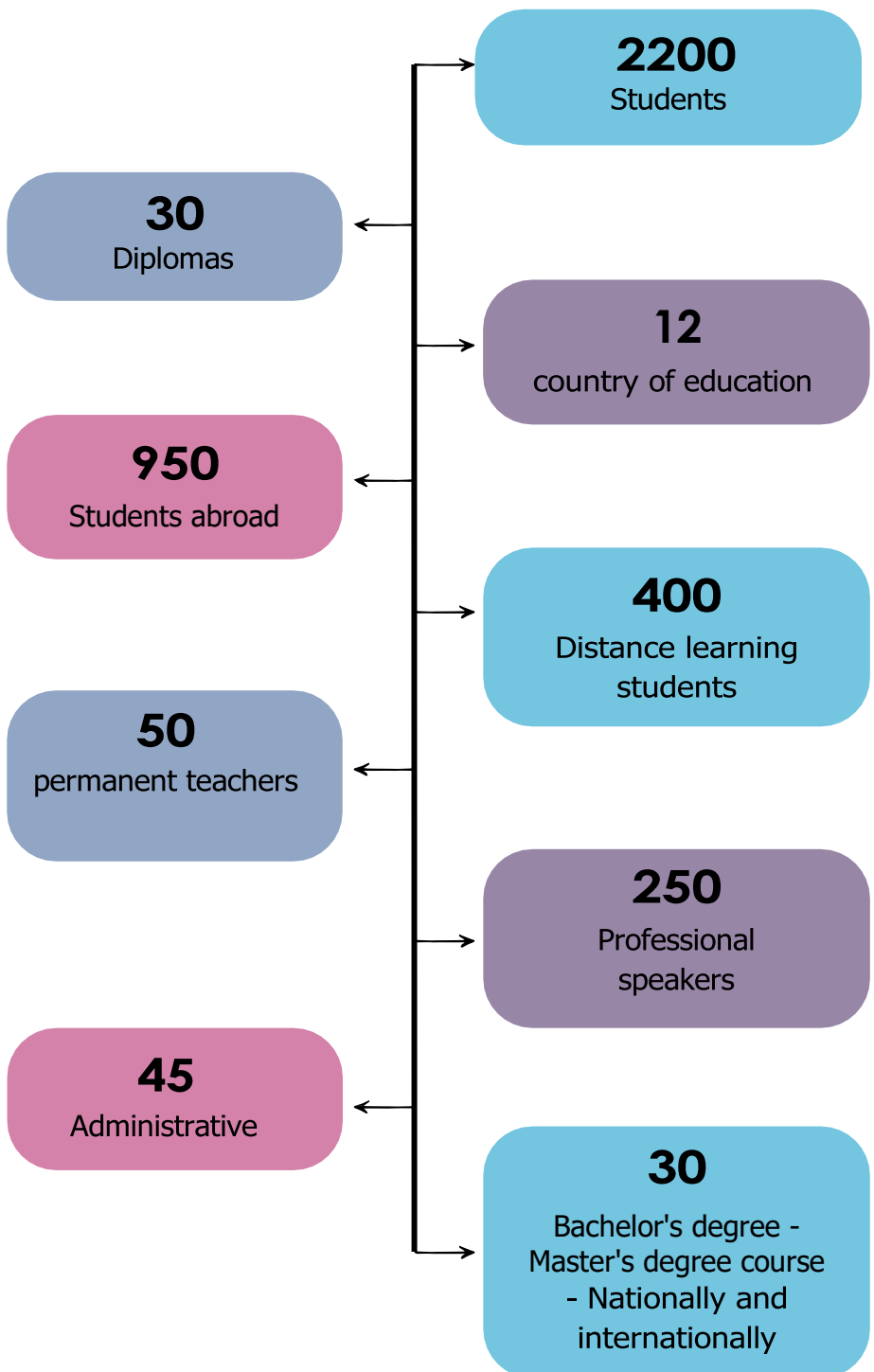




POITIERS

UNIVERSITY SCHOOL
OF MANAGEMENT

**Welcome handbook
2025-2026**



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BENJAMIN DREVETON

Director of the IAE of Poitiers

benjamin.dreveton@univ-poitiers.fr

Tel : 05 49 45 44 96

Room A203

"Since 1956, IAE Poitiers has been developing a rich, original and quality training offer. To support you in your journey, we rely on an innovative and interactive pedagogy designed in close collaboration with organizations in the socio-economic world, on international partnerships as well as on the dynamism of a research laboratory (CEREGE - Centre de REcherche en GEstion).

