor Year 1 only)
- · Copy of passport or identity card
- Academic transcripts from the last 2 years
- 2 letters of academic and/or professional reference
- Copy of TOEFL, TOEIC, IELTS or Certificate of Cambridge (if program in English)
- Copy of DALF or DELF (if program in French)
- 100€ application fee (2017-2018 prices)

#### **Application deadline:**

May 15<sup>th</sup>, 2018 (Fall semester / Year) October 15<sup>th</sup>, 2018 (Spring semester)

#### **Application deadline:**

July 10<sup>th</sup>, 2018 for EU students (MSc IM-MIEX et MSc LDM only)

#### **APPLICATION:**

You can download application files on the ICN website: www.icn-artem.com/en/academic-programs/admissions-international-candidates

PLEASE SEND YOUR APPLICATION TO ICN BUSINESS SCHOOL:

icnexchange@icn-artem.com

studyabroad@icn-artem.com





If you are a citizen of a non-European Community country (even if you presently reside in a European Community country) you will need to obtain a long-term student visa before coming to France. A request is to be made at the Consulate in your country of origin for a "Visa de Long Séjour – Demande d'attestation OFII".

The Consulate will stamp this official document (upon arrival in France please bring this document to the international relations office).

# documents that will need to be handed into the international relations office upon arrival

- Photocopy of your passport (pages with photo, personal information, visa and stamp showing date of entry into France)
- Form given to you by the Consulate or Embassy "Demande d'attestation OFII".

The international relations office will send your completed file to the OFII in Metz.

Make sure you bring the document « Visa Long Séjour Demande d'attestation OFII » to France and to the International Relations Office upon your arrival.

# **CAMPUS FRANCE**

ICN Business School adheres to the CEF (Centre pour les Etudes en France) convention. Students coming from Algeria, Argentina, Benin, Brazil, Burkina Faso, Burundi, Cameroon, Chile, China, Colombia, Congo-Brazzaville, Democratic Republic of the Congo, Djibouti, Egypt, Gabon, Guinea, India, Indonesia, Iran, Ivory Coast, Japan, Koweit, Lebanon Republic, Madagascar, Mali, Mauritania, Mauritius, Mexico, Morocco, Peru, Russia, Senegal, Singapour, South Korea, Taiwan, The Comoros, Togo, Tunisia, Turkey, the United-States and Vietnam must follow the CEF process in order to obtain their visa.

To do so, please visit their website: www.campusfrance.org



Students who do not respect the CEF registration via CAMPUS FRANCE process will not receive. a visa from the Consulate.



Every student in France, whatever his/her nationality, must have health and accident insurance.

The MGEL and the LMDE manage student health insurance in Meurthe-et-Moselle. It is important that you respect this obligation because you will need to show proof of health insurance coverage to obtain your residence permit, housing aid etc.

Enrollment in the French student insurance system will allow you to be reimbursed for up to 70% of medical costs. We recommend that you also purchase additional insurance called a student "mutuelle" which will provide more coverage. The two health insurance providers are MGEL (www.mgel.fr) and LMDE (www.lmde.fr).

Concerning the mandatory health insurance, several cases are possible:

#### if you come from a European community country

You must obtain, from the Insurance Agency in your home country, your European Health card or a temporary replacement certificate. It will exempt you from having to register for French health insurance while at the same time providing identical coverage.

If your insurance at home is from a private company, you should obtain a certificate of insurance from them. The Registration Office will verify, on a case by case basis taking into account the current regulations, if the coverage exempts you from having to register for French health insurance. If you are not exempted, you will have to get French insurance, which costs 217€ (2017-2018 price) per year.

#### if you come from a non-european community country

You will have to obtain French student insurance (217€: 2017-2018 price). You will obtain insurance here at ICN when you register for your student card.

Students from the Province of Quebec, Canada should obtain the SE401-Q106 form from the Ministry of Foreign Affairs in Quebec before coming to France. This form will exempt you from having to pay for French student insurance.

#### if you are over 28 years of age

You will not be able to obtain French student insurance. However, we recommend that you contact the CPAM. They may be able to provide a type of medical coverage called Couverture Médicale Universelle (CMU).

We recommend that you purchase an additional insurance called a student "mutuelle" which will provide more coverage.

