

2009 -
2010

Handbook for Study Abroad Program in Tours, France



Département des Langues et Littératures,
Section des études françaises
Acadia University
2009 - 2010



Tours Exchange

General Information

The Tours exchange is a new direct exchange between Acadia University and the Université de Tours François Rabelais that begins in the Fall 2009. It is intended for third-year students of French. Unlike the Dalhousie / Dijon program, students pay their tuition fees directly to Acadia and are therefore eligible for consideration for scholarships and bursaries from Acadia. Students are not accompanied by an on-site coordinator from a Canadian university. Inquiries regarding the program may be directed to Janice Best (janice.best@acadiau.ca), French exchanges coordinator at Acadia, or to Carine Berberi (carine.berberi@dbmail.com), North American exchanges coordinator in Tours. Frédéric Soreau (frederic.soreau@univ-tours.fr), in the International Relations Office, University Francois-Rabelais of Tours, France and Philip Whyte (philip.whyte@univ-tours.fr) in the Department of English may also be contacted.

The URL for the Université François Rabelais website is:

<http://www.univ-tours.fr>

Address:

UFR Lettres (langues et littératures)

3, Rue des Tanneurs

37041 Tours, France

The University is situated in the historic centre of Tours on the banks of the beautiful Loire River, and most of the classes take place on the main campus. The University has considerable experience dealing with international students. It has been running the Erasmus program for some years now (a prestigious exchange program for students from European countries) and has been expanding its exchange agreements with universities outside of Europe in

recent years. The Université de Tours has partnerships with more than 200 European universities in 26 countries and over 20 agreements with Universities in North America (including the University of Calgary, the University of Western Ontario, Simon Fraser University, and Wilfrid Laurier University), as well as exchange agreements in Australia, Asia and South America. Every year, more than 2000 foreign students study at the university in Tours and approximately 500 students from Tours participate in international exchanges or work placements.

Online registration:

All exchange students must register online:

- By 15 May for students coming in semester 1 or for the whole academic year
- By 15 November for students coming in semester 2

Online registration procedure:

- Go on the university website: <http://www.univ-tours.fr>
- Go to “International” then to “Venir à l’université de Tours” and click
- Click on “Venir avec le programme d’échange Erasmus ou avec un autre programmes d’échanges”.
 - 1^{ère} étape : Formulaire de candidature
 - 2^{ème} étape : Le logement
 - 3^{ème} étape : L’inscription définitive
- When the form comes up fill it in on the screen
- When you have finished click on “valider”
- Then print the form, get it signed by your exchange coordinator at your home university, sign it yourself and send it with 2 photos to Mr Soreau (see address below, in the accommodation section).

Some help with terms:

“Composante” means “School”, the official French word for which is **Unité de Formation et de Recherche (UFR)**. For example: School of Humanities (including languages) = UFR Lettres et Langues.

“Filière” means Department, for example English Department, Applied Languages Department, etc.

“CUEFEE” (Centre Universitaire pour l’Enseignement du Français aux Étudiants Étrangers) is the centre for French language teaching for non-French students. If you want to take some courses there, click on « yes ».

Academic Courses

Most exchange students take courses (about 6 hours a week) at the CUEFEE. To obtain information about these courses, click on:

<http://www.univ-tours.fr/international/cuefee/index.htm>

You can have a look at the program for these courses here:

http://www.univ-tours.fr/international/cuefee/calendrier_général

The University also offers an intensive one-week orientation course, run by the CUEFEE, in which students learn a bit about French culture, the French academic system, and what is expected of them in their French courses. This orientation course also allows you to meet other international students.

In addition to courses taken at the CUEFEE, most exchange students usually chose modules in the English, French, or Applied Linguistics Departments. Courses are all listed on the university website. As an example, information on the English Department can be obtained by using the following procedure:

Go to www.univ-tours.fr → click on “composants” → click on “Lettres et Langues” → click on “anglais” → click on “Formations” → click on “livret de l’étudiant” = student guide-book containing the list of all the modules provided by

the English Department. (Note: modules are officially referred to as UF = “Unité de Formation”).

Don't worry: **course registration only takes place upon arrival and is very flexible where exchange students are concerned.** Basically, you just ask the professor if you can sit in on his or her class. To obtain detailed information about courses you can contact the North American exchange coordinator, Carine Berberi (carine.berberi@dbmail.com) or Mr. Frédéric Soreau (frederic.soreau@univ-tours.fr) the International Exchanges coordinator. Mlle Berberi will be running a weekly translation course for exchange students during semesters 1 & 2 (4 ECTS). This course is highly recommended for pedagogical reasons, but also because it will enable you to have regular contact with your tutor.