The values of responsibility, solidarity, high standards and openness drive the actors of our community. Teachers, teacher-researchers, administrative staff, economic and institutional partners, and graduates are involved together for your success.

We hope that you will take full advantage of this stimulating environment to make your professional project a reality.

We wish you a very happy academic year ! »

STÉPHANE BELLINI

Director of Studies
stephane.bellini@univ-poitiers.fr
Room A208



BRUNO FERAL

Director of Distance Learning and
Pedagogical Innovation bruno.feral@univ-
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Director of International Relations
veronique.prechoux@univ-poitiers.fr
Room A211



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Development of Corporate Relations
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Olivier COUSSI

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PEDAGOGICAL REFERENTS

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Memories and pedagogical practices
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Internal Coordination
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Guillaume LURTON

Memories and pedagogical practices
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INTERNATIONAL REFERENTS

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Olivier RAMPNOUX

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Anass MAWADIA

Referent for the Morocco zone
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Benjamin DREVETON

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benjamin.drevetont@univ-poitiers.fr

PEDAGOGICAL REFERENTS

Marion COVILLE

Equality - Diversity - SGBV referent

SECRETARIAT

Laura BLOT

Executive Assistant
laura.blot@univ-poitiers.fr

RESEARCH SERVICE

CURRENTLY RECRUITING...

Laboratory Assistant

Corentin JOINTRÉ

Administrative Management
Assistant corentin.jointre@univ-
poitiers.fr

SERVICE COMMUNICATION

Esteban TORRES

Communication Officer
esteban.torres@univ-poitiers.fr
05 49 36 63 64 (A217)

CORPORATE RELATIONS

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Corporate Relations Officer Career
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Corporate Relations and Communication Assistant
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05 16 01 23 79 (A217)

LANGUAGE COORDINATOR

Claire KING

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05 16 01 23 89

(A206)

EFMD/ PRME/ GAP YEAR MISSION

Béatrice MONDONNET

Administrative Coordinator

beatrice.mondonnet.poyant@univ-poitiers.fr

05 49 45 35 72 (A112)

PERSONNEL DEPARTMENT

Laurence BERNARD

Human Resources Manager

laurence.bernard@univ-poitiers.fr

05 49 45 35 72 (A205)

Delphine BAZERQUE

HR Process Secretariat

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05 49 45 44 96 (A206)

FINANCIAL SERVICES

Stéphanie ZAMBENEDETTI Financial

Manager stephanie.zambenedetti@univ-

poitiers.fr 05 49 45 44 84

(A216)

Jean-Luc NADAL

Manager of travel orders and expenditures

jean.luc.nadal@univ-poitiers.fr

05 49 45 45 96 (A215)

Thomas BERLAND

Revenue and Expenditure Manager

thomas.berland@univ-poitiers.fr

LOGISTICS SERVICE

Room Booking / Equipment (excluding info) / Event Management /
Organisation / Plannings

Stéphane GIRARD

Technical Maintenance Agent
stephane.girard@univ-poitiers.fr

Paul SOULARD

Service Manager
paul.soulard@univ-poitiers.fr
05 49 45 44 92 (Reception)

Faouzia BOUGHNIMI

Maintenance worker

HOME / STANDARD

Véronique PROUST

Reception Agent
veronique.proust.nowak@univ-poitiers.fr
05 49 45 44 99 (Front desk)

DISTANCE LEARNING SERVICE

ead@poitiers.iae-france.fr

Matthieu DESCOUX

Head of the EAD service
matthieu.descoux@univ-poitiers.fr
0 5 4 9 4 5 4 2 4 9
(A 1 1 8)

