

Welcome Handbook 2020 - 2021

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WELCOME TO THE IAE (Poitiers Management School)

2nd largest Management School in France



Poitiers IAE is the **University's Management School**.

It has been part of the University of Poitiers since **1957**.

30 DIPLOMAS

25 COURSES

Bachelor - Master - PhD
Recognized nationally and internationally



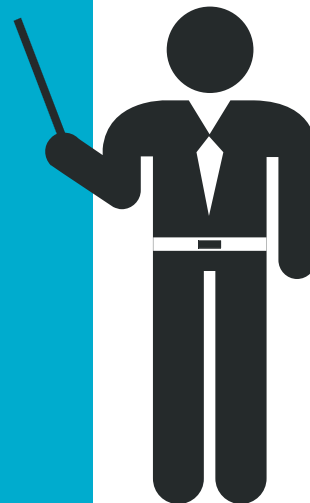
12 TEACHING TAKES PLACE IN
COUNTRIES

900 students

Studying abroad & Distance Education



2700 STUDENTS



50
PERMANENT
TEACHING STAFF



ADMINISTRATIVE
STAFF



OUTSIDE
PROFESSIONALS

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A WORD FROM THE HEAD OF THE IAE



The IAE of Poitiers, Business School of the University of Poitiers, offers more than 25 nationally and internationally recognized training courses in the fields of management,, administration, finance, marketing, economic intelligence etc.

Opening and action values

IAE has developed on a foundation of values resolutely humanistic and open to the world.

We cultivate curiosity and an enterprising mind for it is essential to embrace complexity and not let it overtake us.

We have a sense of responsibility and a taste for excellence. But we also believe profoundly in equality of opportunity, regardless of the origins and future workplaces of our students. It is on the bedrock of these values that we train the decision-makers of tomorrow.

A network of national...

Poitiers IAE is based in three sites: Poitiers, Niort and Angoulême. It also offers courses in partnership with several French business schools (ESSEC, ESCE and Sup de Co in La Rochelle).

... and international presence

For our students and syllabuses we favour all international opportunities through:

- student international mobility

- welcoming foreign students into its several courses and thus favouring the cultural melting pot in classes
- taking part in European and international programmes and networks
- the possibility for students and particularly for non-French-speaking students to attend classes given in English

Innovative teaching methods

One of the key features of Poitiers IAE is our intention to provide not only undergraduate education but also lifelong education through adult education and distance learning (DL). 2,300 students worldwide benefit from our efficient and innovative teaching materials (e.g. online platforms, MOOCS etc.)

We have strong socio-economic connections including:

- a pool of companies for internships, training contracts and job offers
- a dynamic network of Poitiers Alumni ready to share their experience
- thematic weeks organized with professionals & teacher-researchers
- interaction between teachers and professionals : this is the key aspect of our teaching approach

Our research focuses on issues faced by organizations

Our management research group, the CE.RE.GE ("Centre de REcherche en Gestion"), brings together 70 researchers and over 50 PhD students working in various research teams.

THE IAE IS ORGANIZED AROUND 6 STRUCTURING ELEMENTS :

- Managing brands and cultures of consumption (SMCC)
- The use of management tools (APOGE)
- Business and public management (MPS)
- Strategic and international intelligence (ISI)
- Digital : uses, territories and societies (NUTS)
- Government and sustainable development-GDS

THE SERVICES OF THE IAE



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MOINET



Amélie
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Communication

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EPAS & MIM

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STAFF SERVICES

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Head of Human Resources

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FINANCIAL SERVICE

Photocopy and printing cards' refills:

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Missions orders assistant

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LOGISTICS SERVICE & DISTANCE LEARNING



LOGISTICS SERVICE

Room bookings, equipment [excluding IT equipment], management and organization of events, timetabling.

Céline Capillon

Head of Logistics service

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Maintenance officer

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RECEPTION DESK

Véronique PROUST

Reception assistant

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DISTANCE LEARNING

If you are in salaried employment, or a job-seeker, if you reside in France or abroad but cannot travel to Poitiers but nevertheless wish to study you will find all the necessary information from the Distance Learning Office.

Matthieu DESCOUX

Head of Distance Learning service / ESCE courses coordinator

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Ph: +33 (0)5 49 45 44 85 Office: A118

Awaiting for recruitment

M2 IE/M1 F//M2 FIF

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REGISTRAR SERVICES



REGISTRAR SERVICES

UNDERGRADUATE COURSES, FURTHER EDUCATION & TRAINING

This service provides information on the chosen course of study. Our team accompanies students from registration to graduation (registration, exams, internships etc.)

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Full time education and apprenticeship department

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Apprenticeship coordinator/L3 Gestion

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Professional training and business relation department

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Corporate Relations Officer/Career Center/Alumni

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INTERNATIONAL RELATIONS OFFICE



INTERNATIONAL RELATIONS OFFICE

The International Relations Office provides information on the various opportunities to study in one of the IAE's university partners abroad, and also on grants for study abroad and on internships abroad. This service also provides support for foreign exchange partner students coming to study at the IAE. It also deals with registration for various courses : M2 MI Asia, the Asia Gateway University Diploma, M2 MIM (taught entirely in English) and courses which are taught in Brazil, China, Egypt, the Lebanon, Madagascar and Morocco.

Clément POUPARD

Head of International Relations Office
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Ph: +33 (0)5 49 45 44 33 Office : A117

Lesly CRUZ BARROS

Erasmus students and courses taught in Brazil, Madagascar and M2 MIM (taught in English)
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Antoine ANDRIEU

Asian Gateway University Diploma and courses taught in Egypt, the Lebanon and Morocco.
Email : AAndrieu@poitiers.iae-france.fr
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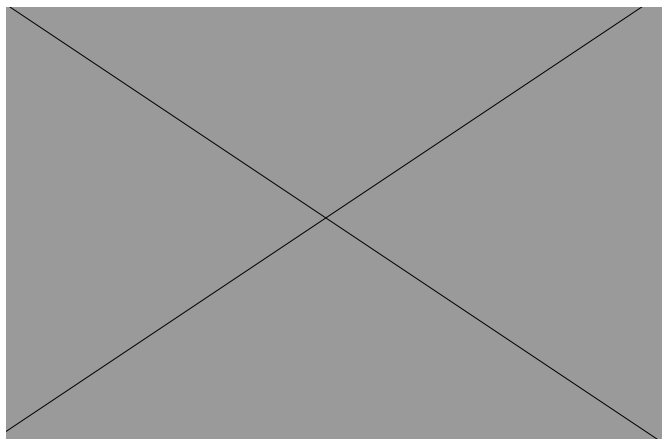
Réjane BOUCHARD

Internship grant records, mobility grant records for foreign students/M2 MI / courses taught in China/ Erasmus MIC Albania and Mexico UPAEP coordinator

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LIBRARY



LIBRARY SERVICE

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Sandrine CHEVAILLER

Document Resources Assistant

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LIBRARY RESOURCES

- Books and journals on subjects taught at Poitiers IAE (notably company policy, management, human resources, tax law, accounting, marketing, communication etc.)

You can access the university library catalogues via the SCD (the University of Poitiers Library services) website: <http://scd.univ-poitiers.fr/>

- The databases accessible through the SCD portal are to be found under the “La doc en ligne” menu: <http://scd.univ-poitiers.fr/la-doc-en-ligne/>

BORROWING CONDITIONS

Access to the resources of the Library is free and open to all the students.

A valid student card must be presented in order to borrow documents. Loans can be renewed once for 10 additional days. This card allows you to borrow resources within all the university libraries.

Undergraduates, Master’s degree students, Authorized readers : 5 books for 28 days. You can renew once the borrowing of a resource for 28 additional days.

Teacher-Researchers, Doctoral students : 10 books for 3 months You can renew once the borrowing of a resource for 3 additional months.

PENALTIES AND LATE RETURN

If borrowed documents are not returned, the unscrupulous borrower’s identity will be sent to the Registrar’s Office and registration or delivery of diplomas will be refused until borrowed items are returned.

SERVICES

- 102 workdesks altogether
- 5 rooms dedicated to group work
- WIFI available (reserved to members of the University community)
- 6 free access computers
- 2 photocopy machines

RULES

The Library is a place to work where calm and silence must be respected. The use of mobile is forbidden as well as drinking and eating in this area.