#### **MGEL**

www.mgel.fr +33 (0)3 83 30 03 00 (Nancy) +33 (0)8 87 30 34 14 (Metz)

#### LMDE

www.lmde.fr 0 811 505 633

#### CPAM

www.ameli.fr contact@cpamnancy.cnamts.fr

### REGISTRATION OFFICE

inscriptions@ icn-artem.com +33 (0)3 54 50 25 39









# you must reserve your housing before you arrive at icn!

There are 4 main housing categories in France:

- · A furnished studio in a private student residence,
- · A furnished studio in a private residence,
- A furnished room in a state-owned university residence (CROUS),
- Private housing (apartment, roommates...).

ICN Business School does not own any residence halls. However, once your admission has been finalized, please contact us via <a href="https://however.no.go/how-no.com">however.no.com</a> in order to obtain detailed information about housing options available in Nancy, Metz, or Nürnberg. The International Relations Office (international@icn-artem.com) and the Globe & Co student association (globeandco@outlook.com) are also available to assist you in your search for housing.

### **STUDAPART**

To facilitate your search for accommodation in Nancy, we also recommend using the school's platform dedicated to housing: Studapart.

You will be able to find a rental in a student residence or in a private apartment, a room in a shared apartment, a sublease or even a room with a French family!

https://housing.icn-artem.com: ask the international relations office for the access code and sign up!



#### SOME INFORMATION ABOUT A ROOM IN A STATE-OWNED UNIVERSITY RESIDENCE (CROUS)

#### description

The University residences in Nancy are managed by the CROUS (Centre Régional des Œuvres Universitaires et Sociales). The traditional residences offer only single occupant furnished rooms, each measuring 9 square meters. You will need to bring your own bed and bath linens, including towels and sheets. The bathrooms (toilets) and kitchens are for shared use and are located outside your room on the same floor.

Cooking in your room is forbidden. The university restaurants offer full, modest priced meals at lunch and dinner (meals are  $3.25 \in each$ ). Meal tickets can be purchased at the restaurants (on a rechargeable chip card).

Nancy has several university residences which are located in various parts of the city. Although ICN requests that its students be assigned close to campus, we can not guarantee this. If possible, the CROUS will accommodate students close by (Résidence du Placieux, Haute-Malgrange, Monplaisir, Vélodrome, Charmois). However, the decision is made by the CROUS and not by ICN.

#### Type of contract

The contract is normally drawn up for a period of 9 months (usually from September to June). As soon as the contract is signed, students must stay in the residence and the contract cannot be cancelled. The rent for a university student's room varies between 150 € and 550 € per month.

Upon arrival in Nancy, you must pay a guarantee (security deposit) amounting to between 150€ and 230€, depending on the type of room.

This deposit will be returned to you at the end of your stay after your apartment has been inspected for damage and after any other sums due to the CROUS have been paid.

You should also take out a comprehensive 'multi risk' property and contents insurance policy (in case of theft, fire, accident, etc.) with a French company (insurance company, bank, or the student's insurance agency MGEL).

You should expect to pay between 30€ and 65€ per year for this insurance. You can apply for a housing allowance (see next chapter).

#### CROUS INTERNATIONAL RECEPTION DESK

75, rue de Laxou – 54000 NANCY Tél.: +33 (0)3 83 91 89 38 www.crous-lorraine.fr/international Monday to Friday from 9am to 12pm and 1pm to 4.30pm

The request for housing is done online on the CROUS website:

www.crous-lorraine.fr/international/nos-solutions-dhebergement

It is recommended that students who would like additional privacy (personal bathroom and kitchen) select a private student residence rather than CROUS.

#### **PRIVATE housing**

There is the possibility of renting apartments either with roommates or via private individuals. This area of real estate may be difficult to access from abroad. Nevertheless, you can consult offers and advertisements via the websites below:

#### housing advertisements

MGEL Centre-Ville | www.mgel.fr/logement
PARU VENDU | www.paruvendu.fr/immobilier/
BED AND SCHOOL | www.bedandschool.com/site/index.php
LE BON COIN | http://www.leboncoin.fr/

#### offers for roomates

www.recherche-colocation.com/nancy.html www.appartager.com/lorraine/meurthe-et-moselle/colocation-nancy

# importante note for any kind of housing

**REMEMber to Send your Arrival date and time to globe and co** if you wish to be picked up at the train station. You must give 48 hours' notice.

**you should plan your Arrival for a Weekday** (Monday to Friday) and before 6pm. You should advise the rental office in advance of your intended arrival.