Nadine LESPE

School Manager
nadine.lespe@univ-poitiers.fr
0 5 4 9 4 5 3 3 0 7
(A 1 1 8)

Céline PASQUIER

Registrar celine.pasquier@univ-
poitiers.fr 0 5 4 9 4 5
4 4 8 5 (A 1 1 8)

Jean VINCENT

Registrar
jean.vincent@univ-poitiers.fr
0 5 4 9 4 5 4 5 9 7
(A 1 1 8)

SCHOOLING/TRAINING DEPARTMENT

You will find all the information relating to your course. Our team accompanies you from recruitment to the delivery of your diploma (registration, exams, internships, etc.)

iae.scolfi@univ-poitiers.fr

Novels PINOT

Head of Service

romane.pinot@univ-poitiers.fr

05 49 45 45 99

(A 2 1 2)

INITIAL TRAINING CENTRE

Marie AMBLARD

Registrar **marie.amblard@univ-**

poitiers.fr 0 5 4 9 4 5

4 4 3 4 (A 2 1 4)

Nadège ARLOT

School Manager

nadege.arlot@univ-poitiers.fr

05 49 45 41 42

Anaïs SOULARD

Registrar **anais.soulard@univ-**

poitiers.fr 05 49 45 45

94 (A 2 1 4)

Céline CONTIVAL

School Manager

celine.contival@univ-poitiers.fr

05 49 45 42 56

CONTINUING EDUCATION AND APPRENTICESHIP DIVISION

Julie ROUSSEAU

Continuing Education Officer

Referent for Equivalence

Commissions, VAPP and VAE

julie.rousseau01@univ-poitiers.fr

0 5 4 9 4 5 4 4 3 4

(A 2 1 4)

INTERNATIONAL RELATIONS DEPARTMENT

You will find all the information about the opportunities to study at one of IAE's partner universities abroad, about scholarships for studies and internships abroad.

This department also manages the reception of foreign students who come to IAE as part of partnerships and delocalized training in Brazil, China, Egypt, Lebanon, Madagascar and Morocco.

iae.international@univ-poitiers.fr

Clément POUPARD

Head of the International Relations Department

clement.poupard@univ-poitiers.fr

05 49 45 44 33 (A117)

Antoine ANDRIEU

Offshore courses/Egypt/Lebanon/Morocco/ **Erasmus students out**

antoine.andrieu@univ-poitiers.fr

0 5 1 6 0 1 2 3 8 5

(A 1 1 7)

Wafaa JAMALI

Master's Degree MIM (Master's

Degree in International

Management)

Courses relocated to Brazil/Madagascar/**Erasmus students in**

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0 5 4 9 4 5 4 2 5 7

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Réjane BOUCHARD

Academic Manager

Management of internship grant files / management of study mobility

grant files for foreigners / relocated courses in China / management of

Erasmus MIC exchanges

Albania and Mexico UPAEP

rejane.bouchard@univ-poitiers.fr

05 49 45 44 91 (A109)



LIBRARY SERVICE

Sophie BERCUT

Service Manager

sophie.bercut@univ-poitiers.fr

05 16 01 23 95 (BU)

Alice BLANDIN

Information Resources Technician

alice.blandin@univ-poitiers.fr

DOCUMENTARY FOCUS

Books, journals concerning the IAE de Poitiers' training themes : corporate policy, management, human resources, tax law, accounting, marketing, communication, etc.

You can access the library catalogue via the website of the SCD of the University of Poitiers.

LOAN CONDITIONS

On-site consultation of the library's resources is free and open to all.

Documents from the IAE library can be borrowed on presentation of the student card. With this card, you can borrow from the entire network of libraries of the University of Poitiers.

TIMETABLES

Monday to Friday (excluding holiday periods): from 08:30 to 19:30.

To access the online
service!