Travel Arrangements

Students generally make their own travel arrangements. You fly to Paris and then take the train to Tours (only one hour by TGV -- the high-speed train).

Accommodation

All requests for accommodation in a university hall of residence or at the Youth Hostel (which has rooms for exchange students) can be obtained by clicking on:

<http://www.univ-tours.fr> → International → Venir étudier à l'université → Erasmus et programmes d'échanges → 2^{ième} étape

If you prefer other kinds of accommodation (with a family, private flat) please contact Mr Soreau (frederic.soreau@univ-tours.fr).

All requests for university accommodation must be sent in to:

Frédéric SOREAU. 02.47.36.67.17.

frederic.soreau@univ-tours.fr

Service des Relations Internationales

8 rue des Tanneurs

B.P. 4103

37041 Tours Cedex 1

France

No payment will be requested until you are contacted directly by the CLOUS (Centre Local des Oeuvres Universitaires et Scolaires : the State organization responsible for student halls of residence). Payments are to be made in Euros (€). The accommodation request is to be sent at the same time as the online registration form.

Before Leaving Canada

Passports, Visas, Travel Documents

You will need to have a valid passport that will not expire during your time in France. If you have a European passport, you do not need a Visa, otherwise, you will need to apply for a "Visa de long séjour" from the French Consulate.

1. Passport

Canadian passport applications are available from any Canada Post office, or by downloading one from the website below. Applications may be dropped off at the Passport Office, Maritime Centre, 1505 Barrington Street, Suite 1508. Office hours are Monday to Friday, 7:30-16:30. (Do not mail your application to an "in-person" office.) If you already have a passport, make sure it is valid for at least 3 months after your return to Canada. At the time of printing, the Passport office was experiencing longer than normal wait times, with 10-25 working days being the estimated time to obtain a passport. We recommend that

you get your passport before you leave campus for the summer. You can ask one of your professors to witness your application form. For up-to-date information, please visit <http://www.ppt.gc.ca/>

2. Visa

As you will be in France longer than 3 months, you must obtain a **Student Visa** (which will allow you to apply for a *Carte de séjour* in Tours). Application forms are available from the website below. Students should complete and forward their visa application to the French Consulate in Montreal. The Consulate in Montréal processes all applications from the Maritimes, as well as for students who have lived in Nova Scotia for more than 6 months. Be sure to follow directions carefully and allow a minimum of 4 weeks for processing. The visa will be stamped into your original passport. Please read the information on required documents provided with the application form. Additional information can be obtained from the Consulat Général de France à Montréal, 1 Place Ville Marie #2601, Montreal, Quebec, H3B 4S3. (tel: 514-878-6240/6231; fax: 514-878-3981; website: www.consulfrance-montreal.org/ and also on the Consulat Général de France à Toronto website at www.consulfrance-toronto.org/

Students should apply for a VISA 2B (free of charge), making sure to indicate in box 24 that the program is *dans le cadre d'un échange inter-universitaire: Acadia University / Université de Tours François Rabelais*). Remember not to mail your visa application in too early as it is only valid for 3 months, but also that you must apply at least four weeks before your departure date or risk not having your visa in time. Be sure to follow the mailing/return instructions to avoid a delay in obtaining your visa. You will also need to register on the Campus France-Canada website: <http://www.canada.campusfrance.org/> The first time you access the CampusFrance site you should click on "Registration" to create your account.

3. Photographs

When you get pictures taken for your passport or visa, we recommend you get a total of 10 (black and white, identical). You will need them for various documents (visa, carte de séjour, bus pass, etc.) The visa requirements are specific, so be sure to provide them with the correct type of picture.