**keep in Mind That Residences Ask for The payment of A guarantee** corresponding to a security deposit which will be reimbursed to you at the end of the contract if there is no damage to the property. Certain residences also ask for a non-reimbursable agency fee for administrative purposes.

#### you should also take out a comprehensive "multi risk" property and contents

**insurance policy** (in case of theft, fire, accident, etc.) with a French company (insurance company, bank or MGEL, student's insurance agency). Again, Globe and Co will help you with this. Renting a studio in France entitles you to apply for a financial grant, called "Aide Personnalisée au Logement" (see the section on "Financial Assistance" section).

In order to qualify, you need to MEET CERTAIN REQUIREMENTS:

- a completed application form
- a check for the security deposit,
- proof of insurance,
- your appointment for the studio inventory

**studio inventory and damage inspection.** An inventory and damage inspection of the studio will be carried out upon your arrival and again when you leave. You should thus plan your arrival for a weekday (Monday to Friday) and before 6pm. You should advise the rental office in advance of your intended departure. The studio inventory and damage inspections are required. Students who do not respect this rule risk losing their security deposits.

**The leasing contracts** are drawn up on the basis of a traditional leasing arrangement, which student occupants can cancel ONLY upon 3 months' notice. For example, if you wish to leave your apartment/studio on June 15th, you must send a letter indicating your intention to cancel your leasing contract dated no later than March 15<sup>th</sup>.

The International Relations Office can give you a sample of the resiliation letter.









### financial assistance

Any foreign student who has a European nationality or a French long-stay visa has the right to apply for government housing assistance. In order to qualify, you need to meet certain requirements.

This type of financial assistance is coordinated and distributed by the CAF (Caisse d'Allocations Familiales). You should apply promptly upon arrival.

This type of financial assistance takes at least one month to obtain after receiving your residence permit. You will thus have to pay for at least the entire first month's rent by yourself. It is important to apply for financial housing assistance as soon as possible after arrival in Nancy (the student association Globe and Co will help you with this procedure).

Keep in mind that if you should leave your apartment on the  $15^{\rm th}$  of a given month, the financial housing assistance will not apply for that month's rent. The people can help answer your questions about financial housing assistance and help you fill out the necessary forms. Globe and Co can also assist you with this.



## housing TAX

French fiscal law declares that any person residing in France as of January 1<sup>st</sup> is responsible for housing tax (rates estimated to be approximately a month and half of rent). Payment of this tax is required by the French government a few months after your departure.

Note: students who own a TV set will be asked to pay for the license fee.

Remember to bring a birth certificate (translated into French). This document will be requested in order to complete your file.



# culture and sports in nancy

The former city of the Dukes of Lorraine, Nancy is located at the crossroads of Europe. For centuries it was a center for artists and architects. Their unique contributions give the city a distinctive flair.

#### the famous squares and monuments of nancy

The city is particularly famous for its squares and historic monuments:

**La Place Stanislas:** this internationally renowned square was built by Stanislas Leszczynski, one of the Dukes of Lorraine. It is famous for its beautiful gilded ironwork

**La Place Carrière:** it stretches from the Héré Gate to the Government Palace

L'Hôtel de Ville: City Hall on Stanislas Square

**Le Palais du Gouvernement:** an exquisite building which dominates one end of Carrière Square

**Le Palais Ducal:** the palace is located within the confines of the medieval city or old town

La Porte de la Craffe: at one end of the Grande Rue in the old town, this imposing fortress once protected the city

**Religious monuments:** Nancy has 6 famous churches: Basilique Saint-Epvre, Eglise des Cordeliers, Cathédrale, Eglise Notre Dame de Bonsecours, Eglise Saint Pierre, and Eglise Saint Sébastien.





#### parks and gardens

Nancy has many parks and public gardens. The most famous of these is "La Pépinière". This 23 hectare park contains both a rose and an English garden as well as a zoo. It is located in the city center, not far from Place Stanislas.

#### MUSEUMS

For those who appreciate art and art history, Nancy has 3 museums, each dedicated to a different aspect of the city's cultural heritage. Located in different parts of the city, the museums have distinctive architectural styles:

**The Museum of Lorraine** is located within the Palace of the Dukes of Lorraine in the medieval city. Visitors can retrace the history of the region from prehistoric to modern times.