OPENING TIMES

- Monday to Friday (excluding holiday periods): from 8 am to 8 pm
- Saturday (excluding holiday periods): from 9 am to 12:30



IT SERVICES

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Ph: +33 (0)5 49 49 74 59 Office : A104

Nathalie BRANGER

Photocopy and Printing Service

Email : nbranger@poitiers.iae-france.fr

Ph: +33 (0)5 16 01 23 82 Office : Printing Service

EQUIPMENT AVAILABLE FOR BORROWING

- 4 computer classrooms :
A001 (39 computers), A101 (23 computers), A102 (19 computers) and C203 (31 computers)
- A free-access computer room : A003 (21 computers)
- Free-access computer terminals available in the level-1 corridor (6 computers).

The students can connect their laptop computers to the Internet via University WIFI (Eduroam or WIFI-UP). All these workstations run under Windows 10 are equipped with office automation software (SPSS and JMP). 3 of the computer rooms offer access to the Adobe Master Collection CS6 (A003, A101 and A102).

LENDING OF AUDIOVISUAL EQUIPMENT

The IT Department provides audiovisual and computer equipment for use during classes or assignments at Poitiers IAE.

EQUIPMENT

- Camcorders, cameras, etc.
- Video editing desk (Final Cut Pro + Adobe CS6), lighting unit and a green backdrop.
- Interactive graphic tablet (Adobe CS6)

For all these services use the online form :

<https://portail.iae.univ-poitiers.fr>

PRINTING RATES

Students may themselves print out documents at a cost of €0.05 per black and white page and €0.12 per color page (each student is provided with an initial €10 credit).

Photocopy: same rate but payment has to be made via your IZLY account (student card).

OPENING TIMES

- Computer room opening: Mon-Fri 7:30 am – 8 pm, Saturday 7:30 am – 6 pm
- Computer office: 8:30 am – 12.30 and 1:30 pm – 5:30 pm
- Audio-visual office: 8:30 am – 12 and 1 pm – 5 pm.

CREATING AN IT ACCOUNT

One single step to gain access to all online services: create your IT account (called an SEL account in French) :

<http://sel.univ-poitiers.fr>



You can access your documents, timetables and online courses (Moodle), and also services such as internship follow up and job seeking from campus or from home 24h a day.

Opening your IT account will give you access to :

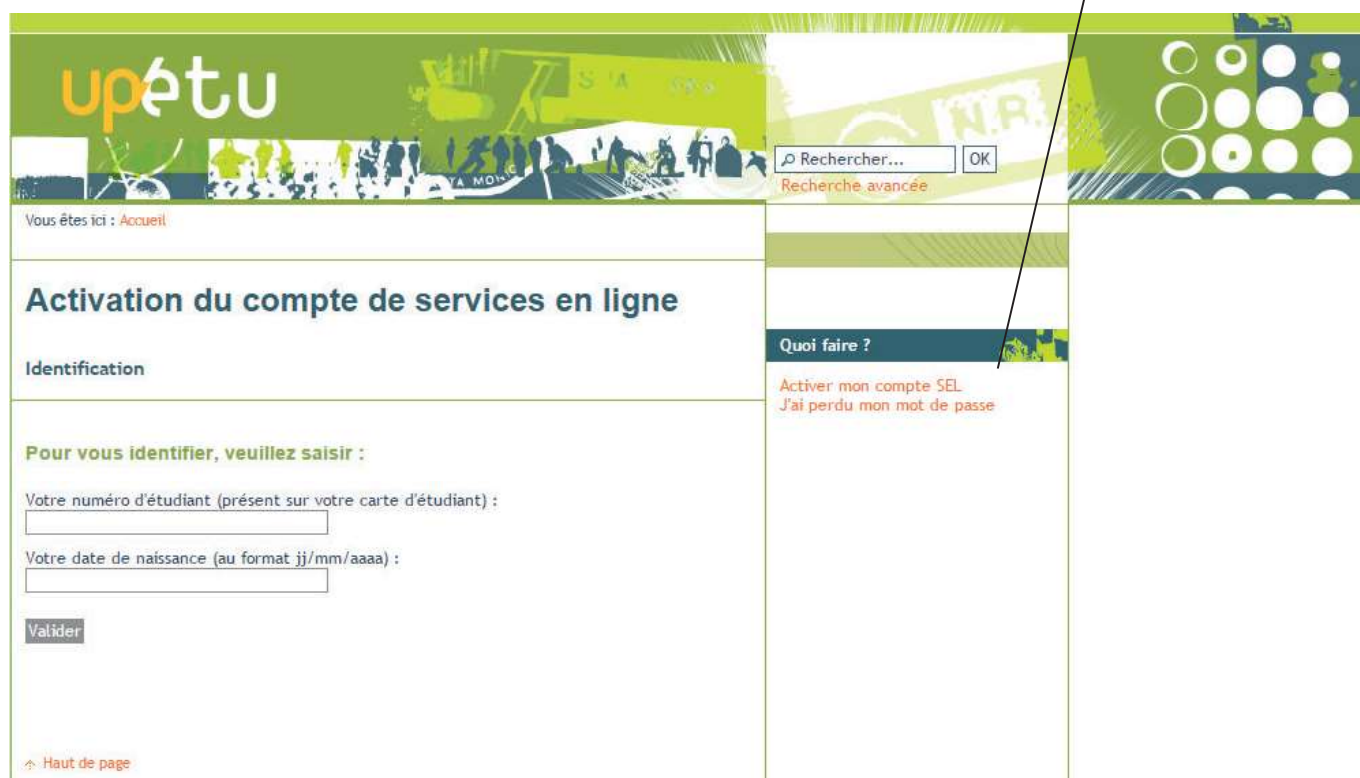
- A mail box
- Online notes
- A classified ads service
- Personal documents
- Timetable

To access these services :

<http://ent.univ-poitiers.fr>

Once you have created your SEL account, a standard e-mail address **@etu.univ-poitiers.fr** will be activated for the length of your studies at the University of Poitiers, and this access will be available the day **after the creation of your account**.

Lost your password? Please go to the 'I have lost my password' link.



upetu

Rechercher... OK

Recherche avancée

Vous êtes ici : Accueil

Activation du compte de services en ligne

Identification

Pour vous identifier, veuillez saisir :

Votre numéro d'étudiant (présent sur votre carte d'étudiant) :

Votre date de naissance (au format jj/mm/aaaa) :

Valider

Haut de page

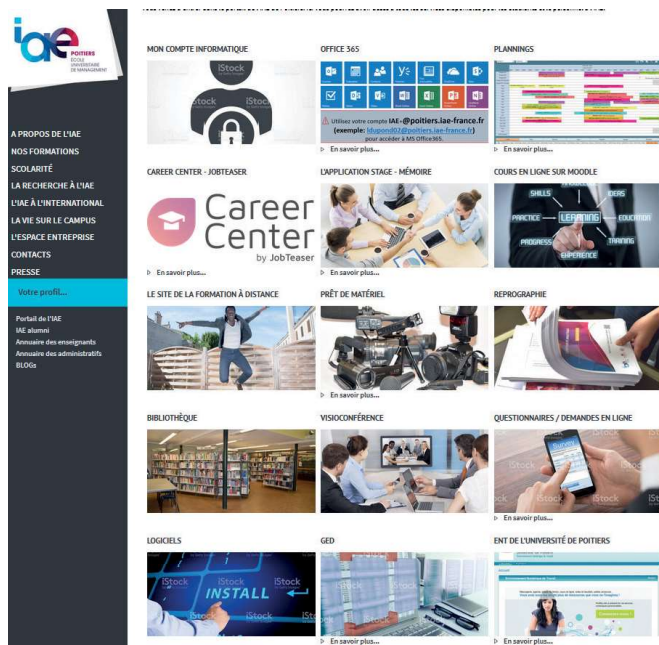
Quoi faire ?

Activer mon compte SEL

J'ai perdu mon mot de passe

In addition to your accessing all the services of the University of Poitiers (explained p11) **your etu address will give you access to all the University computers** as you will benefit from the Wifi network (EDUROAM and WifiUp) and the IAE in-house tools.