IT, AUDIOVISUAL AND REPROGRAPHY DEPARTMENT

Jean-François GUILLOU Head of the
Digital Department
jean.francois.guillou@univ-poitiers.fr
0 5 4 9 4 5 4 1 4 5

Nathalie BRANGER
Reprography Manager
nathalie.branger@univ-poitiers.fr

Jean-Loïc BOITEAU IT Manager
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0 5 4 9 4 5 4 4 9 7

Léo CHARTIER
Audiovisual technician
leo.chartier@univ-poitiers.fr

Sarah WOODS
Teaching and Digital Assistant
sarah.clementine.woods@univ-poitiers.fr

Students can connect their laptops to the
Internet, via University WIFI (Eduroam)

Support Page :



6 computer classrooms (from 18 to 65 computers). These

rooms are free to access when there are no classes.

All these workstations are installed in Windows 10 AND 11 with office software
(Microsoft Office 365 and Libre Office) and statistics software (SPSS and JMP).

TIMETABLES

Computer rooms : 7:30am-8:00pm + Saturday 7:30am-6:00pm

Computer office : 8:30am-12:30pm, 1:30pm-5:30pm

Audio-Visual and Reprography : 8:30am-12:00pm / 1:00pm-
5:00pm closed on Friday afternoons

LOAN OF EQUIPMENT

The Digital Pole provides audiovisual and computer equipment for courses or assignments at the IAE of Poitiers.

HARDWARE

Cameras, Camera, DVRs, GoPro Video Editing Bench with Adobe CC Laptops on loan by the year or short term

To borrow equipment or book the room with the editing bench, (go to the IAE portal, under the heading "equipment loan") to book a slot, or go directly to **office A115, Digital Pole**.

Inform you of the availability of the equipment at least two days in advance and fill in a loan form when picking up the equipment. The person who borrows the equipment will necessarily be the person who returns the said equipment.

Your civil liability is engaged. Loans must be part of a logic of use, with the necessary precision of the date, time of withdrawal and time of return (failure to comply with these conditions may lead to the exclusion of a future loan).

To use the online form :



To access all online services, there is only one step: create your account (called an SEL account):



Following this activation, on D+1, you will have access to a whole range of services offered by the University of Poitiers, namely :

- An institutional mailbox of the form : **prenom.nom@etu.univ- poitiers.fr**
- Your online grades and results
- A classifieds service
- Online storage space • Course schedules

Have you lost your password?

Go to the "I have lost my password" section.

SHORT SEL IDENTIFIER:

Example: LRAU

Used for access to the ENT of the University of Poitiers

LONG SEL IDENTIFIER:

lea.raut@etu.univ-poitiers.fr

Used for EDUROAM wifi access

IAE SHORT IDENTIFIER:

LRAU

Used for authentication on IAE computers

THE IAE OF POITIERS OFFERS ITS STUDENTS MANY COMPUTER TOOLS

THE MICROSOFT 365 ONLINE SUITE



**Exchange
Business Mail**
(up to 50GB)



**Microsoft
Teams**
communication
collaborative



**Microsoft
Streams**
video
sharing



SharePoint
Team
collaboration
tools



OneDrive
online
storage
(1TB)

AND MUCH MORE ...



IBM statistical
analysis software



Statistics
software



Mind Map
Software



Reference
management
software
(bibliography)

[illegible]

To change the week click on the corresponding week of your choice on the piano, you can scroll through the weeks.

The orange color shows you the selected days and weeks.

Direct access to the IAE room schedule as well as additional information "Global display of IAE rooms..." are available on the IAE portal.

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With a view to bringing companies closer to our students, to support them in their professional project, the IAE of Poitiers has set up a Career Center in partnership with **Job-Teaser.com**.

YOU WILL BE ABLE TO:

- Consult a multitude of internship, work-study and job offers from our partner companies ;
- Submit your CV online ;
- Define your own search criteria ;
- Access the presentation areas of companies and their professions (+ 1200 career videos);
- Receive announcements of career events from companies ; Create email alerts offers and events.

TO CONNECT:

From the IAE portal, click on Career Center and enter your login and password for your **office 365 account**.