**The Fine Arts Museum** is housed in one of the splendid 18th century pavilions surrounding Stanislas Square. It contains a magnificent collection of paintings, sculptures and artwork as well as an exceptional collection of crystal by Daum.

The Museum of the School of Nancy can be found in a late 19th century Chateau. It is dedicated to "Art Nouveau", the decorative style of art which flourished in Nancy at the turn of the 20<sup>th</sup> century.

For those of you who love nature or for those who are interested in the mining and steel industries (which were the traditional industries of Nancy), the following museums will certainly interest you:

**The Museum aquarium of Nancy** has more than 10,000 specimens, some of which represent endangered species. In addition to tropical fish and marine animals, the aquarium contains a natural history museum.

**Iron museum** has exhibits on the history of iron and ironwork as well as techniques for making iron.

#### nancy













#### METZ













### nürnberg







#### theaters, concerts and cinemas

Compose your own programs as there is a vast range to choose from: an opera, a national theater company, a ballet, a symphony orchestra, and jazz and rock concerts. Nancy also has many theatres, concert halls (most famous of which is the Zenith Hall), convention centers and cinemas.

Throughout the year, cultural events are organized by the city or by private associations related to the arts:

- Nancy Jazz Pulsations (October)
- The Festival of Saint-Nicolas (December)
- Springtime and Poetry (March)
- The International Choral Singing Festival (every 2 years during the Ascension period)
- The Music of Lorraine
- Heritage Festivals
- Passion Theater



#### **libraries**

At ICN, you will find the médiathèque Artem includes a business library and a study hall.

You may also use the libraries at the Economics and Law Faculties. Students can also expand their research by using the public libraries of the city of Nancy. The most important are:

- The media center (Médiathèque), located at 10, rue Baron Louis
- The municipal library (43, rue Stanislas)

#### **SPORTS**

The "service universitaire des activités physiques et sportives" (SUAPS) is the sports service for all students in Nancy.

You can practice any of 55 different sports. Among them are: aikido, badminton, basketball, body-building, climbing, dancing, fencing, golfing, kayaking, skiing, sky-diving, swimming, tennis, table tennis...

ICN's Sport Association (BDS-Bureau des Sports) will assist you with all administrative steps and will also help you join any of the school's sporting teams if you wish. The sports halls are situated at several locations in Nancy:

#### CENTER of NANCY

Gymnase A. Lefebvre (multi-purpose gymnasium,

dancing, fighting and fencing halls) 1, bis boulevard Albert 1er -54000 Nancy

Tel.: +33 (0)3 54 50 37 60

#### Océanautes swimming pool and gymnasium

Rue de Verdun - 54000 Nancy Tel.:+33 (0)3 83 96 15 71

#### **VANDOEUVRE**

Aiguillettes Sports Complex

Boulevard des Aiguillettes 54600 Villers-lès-Nancy Tel.: +33 (0)3 83 28 29 72

#### **brabois**

**New Sports Hall** 

11 Avenue de la Forêt de Haye 54500 Vandœuvre-lès-Nancy Tel.: +33 (0)3 54 50 37 93

For further information,

(see "useful addresses").

contact the Tourism Office

For additional information, don't hesitate to contact the BDS at ICN Business School: bds@myicn.fr

#### RESTAURANTS

Would you like to sample the gastronomic specialties of the Lorraine region or perhaps try other exotic foods?

In Nancy, you can find all kinds of restaurants from the local Alsace and Lorraine dishes to North African, American, Mexican, East Asian, Indian, Greek, Creole and Corsican dishes. There are also many bakeries, pizzerias and specialized restaurants (for example crêpes) as well as bars and pubs. Nancy is blessed with a number of five-star restaurants.

The international relations office at ICN can provide you with a list of restaurants.



#### **UNIVERSITY RESTAURANTS**

Several university restaurants are available for students, near ICN and in Nancy (Artem, vélodrome, etc...) and offer full meals for lunch and dinner for the modest price of 3,25€.

On weekends and during school holidays, the schedules.

Please check which ones are opened on the CROUS website: www.crous-lorraine.fr/restauration/

# **TRANSPORTATION**

The tram connects Vandoeuvre-lès-Nancy to Essey-lès-Nancy and goes through the heart of Nancy.

The 32 bus lines will get you almost anywhere in Nancy.