Services you can access through the IAE portal :



To access these services :

<http://iae.univ-poitiers.fr/fr/portail-de-liae>

- Loan of computer equipment (p.10)
- Office 365 tools (p.13)
- Looking for a job via JobTeaser (p.16)
- The internship application AREXIS (p.17)
- Online classes (Moodle)

Finally, this etu address will be the one your managers will use to send you the administrative information relative to your course.

A week after logging onto Office 365, you will be able to use an IAE France account, type @poitiers.iae.fr in order to enjoy the offers of the service (see next pages)



Benefit from a storage space of 1TB and from the Office tools online.

Download Office Pro 2016

IAE allows you to benefit from Office 365 free of charge during the period of your studies.

The service will be available a week after the activation of the SEL university account.

You can install it all on :

5 PC/Mac

+ 5 Tablettes

+ 5 smartphones

So, make the most !



Install the Office 2016 software on your devices

Find out about the latest 2016 versions of Word, Excel, PowerPoint, OneNote, Outlook and a lot more which are directly downloaded onto your favourite peripherals. You can carry on working even if not on line.



Organize and share your work

Make your notes, capture web pages, save audio and video notes, insert spreadsheets and a lot more with OneNote, available on all your devices.



Communicate and keep in contact

Host classes, conferences and many more events on line with audio and video functions, on any device using screen sharing with a click and HD videoconference.

Collaboration with Office Online

Share and modify exercises with your classmates in real time, when you like, wherever you are, on any device. The 1TB storage space hosted in Europe allows you to keep all your online work and to access it easily from your Internet browser. Access supplementary services on line.



Store, share and collaborate

Benefit from a 1TB storage space on One Drive to publish, share and correct the assignments and collaborate in real time wherever you are and on any computer.



Benefit from our in-house social network

Collaborate easily and in real time with Yammer, the Microsoft Corporate Social Network which allows you to exchange on the online spaces of your school.



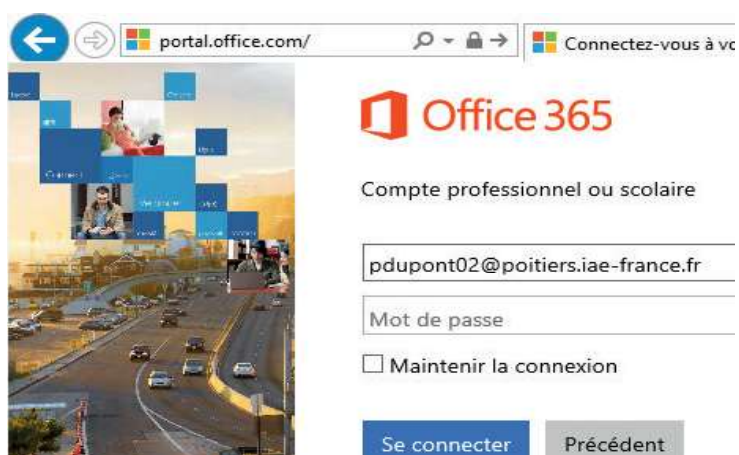
Transform your ideas into stories

Create and share presentations, projects and interactive class aids. Sway helps you develop professional designs with text, images and videos, etc.

1 Log on : portal.office.com
One week after the activation of your SEL account

2 Enter your account according to the example below :

pdupont02@poitiers.iae-france.fr
and the IAE password



UP PLANNING

In the “Mon bureau” menu, click on “Emploi du temps” (timetable).

Planning

☒ S6-lun. 08 févr. au dim.
 ☒ S7-lun. 15 févr. au dim.
 ☒ S8-lun. 22 févr. au dim.
 ☒ S9-. 01 mars au dim. 07
 ☒ S10-lun. 08 mars au dim.
 ☒ S11-lun. 15 mars au dim.
 ☒ S12-lun. 22 mars au dim.
 ☒ S13-lun. 29 mars au dim.
 ☒ S14-lun. 05 a

You can print your timetable or generate a PDF using the links.

To view different weeks click on the corresponding week under the timetable. You can also scroll through weeks. The color orange indicates selected days and weeks.

If you want to simultaneously display several days and/or several weeks, click on the plus sign (+) to the left of the days or weeks you want to view.

- . Clicking on a 'link' selects a specific day or week.
- . Clicking on the plus sign (+) adds an extra day or week to the selection.

Direct access to IAE timetable is available on the IAE portal. You can also integrate your planning to Outlook.

CAREER CENTER

INTERNSHIP/APPRENTICESHIP/EMPLOYMENT

To help you find an internship, training contract, or employment, the IAE provides you with access **«to Career Center»**, in partnership with Jobteaser.com

You can thus:

- Consult online offers
- Apply directly from the site
- Access a wide portal of job description (+1 200 videos)
- Receive announcement of events about companies
- Create job alert
- Define your own research criteria

To log on :

Go to the IAE site: **<http://iae.univ-poitiers.fr/fr/portail-de-liae>**

Click on **“Job Teaser”** and enter your username and password from Office 365.

You can narrow your search by Sector of activity/ Type of contract/Qualification, but we recommend a wide search.

To find an internship abroad, you can consult **GoingGlobal** on the ENT (digital desktop).

The IAE provides foreign students with specific help to find an internship (especially for the Master's degree second year students). This specific help will be presented at the beginning of year meeting and eligible students will receive an E-mail presenting this service.



INTERNSHIP APPLICATION AREXIS

Are you starting a new academic year at Poitiers IAE ?

Do you have to carry out an internship in a professional environment to obtain your degree ?

The AREXIS platform is dedicated to internship agreements.

--> https://arexis.appli.univ-poitiers.fr/arexis_ias

This platform allows you to:

- Know the rules and regulations
- Fill in and download the agreement, tutor information

Logging on with your IT account ID.

Système d'information partenarial
de l'Université de Poitiers



Partenaire

Vous êtes structure
partenaire, déposez vos
offres ...



Etudiant

Vous êtes étudiant,
réalisez votre
convention de stage ...



Alumni

Vous êtes ancien
étudiant, rejoignez le
réseau !



Personnel

Vous êtes personnel,
connectez vous à
AreXis !



Enseignant

Vous êtes enseignant,
suivez vos étudiants...



Intervenant

Vous êtes intervenant
extérieur, suivez vos
étudiants...

www.univ-poitiers.fr



« Des savoirs et des talents »



[View of the AREXIS homepage](#)

INTERNSHIP APPLICATION AREXIS

OBTAIN AN INTERNSHIP AGREEMENT IN 8 STEPS

1/ Find your internship and collect all the information [NB : ne pas rajouter de S à information!] that must show in your internship agreement.

For this purpose, you can use the Fiche d'aide à la saisie d'une demande de stage (Keyboarding assistance form for internship application) [PDF – 619 Ko] available on the AREXIS application.

2/ Complete your request for an internship agreement. Here is the access link to the student AREXIS interface : https://arexis.appli.univ-poitiers.fr/arexis_ied/

If need be you can refer to the online tutorial [PDF – 676 Ko].

3/ Wait for academic validation from the person in charge of internships. This may take several days.

4/ Wait for administrative validation from the registrar's office which will then print out three copies of the internship agreement. You will be delivered an automated message on your @etu.univ-poitiers.fr mailbox.

5/ Sign the internship agreement with the registrar's office.

6/ Then, get the referent-teacher (that is the person who will monitor you throughout your internship) to sign the agreement.

7/ Send the internship agreement to the host organisation in order to obtain the signatures of the person in charge and of the tutor. The host organisation should keep a copy of it and send the other two copies back to us.

8/ One copy is for you and the last copy will be filed at the registrar's office.

NB: If there are any changes to your agreement, you cannot merely decide this by yourself! You must contact the Registrar's Office.



STUDENT CARD

A student card makes life easier! The PRES Poitou-Charentes multi-service student card is issued by the Registrar's Office upon completion of registration.

Several services are available with a single multiservice student card:

- Identify yourself as a student from the University
- Borrowing documents from any PRES University Library
- Paying for meals and drinks in university restaurants, cafeterias and CROUS vending machines and also services in certain halls of residence.
- Access certain premises that require proof of ID (research laboratories, certain service areas in university halls of residence, etc.)