Specific tutoring for the search for an internship (especially in Master 2) is offered for foreign students of the IAE.

This specific tutoring will be presented at the back-to-school meeting and the students concerned will receive an e-mail presenting the system.

Are you starting a new academic year at IAE Poitiers?
Do you need to do an internship in a professional environment to
obtain your diploma?

The AREXIS application is dedicated to internship agreements:
Login with the **SEL Account credentials**



SHE ALLOWS YOU TO:

- Know the regulations ;
- Enter and edit the agreement, tutor information and defense date ;
- To enter and validate the theme, the problem and the plan in conjunction with your tutor.

Continuing education students, apprentices or on a professionalization contract must fill in the information on the internship platform. This procedure is mandatory to have access to information and to organize the defense.



www.univ-poitiers.fr



« Des savoirs et des talents »

Université
de Poitiers

HOW DO I GET MY INTERNSHIP AGREEMENT?

You will need to enter all the information concerning the practical arrangements of your internship (duration of the internship, schedules, tutors, etc.) in the tab : **Student Space > Contact Information**, then **save**.

Before drawing up your internship agreement, you must collect various data about your internship beforehand:

- the full address of the host organization,
- the telephone number of the switchboard or HR department,
- the name of the signatory of the agreement,
- the web address of the host organization,
- your internship theme and/or your missions,
- the first and last name of your guardian in the organisation as well as his or her position,
- telephone number and email address,
- the number of hours of presence per week,
- the amount of gratuity per month and benefits in kind (restaurant tickets, buses, etc.).

These information are mandatory to establish an internship agreement and will be directly inserted into your agreement. Don't forget the " internship theme" part, without which your agreement cannot be validated.

- An email will be sent to you once your internship has been validated. You can then edit it as a PDF. You will need to sign them and then send them to your company for them to sign.

The signed agreement must then be returned to your IAE school manager for signature (directly or by email).

If the internship takes place abroad, you will have to provide a certificate of repatriation on which the dates of validity must appear.

Please note : If there are changes to be made to your agreement, you cannot do it yourself ! You must contact the school.

A STUDENT CARD FOR YOU

SIMPLIFIER LA VIE!

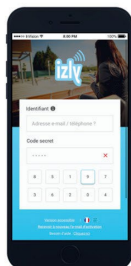
The multi-service student card is issued by the tuition department once your registration is complete.

Many services grouped together in a single card : • Identify yourself as a student of the University.

- Borrow documents from University Libraries.
- Access certain premises that require authentication (research laboratories, service rooms in university residences, etc.).
- Benefit from reduced rates
- This card also allows you to benefit from discounts in various shops (bowling, cinema, fast food, etc.).

New "izly" electronic payment. Izly is a student card service.

- Pay for your meals and drinks in restaurants, university cafeterias and CROUS vending machines as well as your services in certain university residences.



Sécurisé

Izly a été conçu pour les CROUS par **Xpollens**, filiale de BPCE, 2ème groupe bancaire en France.

Mes données bancaires et personnelles sont **protégées**, et jamais stockées dans mon téléphone.

Toutes mes transactions en ligne nécessitent une **validation par mot de passe**

Activez votre compte

Muni de votre mot de passe temporaire contenu dans l'e-mail d'activation Izly, vous pourrez accéder à votre compte en quelques étapes sur internet.

Pour profiter pleinement de tous les services Izly, téléchargez l'application mobile sur l'Appstore ou Google Play.

UNIVERSITY YEAR 2025 - 2026

School holidays

All Hallows:

Saturday 18 October to Sunday 26
October 2025

Christmas: Closure of the IAE

Saturday, December 20 to Sunday,
January 4, 2026

Winter:

Saturday, February 14 to
Sunday, February 22, 2026

Spring: Closure of the IAE

Saturday 11 April to Sunday 19
April 2026

Ascension Bridge: Closure of the IAE

Thursday, May 14, 2026

Summer holidays 2026: Closure of the IAE

Saturday, July 25 to Sunday, August
18, 2026

Find all the
Dates on the agenda
the .