Vélo Stan Lib': you can get free access to bicycles for a short period of time. The service is available 24 hours a day, 7 days a week in 29 stations all around the city.

# what to do in the sourroundings?

The Vosges are only an hour drive from Nancy. The many mountains, parks, lakes (eg. The Pierre-Percée Lake) and rivers offer many things to do: hiking, cycling, skiing, as well as nautical activities and many more.

The Amnéville zoo is also an hour drive from Nancy and offers a wide range of animals for you to see.

For more ideas, visit www.tourisme-lorraine.fr





SOME BASIC	Hello	Salut
phrases	Good morning/good afternoon	Bonjour
	Good evening	Bonsoir
	Good night	Bonne nuit
	Goodbye	Au revoir
	My name is	Je m'appelle
	What is your name?	Comment vous appelez-vous/t'appelles-tu?
	Yes/no	Oui/non
	Thank you	Merci
	You're welcome	De rien
	Excuse me	Excusez-moi
	How are you?	Comment allez-vous/vas-tu?

#### **COST** of living

The average cost of living for a single student who lives in a student apartment is estimated to be from  $400 \\in to 800 \\in to 800 \\in to per month (including rent and other living costs), plus approximately <math>70 \\in to general fees (library, sports facility, etc) and health insurance if needed (see page 15).$ 

#### what you should bring?

- Formal clothes for special events
- Important documents (passport, travel or health insurance, copy of birth certificate)
- Medical records, special prescription or medicine (if any)
- Spare glasses or contact lenses (if needed)
- Umbrella
- · Bedsheets and towels
- Winter clothes (ski clothes if you attend the BBA seminar).
- Other necessities like wristwatch, alarm clock, school bag, dictionary, stationary,...

#### business hours in france

Most businesses are closed on Sundays. All stores close by 7pm during the week and banks are often closed on Mondays.

ICN Business School is open from Monday to Saturday but always closed on Sundays.

#### driving license

In France you drive on the right side of the road. It is mandatory to wear seatbelts at all times. Regulations on the permissible level of alcohol for drivers is very strict, allowing less than 0.5g (0.2g for young drivers), and all misdemeanors are liable to heavy penalties.

#### **SMOKING REGULATIONS**

France has very strict regulations regarding smoking in public. Smoking is forbidden in public places such as offices, shops and public transport and also in bars and restaurants. Smoking in the work place is not allowed, unless there is a specific room provided for smokers. Otherwise you will have to smoke outdoors.

#### **basic** Rules

No noise after 10pm inside the housing residences. No absenteeism in classes.

EMERGENCY phone numbers			
Emergency call	15 (ou 112 depuis un téléphone mobile)		
Fire emergency			

#### public holidays

2			
	2018	2019	2020
New Year's Day	1 <sup>st</sup> January	1 <sup>st</sup> January	1 <sup>st</sup> January
		21 <sup>th</sup> April	12 <sup>th</sup> April
Easter Monday	2 <sup>nd</sup> April	22 <sup>th</sup> April	13 <sup>th</sup> April
Labor Day	1 <sup>st</sup> May	1 <sup>st</sup> May	1 <sup>st</sup> May
8 mai 1945	8 <sup>th</sup> May	8 <sup>th</sup> May	8 <sup>th</sup> May
Ascension Day	10 <sup>th</sup> May	30 <sup>th</sup> May	21 <sup>th</sup> May
Pentecost Monday	21 <sup>th</sup> May	10 <sup>th</sup> June	1 <sup>st</sup> June
Bastille Day	14 <sup>th</sup> July	14 <sup>th</sup> July	14 <sup>th</sup> July
Assomption	15 <sup>th</sup> August	15 <sup>th</sup> August	15 <sup>th</sup> August
All Saint's Day	1 <sup>st</sup> November	1 <sup>st</sup> November	1 <sup>st</sup> November
Armistice	11 <sup>th</sup> November	11 <sup>th</sup> November	11 <sup>th</sup> November
Christmas	25 <sup>th</sup> December	25 <sup>th</sup> December	25 <sup>th</sup> December



The electricity current in France is 230V, 50 Hz. The plugs conform to European



#### how can i call from france to another country?

If you want to call another country from France, dial the international code 00, the code of the country you want to reach, then the number without the first 0.





#### how can i open a bank account in france?

Please contact the registration office for ICN's partner banks if needed.