- Enjoy student discounts rates.

- Pay for photocopies and printing depending on the institution.

This card also allows you to benefit from discounts in various places (bowling alleys, cinemas, fast food restaurants, etc.).

IZLY is a service

dedicated to the student card

- You can pay for your meals and consumptions in restaurants and cafeterias from the University. You can also use it to pay for certain services at the CROUS.

- Pay your printings.

To create your account: www.izly.fr // www.crous-poitiers.fr



SIMPLE

rechargez votre compte sur le web, ou avec votre smartphone



PRATIQUE

paiement avec la carte étudiante ou votre smartphone



SÉCURISÉ

l'argent est sur un compte en ligne. Pas de soucis en cas de perte de la carte

COMMENT ACTIVER MA CARTE ?

Votre carte est active de suite pour l'utilisation des services de l'Université

Pour le fonctionnement dans les Resto U, vous devez activer votre porte monnaie électronique en ligne (IZLY) en suivant les instructions indiquées dans le mail du Crous que vous avez reçu sur votre messagerie prenom.nom@etu.univ-XXXXXX.fr.

Cet e-mail vous indique la procédure qui vous permet d'accéder au porte-monnaie en ligne sur le site www.izly.fr

CHECK LIST

Access the digital tools essential to my student life

- ☐ **1/ I create my SEL account** to obtain my “etu” address and benefit from the University services on my ENT
- ☐ **2/ I activate my IZLY account** which will allow me to access the CROUS service: loan of documents, payment of the meals taken at the RU and photocopies
- ☐ **3/ I log onto Office 365 on the IAE portal to access the tools.**
- ☐ **4/ I enrol on the IAE Career Centre to find an internship, a job offer --> <https://iae-poitiers.jobteaser.com/fr>**
- ☐ **5/ I join the IAE Alumni to expand my professional network --> <http://iae.univ-poitiers.fr/fr/je-rejoins-le-reseau-alumni>**

Join the social networks to keep up with my IAE news

- ☐ **FACEBOOK**
www.facebook.com/IAEPoitiers
- ☐ **YOUTUBE**
<http://bit.ly/2s6WYxx>
- ☐ **TWITTER**
twitter.com/iae-poitiers
- ☐ **LINKEDIN**
fr.linkedin.com/edu/iae-de-poitiers-355050
- ☐ **SOUNDCLOUD**
soundcloud.com/user-360996656
- ☐ **INSTAGRAM**
instagram.com/iae-poitiers



YouTube



START-OF-YEAR ORGANIZATION

IAE UNIVERSITY CALENDAR FOR 2017-2018

All Saints vacation

School break for L3 and M1
From 26 october to november 2020

Christmas

IAE closed
From December 12, 2020 to Januaray 5, 2021

Winter

School break for L3 and M1
From February 15 to February 21, 2021

Spring

IAE closed
From April 19 to April 25, 2021

Long Ascension week-end

IAE closed
May 14, 2021

Summer holidays 2021

IAE closed
To be defined

Important datres at the IAE

Inter-Entreprise challenge (lac de Saint-Cyr)

FAD reunification

From October 14 to October 16 2020
From October 25 to October 26, 2020

Graduation Reception and Gala

November 21, 2020

Studyrama Fair (at parc des expositions)

November 25, 2020

Poitiers Student Fair (at Palis des Congrès)

January 15-16 , 2021

Open Day

To be defined

Challenge Nocturne du Marketing

From February 24 to February 25, 2021

Adventure Raid

March 4, 2020

French Cup of the IAE

From March 26 to March 28, 2021 (Chambéry or Annecy)



LEARNING FOREIGN LANGUAGES

THE CHOICE OF LANGUAGES

The IAE offers teaching of several foreign languages.

- First Foreign Language: English, or French as a Foreign Language (for foreigners);
- Second Foreign Language: German, Spanish (intermediate or advanced level), Chinese (beginner or intermediate level) and French as a Foreign Language;

LANGUAGE TESTS

In order to divide students into language groups based on their levels, the IAE arranges language tests in English and Spanish. For more information consult the testing schedule on page 21.



THE POITIERS UNIVERSITY LANGUAGE CENTER (“MAISON DES LANGUES”)

The Poitiers University Language Center, whose mission is to promote the learning of modern languages, provides resources, language learning and language services (including translating and interpreting) for students and staff of the University of Poitiers.

The Language Center also provides language certification (IELTS, TOEFL, etc). These certificates are useful, and sometimes essential, to participate in a study abroad program in an English-speaking country and in some non English-speaking countries. The Language Center provides documentation and practice tests to help prepare these certificates.

TOEIC

The TOEIC is a test of Business English which is recognized worldwide. To obtain this certificate it is possible to sit for an on-site test in the premises of the IAE. Several sessions are organised over the year. (2018-2019 fare : € 46)

How do I sign up to sit the TOEIC or other language certificate tests?

Contact Madame Claude Rougier, Head of languages.
Email : crougier@iae.univ-poitiers.fr

FLE (French as a Foreign Language)

If you are a foreign student you may be eager to learn or master the French language!

The IAE organises a 2-hour class of advanced French per week (18:00-20:00). It is important to inform the Registrar's Office if you wish to sign up for French language teaching so that you may be assigned to a group of an appropriate level.

As part of the European Day of Languages and the month of reception of students in Poitiers, the Maison des Langues is organizing an International Café in September. The principle : everyone brings a little something (easy) to eat, to share, and exchange in a foreign language with their table neighbors !

STUDYING ABROAD

STUDENTS WITHOUT FRONTIERS, THE WORLD IS YOUR OYSTER!

A wonderful experience, meeting other people and other cultures, developing your independence and spirit of openness, improving your language skills, add an international dimension to your CV all facilitated by various grants. There are a lot of good reasons to study abroad during your IAE degree!

You may study abroad during the Master's degree (Master 1 or Master 2, depending on which course you are enrolled in) for 1 or 2 terms (beginning either in the 1st or in the 2nd term) through an exchange program, or other specific programs set up by the IAE (University Gap Year Diploma and the Asian Gateway University Diploma).

The International Relations Office organizes briefings on study abroad programs during the autumn (usually at lunch time so that all students can attend). The dates and times will be sent to you by e-mail during the autumn.



Learn more about the principles governing our exchange programs, the application process, selection criteria, nomination, partner universities and language requirements:

<http://iae.univ-poitiers.fr/fr/Etudier-a-l-etranger>
(information sheet also available for download)
and at **<http://www.univ-poitiers.fr/international/etudier-a-l-etranger/>**



IN EUROPE

The Erasmus+ program allows you to study 1 or 2 terms in one of our partner universities in Germany, Austria, Belgium, Spain, Finland, Hungary, Norway, the Netherlands, Portugal, Romania, the United Kingdom or Sweden (the list of partners may change).

The list of Erasmus+ universities partner program is available at:

<http://iae.univ-poitiers.fr/fr/les-partenariats>

Contacts : International Relations Service,
Office A117, international@poitiers.iae-france.fr
Ph: +33 (0)5 49 45 42 57. You should also contact the pedagogical co-ordinator in charge of validating the choice of courses abroad.

STUDYING ABROAD

CANADA

New Brunswick, University of Moncton (Moncton and Shippagan campus) or St-John/Fredericton, or Quebec, as part of the BCI (CREPUQ) student exchange program, for 1 or 2 terms.

UNITED STATES

One year exchange in a university in the State of Oregon as part of the Oregon exchange program.

Contacts : International Relations Office, Room A117, international@iae.univ-poitiers.fr , Ph : +33 (0)5 49 45 42 57 and Chantal MILHADE (for information on courses), cmilhade@iae.univ-poitiers.fr

CHINA

Master 2 IAE students (except MAE students, and sandwich course Master's Degrees and the Master's Degree at Segonzac) can also register for the "DU Passerelle Asie (Asian Gateway University Diploma), a course which will allow you to acquire managerial, linguistic and cultural knowledge about Southeast Asia and especially China. Part of the teaching will take place at the University of Nanchang in China.