4. International Student Card

We recommend that you obtain an **International Student Identity Card (ISIC)** (approx. \$16) as it will allow you to enjoy savings on transportation, meals, entrance fees, etc. Information on ISIC cards is available from :

http://www.istc.org/sisp/index.htm?fx=istc_info

5. Plane and train tickets

Start looking early for best airfares, but be wary of discount airlines. Many have restrictions on the amount of baggage you can take with you. Discount airlines are often unreliable and can go out of business without warning, leaving passengers stranded and with no possibility of a refund. Travel Cuts is a good place to start your search. The closest International airport to Tours is in Paris. If you arrive via Paris, the easiest route is to then take the TGV train to Tours. In Paris, you should be aware that there are two main airports – Charles de Gaulle and Orly. You will likely arrive at Charles de Gaulle, the larger one located north of Paris. There are several direct TGV trains each day from Charles de Gaulle airport. There are also TGV trains from two train stations in downtown Paris, la gare Montparnasse and la gare d'Austerlitz. To get to the downtown TGV train stations from Charles de Gaulle airport, you can take a bus that connects the Charles de Gaulle airport to the both stations. Be sure not to get on the shuttle bus that takes you to the RER train station, as there is also an RER subway train that connects to both train stations (approx. 35 minutes). However, travelling with luggage on the subway train is difficult and we do not recommend it. You are much better off taking the airport bus, or, if you afford it, a taxi. (If you do take a taxi you should have approx. 60 euros with you for the fare).

Once at the gare Montparnasse or the gare d'Austerlitz, take the TGV train to Tours; the trip takes about one hour. If possible, pick a train that goes directly to Tours from the airport and does not require that you change trains at Saint-Pierre-des-Corps (a town just outside of Tours). Changing trains can be very difficult if you have a lot of luggage, as they typically only stop for a few minutes.

TGV tickets may be purchased online (www.tgv.com) or at the station, but must be purchased before boarding the train. You must remember to “composter” the ticket, that is, have your ticket automatically stamped with the date and time in one of the orange machines situated throughout the train station before you board the train. You could be fined if you do not have a ticket stamped on the day you travel.

We recommend students arrive in Tours no later than the first week in September, particularly if you plan to take part in the intensive week-long session organized by the CUEFEE. Classes generally start mid-September and run until the end of May.

After you arrive in Tours

Carte de Séjour

All students need to register for a “carte de séjour”. An appointment needs to be made within 8 days of your arrival at the following address:

Préfecture

19, rue Bernard-Palissot

37000 Tours

The “Carte de séjour” is a long-stay visa that will carry you through to the end of your studies. It will be issued to you in France after completion of the necessary paperwork. NB: Students who hold EU passports are not required to obtain a Student Visa, or apply for a *Carte de Séjour*, however we strongly

recommend that you carry your birth certificate in addition to your EU passport. International students should verify with the Consulate for visa procedures. Although you don't actually get the *Carte de séjour* for quite a while, it will date back to when your application was received (NB, this date also plays a role in calculating your housing *allocation* eligibility. See below). Be sure to carefully complete the form to avoid having it sent back to you.

Requirements may be updated, but at the time of printing, the following documents were required:

i) a photocopy of your passport, including the page with your photograph, the page with your visa dates, and the page stamped with your date of entry into France. If your date of entry into France is not stamped in your passport, include a copy of your boarding pass.

ii) an original *attestation de logement* (a letter from your landlord confirming that you are a tenant at the noted address), along with a photocopy of your landlord's passport (or *carte d'identité*) and a copy of his or her last gas bill. If you decide to live in residence, an *attestation* will be provided by the CLOUS.

iii) proof that you have sufficient funds: the financial guarantee from your Canadian bank stating that you have enough money to finance the year in Tours (430€ month = approx. \$1000 Cdn x 8 months), along with a French translation.

iv) your original birth certificate, along with a French translation.

v) proof of registration at the university indicating the nature and the duration of the program, the number of hours of instruction per week, and proof that the fees have been paid (original *attestation d'inscription*).

vi) 2 recent black and white identical photos (front view, no head covering, clear and plain background, 3,5 cm x 4,5 cm original size, not trimmed down).

vii) a self-addressed stamped envelope (available at the Post Office). These documents, **translated into French**, are necessary. However some Canadian documents are bilingual and do not need to be translated. If possible, ask for a French copy of any documents you obtain from your bank, insurance company or Provincial health care provider. We recommend that you contact the Association of Translators and Interpreters of Nova Scotia to obtain translations of your documents: <http://www.atins.org/>

Other documents that may be requested:

- your medical insurance certificate or policy along with a French translation, a copy of the letter from your Provincial health provider (plus French translation) or a copy of the *couverture sociale* that foreign students may purchase.

- if married, a translated copy of your marriage certificate.