To open a bank account, you must be over 18. You will need:

- your identity card, your passport and your Residence Permit for non-European citizens (valid time period)
- a proof of domicile (originals, less than 3 months):
  - your lease
  - or an electricity bill
  - or a land line phone bill
  - or a water bill.



#### what is a « rib » (iban)?

A "Relevé d'Identité Bancaire" is a series of codes that include the code of your bank in France, its location and also your personal account number. You will need this number in order to receive electronic money transfers from your bank in your home country and to receive other automated electronic deposits to your account, for example, remuneration for an internship or other employment. This should be provided by your bank several days after opening your account or can be obtained directly at the branch, simply by asking for your "RIB".

#### what if i want to send mail?

La Poste is the national post office in charge of collecting, routing and delivering mail. Regular stamps (for Europe) can be bought in tobacconists ("tabac") and cigarette counters (cafés). If you want to send a letter outside Europe, you usually have to buy a stamp at the Post Office directly.

It is possible to send an urgent document by Chronopost with guaranteed 24-hour delivery in France and express international deliveries.

More information can be found at www.laposte.fr

#### **MEASUREMENTS**

France uses the metric system. Below you will find some of the most common measurements and their equivalents.

1 centimeter	0.39 inches
1 meter	3.28 feet
1 kilometer	0.62 mile
1 liter	1.76 pint (UK) / 2.1 pints (US)
1 liter	0.22 gallon (UK) / 0.26 gallon (US)
1 kilogram	2.2 pounds

To convert Centigrade to Fahrenheit: multiply by 9, divide by 5 and add 32.

To convert Fahrenheit to Centigrade: subtract 32, multiply by 5 and divide by 9.

#### тірріпд

In France, service is included in the prices.







#### **WEICOME**

As soon as you arrive, we will be there to answer all of your questions. Whether they are about practical life, administration or school life... We are always available. If you have any problems, please contact us!!!

date and time if you wish to be picked up at the train station in Nancy. Please give 48 hours' notice.

#### integration

Attending a foreign university means meeting a lot of new people. In order to make your stay in France a rewarding one, we propose mentoring, a welcoming drink, parties, and visits to interesting places. Your suggestions are always appreciated.

#### discussion

Of course we know that being away from home is sometimes hard and that is why we want to make you feel at home. If you ever feel homesick or need anything, you can come and talk to us. We are available 24 hours a day!

#### **CONTACT US AT**

globeandco@outlook.com www.facebook.com/GlobeAndCo



# EVERY YEAR, YOU ARE INVITED TO VARIOUS EVENTS ORGANIZED by the icn international relations office

#### **INTEGRATION WEEK | SEPTEMBER**

Each year in September, prior to the start of the academic year, the international relations office at ICN Business School organizes an Integration Week for international students.

This week is optional and consists of visits of Nancy and the surrounding region as well as French language classes (optional). A detailed program will be sent to you by email during the summer. This event gives you not only the opportunity to get to know other international students, but French students as well. Since the creation of the integration week, it has always been truly appreciated by the students who partake in it. We highly recommend that you participate in this week.

The price (FYI in 2017: 240€ without French classes, 260€ with French classes) includes the numerous visits and activities and the majority of meals related to these events. Students who wish to participate in the Integration Week have to register online via the international relations office.

#### buddy ceremony | october

The international relations office and the BDI ESN Globe&Co association organize a buddy ceremony where you can officialy meet your god mother or god father.

Very prestigious and chic ceremony not to miss!

#### bba seminar | january

Every year in January, a Seminar in the French Alps is organized. This seminar is a great opportunity to mix with other international students as well as French students. We strongly advise you to participate in it. As it is held in a big resort, the prices that are proposed are way under the normal price, which makes this week in the Alps a very attractive bargain.

This great seminar will enable you to foster meetings through a multicultural living experience among French and international students. It will also boost relationships among students of different nationalities, go beyond prejudices, stereotypes and preconceived ideas, build common values, and help to integrate the students arriving for the 2<sup>nd</sup> semester. Finally, it will enable in-depth exchanges by means of joint workshops, conferences, sporting activities, and evening gatherings.

#### **INTERNATIONAL FORUM | OCTOBER**

This International Day is a great opportunity for international students to promote their Home University to French students. Booths will be available to students in order display brochures and other promotional materials.

Contribute to boosting inter-school exchanges!