For more information go to:

<http://iae.univ-poitiers.fr/fr/du-passerelle-asie>

Additional partnerships can be signed during the year.

<http://iae.univ-poitiers.fr/fr/Etudier-a-l-etranger>



UNIVERSITY GAP YEAR

The University Gap Year and International Mobility Diploma provides you with the opportunity to do 1 or several internships in France or abroad, to study abroad, to carry out a civic service or an international volunteer program abroad, to participate in a humanitarian project etc.

A gap year comes under:

- A professional experience in relations with your courses
- Entrepreneurship in relation with your course or not
- A civic service or a volunteer program in France or abroad

Contact : Laure DIKMEN, ldikmen@poitiers.iae-france.fr

For more information go to : **<http://www.univ-poitiers.fr/formation/admission-inscription/periode-de-cesure>**

STUDYING ABROAD

TO STUDY ABROAD

- The Erasmus grant (for mobility in a European university partner as part of a French national diploma)
- The CROUS travel grant (for recipients of a CROUS grant in order to study abroad)
- The Vienne General Council international exchange grant (for study mobility in one of our university partners in New Brunswick)
- University of Poitiers mobility grant (for mobility outside Europe)
- IAE mobility grants (for mobility outside Europe)

Learn more about the various grants available, the application procedure and the criteria for awarding grants at:

<http://www.univ-poitiers.fr/international/etudier-a-l-etranger/aides-financieres/>



FOR INTERNSHIPS ABROAD

To help you finance your internship abroad, several grants have been set up by the EU and by the Nouvelle Aquitaine Region. The amount, and the specific conditions, of these grants may vary depending on your status (whether you are a grant recipient or not) and on your destination (in Europe and outside Europe).

More information: **<http://iae.univ-poitiers.fr/fr/Faire-un-stage-a-l-etranger>**

Contact : Réjane BOUCHARD

International Relations Office, Room A112

rbouchard@poitiers.iae-france.fr

Ph: +33 (0)5.49.45.44.91.



ADMINISTRATIVE FORMALITIES TO BE CARRIED OUT BEFORE DEPARTURE

After you are selected for mobility abroad by the IEA and the University partner you will need to carry out a number of administrative formalities such as :

VISA APPLICATION

For departures outside Europe, depending on the length of your stay, you may have to request a visa from a Consulate of the country concerned. Please note that procedures, cost and waiting times for obtaining visas are specific to each country (for more information please consult the embassy website). In some countries, you must obtain a study permit if your stay exceeds 6 months.

HEALTH INSURANCE WHEN GOING ABROAD

For departures in Europe, you are covered by the French student social security scheme if you are registered at the University of Poitiers. Before your departure, you will need to request a European Health Insurance Card (EHIC) from your Health Insurance Provider.

To study outside the EU, you will, in most cases, need to obtain local social security. You should consult the host university website because the cost of social security can be much higher than in France.

RE-REGISTRATION AT THE UNIVERSITY

For departures in the first term, remember you must still re-register at the IAE before your departure! You will need to present your University of Poitiers student card to the host University and grants will only be paid if you are registered with us. You will not be able to validate your study-abroad year if you are not re-registered at the IAE.

For more information go to :

<http://www.univ-poitiers.fr/international/etudier-a-l-etranger/partir-en-programme-d-echanges-/partir-en-programme-d-echanges-698891.kjsp?RH=1328806205056>



and : **<https://ged.iae.univ-poitiers.fr/archives/dsweb/Get/Document-20184>**



INTERNATIONAL STUDENTS

BILINGUAL GUIDE FOR FOREIGN UNIVERSITY STUDENTS ARRIVING IN POITIERS

This guide can be downloaded from the University of Poitiers website or from the IAE International Relations Office.

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

Topic: International > study in Poitiers



RENEWING RESIDENCE PERMITS

For renewal of residence permits, the Prefecture organizes weekly slots (on Monday and Wednesday) from September to December, at the “Maison des Etudiants”. You must first request an appointment with the Prefecture (+33 (0)5 49 55 69 11) indicating that you are a student wishing to obtain an appointment at the “Maison des Etudiants”. If your renewal application is complete, a receipt will be delivered immediately.

SPONSORSHIP

The city of Poitiers has implemented a system by which local people can help welcome foreign students. Meetings are organized throughout the year.

Foreign students will be invited to a cocktail party at Poitiers City Hall at the beginning of the year.

For local inhabitants who wish to help welcome a foreign student

Register at Poitiers Town Hall:
poitetrangers@mairie-poitiers.fr
Ph: +33 (0)5 49 52 37 76

CAMPUS FRANCE GUIDE

Campus France has compiled a small, entertaining bilingual guide for foreign students coming to France. This guide is available at:

http://ressources.campusfrance.org/guides_etab/quotidien/en/abecedaire_accueil_en.pdf



SOCIAL AND HEALTH SERVICES

STUDENT SOCIAL SERVICES

You can go and see Valérie Ménard, the Poitiers CROUS social worker:

CROUS - Social Service- Cité Rabelais
9 rue de la Devinière- Bât. B10
BP 637
86022 Poitiers cedex

+33 (0)5 49 44 53 42
valerie.menard@crous-poitiers.fr

SOCIAL AND FAIR TRADE GROCERY SHOP

This service is intended to help those students who have difficulties in making ends meet. A «social and fair trade grocery shop», called «**Episs'campus**», has recently been created and is located on University of Poitiers premises. It offers food at unbeatable prices.

DISABILITY SERVICE

The social development and diversity service provides monitoring and support for staff and students with disabilities. The disability service also has a resource center whose objectives are to raise awareness of disability issues and also promote research in the field of disability at the University of Poitiers.

Ph. +33 (0)5 49 36 64 64
sdsd.handicap@univ-poitiers.fr

DISABILITY OFFICERS

Eric GOUDOU

Teacher in Marketing and logistics
Email : egoudou@poitiers.iae-france.fr
Ph : 05 49 45 44 23 Localisation : **A208**

Philippe MOUILLOT

Teacher and Researcher in Marketing and Strategy
Email : pmouillot@poitiers.iae-france.fr
Ph : 05 16 01 23 86 Localisation : **C305**

YOUR REGISTERED DOCTOR

You have the possibility to consult a GP, a psychologist at the Service Interuniversitaire de Médecine Préventive et de Promotion de la Santé - SIUMPPS (University Health Services), located on the main campus (building C4).

Only by appointment, call 05 49 45 33 54.

<http://siumpps.univ-poitiers.fr>

If you are no longer covered by your parents' social security when you register at University then you must pay for either LMDE or SMECO health insurance. After this you must declare which doctor you have registered with. You must make this declaration by using the specific declaration of choice of doctor form ("formulaire de declaration du choix de médecin traitant") which will be given to you by your doctor.



The “Service Universitaire des Activités Physiques et Sportives”, or SUAPS for short, is the University Sports and Physical Activities Service. It offers students and staff a wide choice of physical and sporting activities. Please note that certain activities are very much in demand so you should sign up as early as possible.

The SUAPS is located on the main campus (building C6). All of the sports facilities are located on Campus or nearby. You will certainly find activities geared to your interests.

The SUAPS also organizes numerous sporting camps: golf, skiing, sailing, surfing etc.

HOW DO I REGISTER?

3 conditions are required to sign up for an activity:

- prior academic registration
- a valid IT account

You need to finalize your registration online on the University website:

<http://www.univ-poitiers.fr/campus/sport/inscription-au-suaps/>

For more information go to:

<http://suaps.univ-poitiers.fr/>



Each year the IAE organizes the “**RAID aventure**” (several team sporting events). It will take place **-on 10 & 11, March 2020.**

The Coupe de France des IAE (French IAE Sports Cup) is a sporting event bringing together more than 600 students from various French IAE institutes and University Management Schools. 4 sports are involved: football, basketball, handball and volleyball. Founded 9 years ago by Rennes IGR - IAE, this event has grown in popularity over time. The Cup was organized by IAE Nice in 2019.

ACCOMMODATION

YOU ARE AN OVERSEAS STUDENT FROM A PARTNER UNIVERSITY?

The University International Relations Head Office is committed to helping students find accommodation in Poitiers, either in CROUS university halls of residence, or in private accommodation.