Approximately three to six weeks after you mail your *Carte de séjour* application you will start to receive letters in the mail. One item will be your *convocation*, giving you the date and time of your medical appointments (no charge), you **MUST** go to them, even if you miss class – just be sure to advise your teacher. Go to the *radiologue* first and get your chest x-ray done. Then go to the other address where you may need to answer some vaccination questions (a TB vaccination may be required if you have not already received one), take a vision test, height and weight measurement, check blood pressure.

The other item that will arrive is a letter with one of your pictures on it, called a *récépissé d'application*, this is sort of a temporary *Carte de séjour*. While you are waiting for the official *Carte* to arrive, you will need to carry this with your passport if your visa has expired (most do before Christmas).

Students must immediately inform the *Préfecture* of any change in address.

Stop over in Paris

You can obtain a copy of the **Paris Youth Guide**, which covers entertainment, transportation, dining, etc., and includes a subway map and emergency telephone numbers. For a free copy, contact the **French Government Tourist Office**, 30 St. Patrick St., Suite 700, Toronto, Ont. M5T 3A3; www.consulfrance-toronto.org/

You can also pick up a copy at the **Paris Convention and Visitors Bureau**, 127 Avenue des Champs-Élysées, Paris.

The Federation Unie des Auberges de Jeunesse (FUAJ) offers accommodation geared to travellers under 30 years of age. The central FUAJ booking office is located at 9, rue de Brantome, Paris. Tel: 1.48.04.70.40 or 1.48.04.70.30, métro stop Chatelet Les Halles - Hotel de Ville - Rambuteau. The FUAJ website is www.fuaj.org/eng/hostels/hostels.php

Baggage

Baggage allowances vary from airline to airline, so **call ahead** for details on weight/size allowances. Allowances may also vary between European cities, so be sure to inquire if you are making a connection in Europe. Excess baggage fees can be costly.

Accommodation Rebates

Allocations de Logement: (rent rebate available to students; 20%⁺ of your rent) may be available to you once you have obtained your *Carte de séjour*. You can apply online anywhere that you have access to a printer. The rebate won't begin right away, but it is calculated starting 1 month after the date of your online application, so it makes sense to complete it as soon as possible. To obtain the *allocation* you must prove that you have sufficient financial funds, have all the necessary documents translated into French, have a bank account open in France (RIB form), and have a *Carte de séjour* (students with EU

passports are not required to obtain a *Carte de séjour*). Students should not count on this money to help pay for rent immediately, as it often takes several months before the rebate is issued. There have also been recent discussions aimed at putting an end to this financial aid to students. While the administrative hurdles may seem daunting, the end result is well worth the effort. Please note that the amount for each apartment/room may differ, and that some landlords will not sign the forms.

Finances

Take enough money in Travelers' cheques to cover preliminary costs (rent, hotel, food, etc.) including some cash in Euros for the bus or taxi from the train station or airport. It is advisable to have at least 200 Euros in cash. You should budget a minimum of \$16,000 Canadian for the 8 months in France (including tuition to be paid in Canada), \$15,000 makes for a very tight budget. These figures vary depending on your living arrangements and the degree to which you travel. Travelers' cheques in Euros can be obtained in Halifax at most major banks (students have found it better to buy Euro rather than Canadian travelers' cheques). In France many banks will exchange Euro travelers' cheques without charging commission, but make sure you ask before you hand over your money. American Express and Visa travelers' cheques can be exchanged at the Post Office at no charge. Be sure to have your passport with you to exchange your travelers' cheques.

Find out which French bank your Canadian bank is affiliated with. Recommended banks include the Credit Lyonnais and the Banque Populaire (but not the BNP). All students will be required to open a French bank account and obtain a RIB (*Relevé d'identité bancaire*: a document with bank account info). Documents required to open an account vary, some banks need all of the following documents, others require only some: your passport, proof of registration at the university, a copy of your financial guarantee (issued by your Canadian Bank), proof of your address in Tours (*attestation de logement*) or certificate of accommodation from the university residence.

It will take a few days for your bank account to be processed. If depositing travelers' cheques, do **NOT** deposit all of them right away as you will not be able to access your funds for a few days. Your new debit card takes about one week to arrive. Make arrangements beforehand as to how you will receive money from Canada. A "quick draft" bank transfer normally costs about \$25 Cdn and takes about 1 week; again, check with your bank in Canada before leaving for details. Many students find it easiest to withdraw funds from their Canadian bank, say 100 euros at a time. Just be sure to ask your bank what fees are charged when you use your Canadian debit card abroad (\pm \$5 Cdn.). Under no circumstances should cash be sent by mail.