# welcome party for the 2<sup>nd</sup> semester students | january

It will be the occasion to meet all of you and introduce you to our International Relations Department as well as the students from Globe and Co... And also to eat some pizza!

#### goodbyE lunch | April

International students are invited by the international relations office to a lunch. A great occasion to look back to your experience in France, at ICN, and say Goodbye!



### CONTACTS



#### Frédérique BOUTIN

Head of International Relations Office +33 (0)3 54 50 25 49 frederique.boutin@icn-artem.com





#### Stéphanie GUGLIELMINA

International Recruitment Manager +33 (0)3 54 50 25 25 stephanie.guglielmina@icn-artem.com studyabroad@icn-artem.com



#### Maria KOLNIKAJ

Exchange Programs Manager +33 (0)3 54 50 25 27 maria.kolnikaj@icn-artem.com icnexchange@icn-artem.com



#### Juliane AMBLES

Exchange Programs Advisor (Europa/Erasmus+) +33 (0)3 54 50 25 26 juliane.ambles@icn-artem.com icnexchange@icn-artem.com



#### Jenny HUET

Exchange Programs Advisor (Asia, Australia, Canada) +33 (0)3 54 50 25 28 jenny.huet@icn-artem.com icnexchange@icn-artem.com



#### Elisa LEON

Exchange Programs Advisor (Latin America, USA, Russia, Middle East, Africa) +33 (0)3 54 50 26 28 elisa.leon@icn-artem.com icnexchange@icn-artem.com



# icn business school international relations office

international@icn-artem.com www.icn-artem.com/en - www.facebook.com/ICNbs.international Offices 102 to 108 (1st floor)

Campus Artem - 86 rue du Sergent Blandan - CS 70 148 FR-54003 NANCY Cedex FRANCE

Open to students from Monday to Friday, from 1.30pm to 5.00pm

# useful Adresses

#### office de tourisme de nancy

Place Stanislas BP 810 – 54011 NANCY Cedex

Tél.: +33 (0)3 83 35 22 41 Fax: +33 (0)3 83 35 90 10 www.nancy-tourisme.fr Tourism information about Nancy and the Lorraine region

#### **CROUS**

(Centre régional des œuvres universitaires et

75, rue de Laxou – 54000 NANCY

Tél.: +33 (0)3 83 91 89 38 Fax: +33 (0)3 83 27 47 87 www.crous-lorraine.fr In charge of making student life (work and school) easier and better: housing, meals, allowances...

Open from Monday to Friday from 9am to 12pm and 1pm to 4.30pm.

"Accueil international" office open from Monday to Friday from 1.30pm to 4.30pm.

#### Mgel

NANCY | 3, rue des Carmes - 54000 NANCY-

Tél.: +33 (0)3 83 30 03 00

VANDOEUVRE | 3, boulevard des Aiguillettes 54500 VANDOEUVRE-LES-NANCY

Tél.: +33 (0)3 83 54 86 86

METZ | 11, boulevard Sérot - 57000 METZ

Tél.: +33 (0)3 87 30 34 14

www.mgel.fr

Social security for students and "mutuelle étudiante": complementary medical insurance and practical help for students (job searching, housing...)

Monday through Friday from 9am to 6pm (except Tuesday, open at 9:30am)

#### **I**MdE

9, rue Maurice Barrès 54000 NANCY

Tél.: +33 (0)8 11 50 56 33

www.lmde.fr

Social security for students and "mutuelle étudiante": complementary medical insurance

Monday through Friday from 8:30am to 12am and from 1pm to 4:30pm

#### CAF

(Caisse d'allocations familiales) 21, rue de Saint-Lambert – 54000 NANCY

Tél.: +33 (0)8 10 25 54 10 Fax: +33 (0)3 83 28 99 28

www.54.caf.fr

Organization for social welfare, housing assistance...

Monday to Friday: from 8am to 4:30pm

#### СРАМ

(Caisse primaire d'assurance maladie) 9, boulevard Joffre – 54000 NANCY

Tél.: +33 (0)8 11 70 36 46 (outside of France)

Tél.: +3646 (inside of France)

www.ameli.fr

Social security

Monday to Friday from 8:30am to 12pm and from 13pm to 16:30pm



# "icn business school, an international campus"



#### Khadim SAMB - Senegal

Thanks to the partnership between ICN Business School and SupdeCo Dakar, I was able to enrich my studies and benefit from the teachings of outstanding speakers from the professional world. This allowed me to acquire knowledge that is not only theoretical but also practical with different workshops and associations. This is a unique experience in a totally different world where the intercultural dimension is such that it facilitates integration.