Offers or requests for private accommodation are published for free on the following websites:

www.lokaviz.fr

<http://logements.pourlesjeunes.com>

FINANCIAL AID:

WHO IS ENTITLED TO A STUDY GRANT ON SOCIAL CRITERIA?

To be entitled to financial assistance from the French Ministry of Higher Education and Research, or the Ministry of Culture and Communication, you must be under 28 on 1st September of the academic year and follow an officially recognized course. Assistance is allocated on the basis of three criteria: family income, the number of children in the family, and distance from the place of study.

GRANT APPLICATION: THE STUDENT SOCIAL FILE

To apply for a study grant simply fill out an application at : **www.crous-poitiers.fr**

NB: Applications can be made only from January 15 to April 31.

If you wish to obtain any information, or if you have any difficulties and want to talk about them you can meet the social worker (+33 (0)5 49 44 53 42).

FINANCIAL HELP FOR ACCOMODATION ("APL")

Students can, under certain conditions, obtain financial assistance from the CAF (French Family Allowance Fund). You can apply online at the following website: [www \(topic «Online services» > then 'Housing aid'\)](http://www.caf.fr)



THE CROUS UNIVERSITY HALLS OF RESIDENCE

The CROUS manages several halls of residence in Poitiers and offers fully functional and furnished accommodation, ranging from single rooms to 3 bedroom flats (for flatsharing, for example).

University accommodation must be applied for online on the CROUS website :

www.crous-poitiers.fr

under the heading “bourses” (grants). : **www.crous-poitiers.fr**

Don't forget to make your accommodation application as early as possible. The portal opens on 15 January!

The closest university residences to the IAE are :

Résidence Canolle

15 rue Guillaume VII Le Troubadour- 86000 POITIERS

Ph. +33 (0)5 49 11 97 78

E-mail : residence.michelfoucault@crous-poitiers.fr

Cité Jeanne d'Arc

49 rue de la Cathédrale- 86000 POITIERS

Ph. +33 (0)5 49 11 97 78

E-mail : cite.rochedargent@crous-poitiers.fr

Pôle Michel Foucault

12 rue Pasteur- 86000 Poitiers

Ph. +33 (0)5 49 11.97 78

E-mail : residence.michelfoucault@crous-poitiers.fr

Cité Roche d'Argent

1 rue Roche d'Argent- 86000 POITIERS

Ph. +33 (0)5 49 11 97 78

E-mail : cite.rochedargent@crous-poitiers.fr

Résidence Pont-Achard

41 boulevard Pont Achard- 86000 Poitiers

Ph. +33 (0)5 49 11 97 78

E-mail : residence.pontachard@crous-poitiers.fr

(AUBERGE DE JEUNESSE) POITIERS YOUTH HOSTEL

If you are stuck there is a good youth hostel in Poitiers.

1, allée Roger Tagault 86000 POITIERS

Ph. +33 (0)5 49 30 09 70

www.hifrance.org

Rates :

Per night : €15.40

Breakfast : €4.70

Opening hours :

every day from 6 pm to 10 pm

Free, unlimited Wifi available.

How to get to Poitiers Youth Hostel by bus?

From the stop «Léon Blum», take bus number 7 towards “Pôle République- Pierre Loti” and get off at “Auberge de jeunesse”.

NOUVEAU !

TROUVEZ VOTRE LOGEMENT PROCHE DE VOTRE IAE



Bénéficiez d'un moi
social et d'une
messagerie privée
pour échanger



Profitez d'un accès
exclusif grâce à un
code unique :
IAE-France*17



Un outil multilingue
(anglais, espagnol,
italien, mandarin)
pour les étudiants
et enseignants

Inscrivez-vous gratuitement sur la plateforme logement
dédiée aux étudiants IAE

iae-france.immojeune.com

IAE FRANCE
Écoles Universitaires
de Management

LEISURE & CULTURE



STUDENTS CLUBS AND ASSOCIATIONS

THE MDE or “MAISON DES ÉTUDIANTS” (STUDENT HOUSE)

For those who want to organize an event or a show, or who need help organizing a cultural or artistic project:

The “Maison des Étudiants” (Student House) is the place to start. It is a place where meetings and information sessions are held on the cultural and associative life of the university. The “Maison des Étudiants” brings together various services, including:

- one stop student services for the start of term in September (social security, transport, electricity, the “Carte culture” (a student culture card))
- the university cultural service
- an auditorium (from 260 to 850 seats)
- 2 music rehearsal rooms
- a large lobby which can be used for exhibitions and stands
- student associations (AFEV, Amie Zik, Handisup)
- Pulsar associative radio station
- disability services
- a cafeteria (le grand Kfé), drinks and fast food
- 2 meeting rooms
- offices available for student clubs and associations
- a laptop loan facility
- a reception desk manned by students.



POITIERS IAE ALUMNI

(Alumni association) The alumni association has one simple goal which is to create links between graduates by building and maintaining an efficient professional network.

To achieve this aim the alumni association organizes professional, social, and promotional events to enhance exchanges between students and graduates. It also organizes the IAE gala each year.

THE “ASSOCIATION EMPREINTE”

This association was created on October 5, 2010. Its objective is to organize cultural events in the Poitou-Charentes Region for those people who would otherwise have little opportunity to participate in such events. It organizes various types of events: art exhibitions, concerts, conferences, meetings, workshops, etc. This is an educational project that allows University of Poitiers students to prepare cultural projects together, but also stimulate exchange between various university institutions.

“LES ENFANTS DU MARKETING” (MARKETING CHILDREN)

(Angoulême Campus / CEPE)

The objective of this student association is:

- To build solidarity between students by creating group cohesion
- To make daily life more fulfilling for students (study, leisure activities, accommodation, going out, social integration)
- To convey a strong institutional image
- To organize events consistent with specialized training in marketing and consumer cultures.

JEIC JUNIOR

This association is a “Junior” business company created in 2004. It provides companies with services in communication, business intelligence, marketing, management and finance.

STUDENTS CLUBS AND ASSOCIATIONS

COM'UNITY

Created in March 2013, Com'Unity is the association of the Communication Strategy and Management course at Poitiers IAE. Com'Unity's aim is to contribute to the dynamics, cohesion and promotion of this course, to maintain links, to enhance the graduate network and to organize debates on Communication through thematic meetings.

NAYT'S (STUDENTS' OFFICE)

Poitiers IAE student office is called "Nayts'" (Night and Day Students) and has several objectives. First of all it intends to present a dynamic image of the school, students and the city. In addition, through the various events it organizes, the association brings together IAE students and creates a group spirit.

Nayts' also organizes the Poitiers IAE annual Gala, a prestigious ball eagerly awaited by all students and graduates.

ORGANIZING AN EVENT

- For any media or event creation at the IAE or outside IAE, you must complete the **Fiche Navette Évènement** (IAE portail):



For all creation and distribution of documents and for any use of social networks, please refer to the graphic charter and the good practices of the communication broadcast at the beginning of September.