Events

Audit Forum

Tuesday, September 30, 2025

EAD grouping:

Monday, October 13, 2025 at
Wednesday, October 15, 2025

Graduation Ceremony:

Saturday, November 22, 2025

Forum Stage :

Wednesday, November 26, 2025

Orientation Day:

Friday, January 9, 2026

International Day:

Tuesday, January 13
to Thursday, January
15, 2026

Student Fair - Poitiers:

Friday 23 to Saturday 24
January 2025

Night Challenge:

Thursday, February 12 to
Friday, February 13, 2026

Forum alternance :

Thursday, February 5,
2026

Open Day : Saturday,

February 28, 2026

HR Week :

THE CHOICE OF LANGUAGES

IAE offers several modern language courses.

- **LV1** : English or French as a Foreign Language (for foreign students)
- **LV2** : German, Spanish (intermediate or advanced level), Chinese (beginner or advanced) and French as a Foreign Language (beginner, intermediate or advanced level).

Other languages may be offered to you, in partnership with the Maison des Langues, located on campus.

THE HOUSE OF LANGUAGES

The Maison des Langues, a joint service of the University of Poitiers whose mission is to promote the learning of modern languages, provides resources, training and online services for students and staff of the University of Poitiers. The MdL offers you the opportunity to take language certifications such as : IELTS, TOEFL, etc. These tests are mandatory as part of a semester of study in the United States, for example. The MdL offers methods and practice tests to prepare for these certifications.

TOEIC

The **TOEIC** is a business English test recognized in the business world. It is possible to obtain this certification on site at the IAE's premises. Several sessions are organized during the year.

Price : €52.50 (indicative rate 2024-2025)

THE PLACEMENT TEST

Depending on your field, the IAE organizes language placement tests to divide you into groups of levels at the beginning of the academic year.

English: Online placement test in September. **Spanish:** Online

placement test in September. **German:** Online placement test in

September.

FLE (French as a Foreign Language) and Chinese: There is no placement test for FLE and Chinese.

FLE (FRENCH AS A FOREIGN LANGUAGE)

Are you a foreign student and want to learn or deepen the French language?

The IAE sets up a 2-hour course per week. Indicate to the school office, at the time of your registration, that you wish to take FLE courses to join a group.

This course is open to all courses.

For information on language choices and courses, placement tests and language certifications (TOEIC and TFI).

Contact Mrs. **Claire King**,
Language Manager **05 16 01
23 89**
claire.king@univ-poitiers.fr

STUDENTS WITHOUT BORDERS, THE WORLD IS YOURS!

To live an experience rich in encounters, to develop your autonomy and your spirit of openness, to improve your language skills, to give an international dimension to your CV... while benefiting from financial aid. These are all good reasons to go abroad during your studies at IAE !



You have the possibility of studying abroad at the Bachelor's or Master's level 1 (depending on the course in which you are enrolled) for 1 or 2 semesters (departure in the 1st or 2nd semester) as part of an exchange program or another specific program set up by the IAE (Gap Year).

The **International Relations Office** organizes information meetings on study abroad programs at the beginning of the September academic year to leave for the 2nd semester and at the beginning of January to leave for the 1st semester of the following academic year. The dates and times will be communicated to you by e-mail at the appropriate time.



IN EUROPE

The Erasmus + programme allows you to spend 1 or 2 semesters in one of our partner universities in Germany, Austria, Belgium, Spain, Estonia, Finland, Hungary, Italy, Lithuania, the Netherlands, Portugal, Romania, Russia, Switzerland or Sweden (the list of partnerships is subject to change).

Find out more about the principles of the exchange, the application, the selection criteria, the partner universities, the level of language required, everything can be consulted on the IAE website in the **International section**.

Contact : iae.international@univ-poitiers.fr 05 16 01 23 85



SWITZERLAND

An exchange agreement with UPAEP in Puebla was signed in 2019, for students in the Master of Business Administration.



CANADA

In New Brunswick, at the Université de Moncton (Moncton and Shippagan campuses) or StJohn/Fredericton or in Quebec, as part of the BCI Student Exchange Program (CREPUQ), for 1 to 2 semesters.