#### Srunthylika SOR - Cambodia

My name is Lika from National University of Management, Phnom Penh, Cambodia. I am really happy to have a great opportunity to join the BBA program which is very useful for Cambodian student as me. As staying in France, I had a lot of good experiences in learning something new and get the wide academic knowledge such as international experience, culture, and foreign learning life styles. Also, I can explore and appreciate new cultures in France; especially, it allows me to improve multicultural awareness with a new region, its people especially foreign students from many countries.



#### Jaraswaree MUNCHOONAKORN - Thailand

Studying in BBA program at ICN gives me a good experience to know French as well as international friends. I have learned to adapt and understand more about differences of culture.



#### George AMANKWAH - Sweden

An ideal and perfect international program with wide subject areas as well as excellent tutors, you will never regret being part.



#### Socheata SAO - Cambodia

Personally,I've really enjoyed my experience in France sofar. Bothmy academic,social and cutural life is amazing. I've learnt a lot too. Simply put, I really am having a good time here.



#### Pamela CARRILLO NAVARRO - Mexico

This experience has changed my life, I have learnt how to be independent and make new friends from all over the world. We are all like a family and have a lot of fun together every day.



# A question? here's the answer

how do i apply? which documents are required for application? will i need to provide proof of my proficiency in english/french?

See "Application process" p.10.

# when can i expect to receive my letter of acceptance?

It will take approximately 3-4 weeks after your complete application file is received. If you are a non-exchange student, your file will not be treated until your application fee payment is received.

#### do you offer any scholarships?

ICN Business School is a private establishment. Therefore, it does not offer any scholarship opportunities.

#### can i pay my tuition fees in installments?

You can work out a payment plan with the accounting office at ICN upon arrival.

A non-refundable down payment must be made in order to receive the Admission Letter.

# can icn business school help me in obtaining my visa?

The international relations office at ICN will send the confirmation of your enrollment to Campus France in your home country. The Consulate, and the Consulate alone, has decision power in awarding visas. You must respect the visa procedure before coming to France.

# how many courses/credits can i take in one semester?

You can study up to 30 credits (ECTS) in one semester. A full course load is 30 ECTS credits per semester.



#### can i join a student association?

You can join as an active member. BDI ESN Globe&Co can help you if there is an association that you are interested in.

#### do you offer any programs in english?

See "Programs" p.8.

# can i take french lessons during my stay at icn?

ICN is not a language school but we do want you to improve your French language skills during your time in France. French lessons are offered (usually once a week). Depending on the program, this French course may be required or not.

# can i mix classes from different programs/semesters?

It is not possible to combine courses from more than one program. You must follow the full program offered by ICN. Exchange students must discuss the choice of their classes with their coordinator and ICN in order to be sure that credits will be transferred back to the home university.

# is it possible to begin a program in january?

For non-exchange students, all programs are held from September to May.

For exchange students, the  $1^{\rm st}$  semester begins in September and the  $2^{\rm nd}$  semester begins in January.

#### can i live on campus in a residence hall?

ICN does not have its own residence halls. However, one of the student association BDI ESN Globe&Co's main missions is to assist international students in their search for housing. The international relations office can also help you with your search. Ultimately, the housing reservation is a personal matter and must be made by the student (see p.16).

# what should i do if i have a problem with my landlord?

Contact the student association BDI ESN Globe&Co or the international relations office.

# CAN I go home during holidays / CAN I TRAVEL Abroad?

Yes you can, but it is highly recommended that you wait to receive the validation of your long-stay permit from the OFII before travelling.

# CAN I WORK during My STAY AT ICN? WHAT ABOUT AN INTERNSHIP?

Programs are taught full-time so it would be very difficult to work at the same time. It is also very difficult to be hired by employers if you do not speak French. If an internship is not required for your program, it will not be possible to obtain an internship contract in France.

#### what if i fail an EXAM?

Dates of retake exams are decided by ICN Business School. It is only possible to retake an exam one time.

## when should i expect to receive my transcripts or diploma?







Contact International relations office +33 3 54 50 25 25 studyabroad@icn-artem.com f ICNBusinessSchool

#icnbusinessschool

icn-artem.com