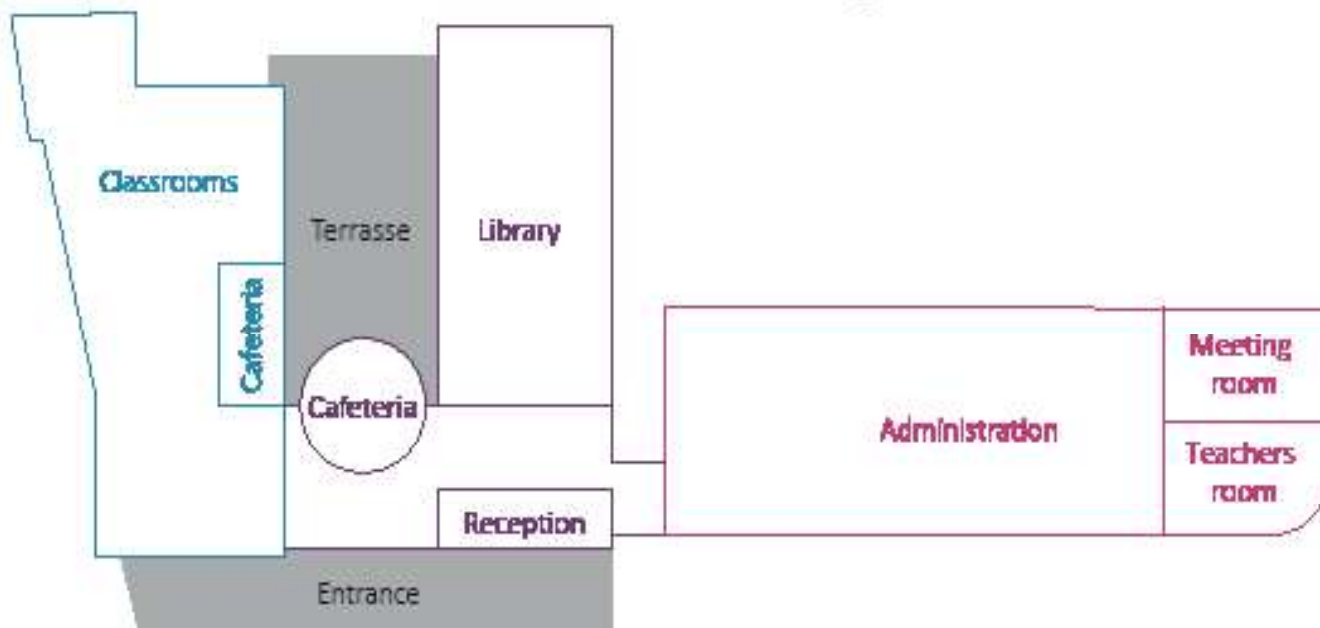
Information (door 202)

communication@poitiers.iae-france.fr



MAP OF THE IAE

Visit IAE of Poitiers: <http://iae.univ-poitiers.fr/fr/orientation>



C-BLOCK BUILDING

level 2
Classrooms
Student Club and
Association Offices
Cafeteria

level 3
Classrooms
Teachers offices

level 4
Classrooms
Teachers offices

B-BLOCK BUILDING

level 2
Reception
Library

level 1
Amphitheatre B100

A-BLOCK BUILDING

level 2
Administration
Financial service
Communication Service
Undergraduate Services
Further Education
Research Office
Teachers offices
Meeting room

level 1
Photocopy and Printing Office
Distance Learning
International Office
Computer rooms
Computer services
Teachers offices
Teachers room

level -1
Computer rooms ADD1 - ADD3
Amphitheatre ADD2

SAFETY INSTRUCTIONS

For general safety it is essential to comply with the following instructions:

Never leave your bags unattended.

Indicate any suspicious bag to Mrs Catherine LARGEAU (Logistic Service, Office A 215) or the Head of administrative services (A 204).

If the alarm rings, you must calmly but promptly leave the premises and go to the Music Conservatory Square.



Thank you in advance for your co-operation.

COMPLAINS AND RECLAMATIONS

As part of our Qualicert certification, we have established a procedure for complains and reclamations. We are committed to answer you under 15 days following the reception of your complain. Please send your complains and reclamation to the following email adress :

IAE GENERAL RULES

ATTENDANCE

All teaching is carried out either in the form of lectures (“cours magistraux”) or tutorials (“travaux dirigés”). Attendance is obligatory for all courses.

An **attendance sheet** is distributed by teachers at the beginning of each course. Each student present must sign the sheet.

ABSENCE AND PUNCTUALITY

For any absence or late arrival you must provide written justification to the secretarial office of the course you are registered for as early as possible, and within 8 days at the latest.

Students may lose grant entitlement for any unjustified absence or late arrival.



In order to obtain the best services, to maintain a pleasant work environment for students and staff, we must all respect a few basic rules, namely:

- Respect the work of the cleaning and maintenance teams: do not put your feet against the walls, use the rubbish sorting bins, do not put out cigarette butts on the floor etc.
- Turn off the lights when leaving a room.
- Do not park your car in front of the IAE building entrance, on the sidewalks or in front of alleyways

(the nearest car parks to the IAE are indicated in this booklet, under the heading ‘Getting around Poitiers’).

- Use the official display panels and do not put up posters or flyers anywhere else.

We want Poitiers IAE to retain its reputation for cleanliness and hospitality. If we all respect the above instructions it will help us achieve this goal.

WHERE TO EAT ?

UNIVERSITY RESTAURANTS AND CAFETERIAS

Price: €3,25 (2019-2020)

- “Roche d’Argent” university restaurant: near Poitiers school of fine arts and the business school.
- “Le 1873”: in the Rectorat which is close to the IAE.

CITY CENTRE

Bakeries, fast food, supermarkets, restaurants.

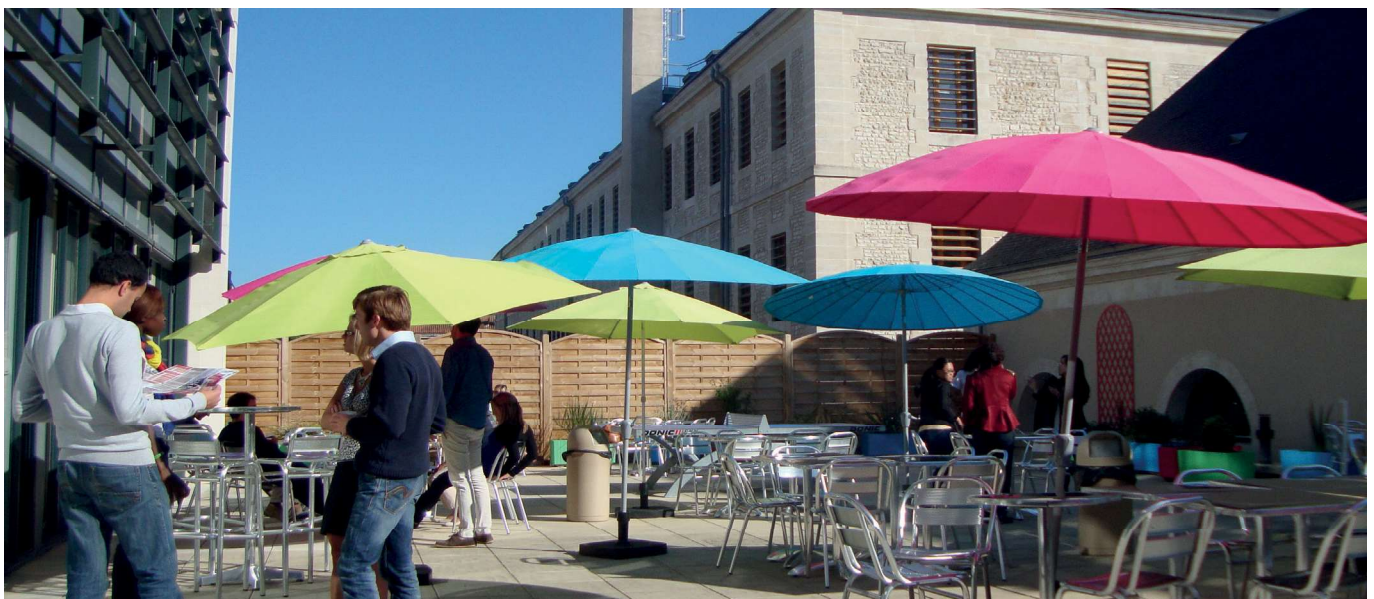
PLACE MONTIERNEUF

3 restaurants.

IAE CAFETERIA

2 cafeteria areas for students and a terrace.

Equipment: microwave oven, drinking fountain, vending machines for snacks and drinks.



TRANSPORT IN POITIERS

CAP VÉLO CAMPUS (BIKE RENTAL)

For €10 per month (including regular maintenance), you can rent a bike from “CAP’sur le Vélo”.

Information: +33 (0)5 49 52 35 35

www.grandpoitiers.fr

CAR PARKING NEAR THE IAE?

Free parking is available opposite the “Jardin des Plantes”. There is also an underground paying car park under Notre-Dame market in the center of Poitiers (accessible by taking the Voie Malraux).

However, it is recommended you travel by public transport or by bike.