It is recommended that you give Power of Attorney to a parent or close friend while you are in France. This will enable them to help out with potential banking problems (e.g. lost bank card).

Using a credit card in Europe is no problem, with Visa and MasterCard being more widely used than American Express. Having a joint credit card account with a parent is a popular option. With an international PIN number (check with your bank), you can access instant teller machines in France. As some credit card companies charge a fee every time you use them abroad, be sure to inquire about fees before leaving for France.

Health and Insurance

All students are required to have comprehensive private health coverage and must provide the university with a French version of detailed information regarding your personal health insurance during orientation week (illness, accident, travel, civil liability). Students without sufficient coverage will be required to purchase the French Social Security coverage (approx. 177€). Before purchasing additional insurance, verify if you have coverage through one of your parents' health plans. You must also contact your Provincial health provider (MSI, OHIP or other) to inform them that you will be away for 8 months. They will require a letter from Acadia stating that you are enrolled as a full-time student and participating in a study-abroad program (copy of your "proof of enrolment").

They will change your status to "temporary absence", which will allow for coverage of visits to the doctor and in-care patient costs according to the Nova Scotia fee schedule. They will send you a letter confirming this coverage – ask for a French version of the letter as you will require it for your *carte de séjour*. The Halifax number for MSI is 468-9700. If you are from Ontario, be sure to inquire early as your Ontario coverage may have expired while you have been at Acadia.

Electrical Appliances

The voltage in France is generally 220. If you take appliances with you (electric razor, hair dryer, curling iron) make sure they are dual voltage or you will blow the motor. You will also need to buy an adapter, as the outlets are 2-prong round plugs. Electric alarm clocks do not work well; bring along a battery-operated one. You will need an adapter to plug your computer in, but most computer models come with a built-in currency converter. Check with User Support to see if a converter is required for your laptop.

Telephone

To phone Canada from Tours, dial 001+area code+number. For credit card calls and collect calls, it is better to go through a Canada Direct operator. If using Canada Direct Canadian phone cards, the Canadian long distance phone rates will apply. You can also purchase France Télécom phone cards (*télécartes*).

NB: when calling Tours from Canada, dial (011.33) (+ city code 2 for Tours) then the phone number: xx.xx.xx.xx. Once in France you must add 0 to the first number, so 02.xx.xx.xx.xx

Local calls are not free in France and calling a cell phone from a landline is more expensive. Pay-as-you-go cell phone plans are the most convenient, but they are only economical when calling cell phone to cell phone with the same company. To use a public phone you will need a *télécarte*, not coins. These

cards are available at all bookstores, tobacco shops and newsstands. They come in two denominations: a *grande* (90 *unités*) allows more calls than a *petite* (50 *unités*).

How to make the most of the experience and improve your French

Tours welcomes students from all around the world. As English is often the common language it is important to get involved in local activities in order to make sure you have plenty of opportunities to speak French. Be sure to take advantage of the many cultural activities offered by the university and the city. Take part in university sports; join a club, a local choir, or a local skating club; pair up with a French student for conversational exchange, whatever suits your tastes.

Note: In France, some retail stores are closed between 12:00 and 2:30.

It is perfectly normal (and almost expected) that you will feel a little homesick after the thrill of arriving and getting settled in. Don't worry, by Christmas you won't remember what you were anxious about, and by the end of the year you will be trying to figure out how to stay for the summer.

**Remember that there is safety in numbers; be wise and travel with a friend.
Be sure to exercise caution when out at night.**

Our last bit of advice: enjoy all the new things that a foreign country has to offer and have a **great** time!!

More information on university courses:

http://www.univ-tours.fr/42198708/0/fiche___pagelibre/&RH=1179842088178&RF=11798421639
17

Study Programmes:

http://www.univ-tours.fr/10973712/0/fiche___pagelibre/&RH=1179489698447&RF=1179210927667

Accommodation: please refer to the form on this web page:

http://www.univ-tours.fr/41993444/0/fiche___pagelibre/&RH=1179489698447&RF=1179841922737

More information on Tours:

http://www.univ-tours.fr/55455728/0/fiche___pagelibre/&RH=1179489764197&RF=1179489968487

<http://ligeris.com>

GRADE CONVERSION:**Tours Grade (out of 20)****Acadia equivalent**

17

A+

16

A

15

A-

14

B+

13

B

12

B-

11

C+

10

C

9

C-

8

D

0-7

F

(.5 and above rounds up)