SWEDEN

It is possible to do an exchange at our partner universities : Lund University, and Umea University (partners for more than 10 years).

GAP YEAR

The gap year consists of a student suspending his or her studies for a period of one to two semesters in an academic year in order to live a personal, professional or commitment experience in France or abroad (between L3 and M1 or between M1 or M2).

The gap year can be :

- professional experience related or not to the training
- the creation of a business/activity related or not to their training
- a civic service, a voluntary commitment to an association, in France or abroad
- an internship in a professional environment (if a semester requested is backed by 200 hours of training)
- any other personal project of the student (associative commitment, elective mandate, etc.).

ADMINISTRATIVE FORMALITIES BEFORE DEPARTURE

Once you are selected by the IAE and the partner university to carry out a mobility abroad, you must complete a number of administrative formalities such as :

REQUEST DE VISA

For departures outside Europe, you will have to apply for a visa at the Consulate of the country concerned, depending on the length of your stay.

Please note that the procedures, costs and deadlines for obtaining visas are specific to each country (check the websites of the embassies of the countries concerned). In some countries, you will need to obtain a study permit if the stay exceeds 6 months.

COVERED SOCIAL SECURITY FOR FOREIGN COUNTRIES

For departures to Europe, you are covered by the student social security scheme as long as you are enrolled at the University of Poitiers. Before your departure, you must apply for the European Health Insurance Card (EHIC) from your Health Insurance Fund. For study stays outside Europe, you should know that you will have to register, in most cases, with the local Social Security. Find out beforehand on the website of the host university because the cost of social security can be much higher than in France

RESTORATION AT UNIVERSITY

For stays abroad in the 1st semester, don't forget to re-register at the IAE before your departure ! You will have to present your student card from the University of Poitiers to the host university and the scholarship cannot be paid to you if you are not registered with us... You will also not be able to validate your academic year at the IAE

SOCIAL SERVICE

You can meet Valérie Ménard, the social worker of the CROUS of Poitiers.

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

05 49 44 53 42

valerie.menard@crous-poitiers.fr

SOCIAL GROCERY

It is a service that allows students to overcome their financial difficulties and support themselves. A "social and solidarity grocery store" has just been created, the shop is located on the premises of the University of Poitiers, and is called

"Episs'campus". It offers food products at unbeatable prices

SERVICE HANDICAP

The Social Development and Diversity Department is responsible for monitoring and supporting staff and students with disabilities. The disability centre also includes a resource centre whose objectives are to raise awareness and train on disabilities as well as to promote research in the field of disability at the University.

05 49 36 64 64

sdsd.handicap@univ-poitiers.fr

REFERENCES DISABILITY AT IAE

Philippe MOUILLOT

Lecturer in Marketing and Strategy

philippe.mouillot@univ-poitiers.fr

0 5 1 6 0 1 2 3 8 6 -

O f f i c e : C305

MUTUAL STUDENTS

Student social security is managed by the Approved Student Mutual Insurance Companies (national LMDE or regional SMECO). The student chooses his or her paying centre, i.e. one of these two mutual insurance companies, for the management of his or her student social security.

DOCTOR

It is possible to consult a general practitioner, a psychologist with the Interuniversity Service of Medicine

Preventive and Health Promotion

(SIUMPPS), located on campus (building C4)

Reception by appointment at 05.49.45.33.54

When you enrol at the university, if you are no longer covered by your parents' social security and after paying your LMDE or SMECO student social security, you must declare a general practitioner. The declaration is made by a form of "declaration of choice of treating physician" which will be provided to you by your doctor.

EXERCISE

The **University Service of Physical and Sports Activities (SUAPS)** offers all students and staff a wide range of physical and sports activities. Be careful, some slots are taken by storm from the start of the school year. So don't delay in registering.

The SUAPS is located on the main campus (building C6).

All the sports facilities are located on the Campus or nearby. You will find the activities and slots adapted to your desires. The SUAPS also offers many courses : golf, skiing, sailing, surfing...