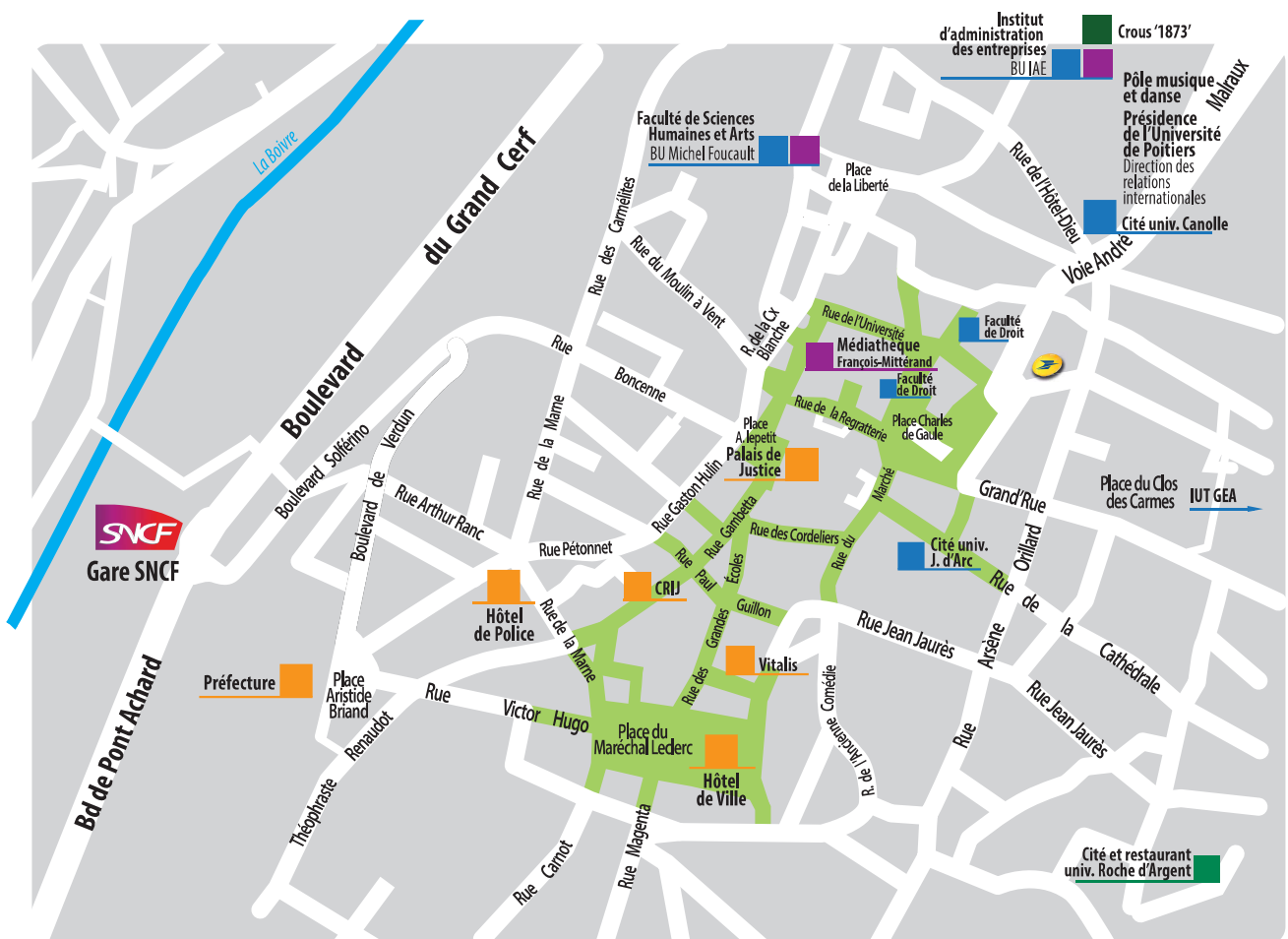
THE VITALIS “VPASS”

(Poitiers student bus card)

It is available for all students (without age limitation, on presentation of a student card). The bus card entitles you to unlimited travel on all Poitiers bus routes at preferential rates.

Information: +33 (0)5 49 44 66 88

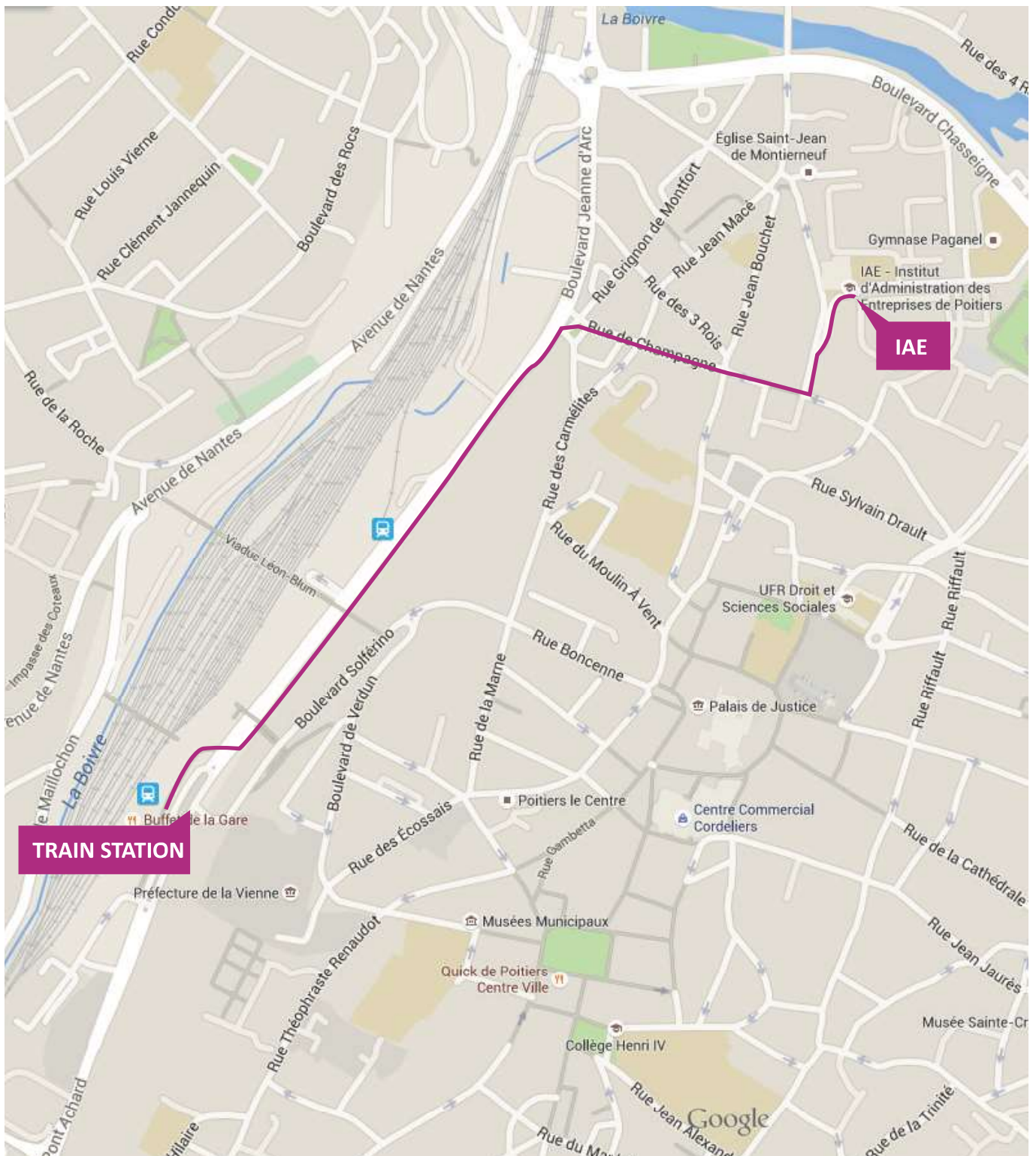
www.vitalis-poitiers.fr



City center

TRANSPORT IN POITIERS

FROM THE TRAIN STATION TO THE IAE ...





iae.univ-poitiers.fr

INSTITUT D'ADMINISTRATION DES ENTREPRISES

Université de Poitiers

20 rue Guillaume VII le Troubadour

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