• HOW TO REGISTER?

2 conditions are essential to register for a sports activity :

- Administrative registration completed
- Online service account validated

You must finalize your registration online on the University's website :



To register for the SUAPS!



ARE YOU AN INTERNATIONAL STUDENT FROM A PARTNER UNIVERSITY?

The International Relations Department is committed to helping students find accommodation in Poitiers, either in a Crous university residence or in a private home. To find accommodation in a private home, offers are available free of charge on the **Lokaviz website**.

THE SCHOLARSHIP APPLICATION: THE STUDENT SOCIAL FILE

To apply for scholarships, simply fill in your application on the CROUS website. **Be careful !**

You must only apply from January 15 to April 30. If you want information, if you encounter difficulties, if you want to talk about it, you can meet the social worker in your area.

Contact: 05 49 44 53 42

FINANCIAL AID

WHO IS ENTITLED TO A GRANT BASED ON SOCIAL CRITERIA?

To be entitled to financial aid from the Ministry of Higher Education and Research or the Ministry of Culture and Communication, you must be under 28 years old on 1 September of the academic year and follow a course authorised to receive scholarship holders. The aid is allocated according to three criteria : the income of the tax household, the number of dependent children in the family and the distance from the place of study.

HOUSING ASSISTANCE (APL)

Students can, under certain conditions, benefit from financial aid from the CAF (Family Allowance Fund).

The application is made online on the website (under the heading "Online services" then "Housing benefits").

The CROUS manages several university residences in Poitiers and has functional, furnished and furnished accommodation, ranging from single rooms to T3 (for shared accommodation for example). To apply for university accommodation, the application can be made online only at the address, under the heading "scholarships" : **www.crous-poitiers.fr**.

Don't forget to apply for accommodation as soon as possible, the portal opens on 15 January !

The residences closest to the IAE :

Canolle Residence

15 rue Guillaume VII Le Troubadour
86000 POITIERS
05.49.11.97.78
residence.michelfoucault@crous-poitiers.fr

Joan of Arc City

49 rue de la Cathédrale
86000 POITIERS
05.49.11.97.78
cite.rochedargent@crouspoitiers.fr

Michel Foucault Pole

12 rue Pasteur
86000 POITIERS
05.49.11.97.78
residence.michelfoucault@crous-poitiers.fr

Cité Roche d'Argent

1 rue Roche d'Argent
86000 POITIERS
05.49.11.97.78
cite.rochedargent@crouspoitiers.fr

Résidence Pont-Achard

41 boulevard Pont Achard
86000 POITIERS
05.49.11.97.78
residence.pontachard@crouspoitiers.fr

YOUTH HOSTEL

In case of problems, you should know that there is a youth hostel in Poitiers :

1, allée Roger Tagault - 86000 POITIERS
05.49.30.09.70
<https://www.hifrance.org/>

Opening hours :

Every day from 6 p.m. to 10 p.m.
Possibility of free and unlimited Wi-Fi connection

**How access in bus
 at the youth hostel?**

From the "Léon Blum" stop, take line 7 towards "Pôle République – Pierre Loti" and stop at the "youth hostel" stop.

AGENDA CULTURAL

All the cultural events of the University of Poitiers on :



MAP CULTURE

To take advantage of cultural outings at reduced prices and be invited to events :

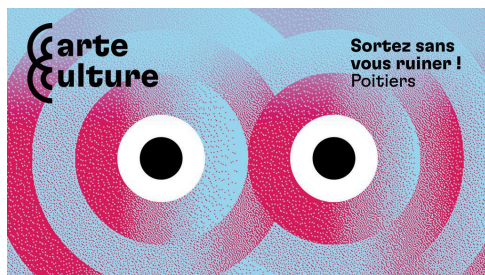
Culture card (films, concerts, shows) in the main cultural venues of the City of Poitiers.

The Culture card is free. Please note that you must be **under 26 years old to benefit from it.**

Other outings : The TAP, The Modern Comfort

To get to swimming pools, ice rinks, sports halls, bowling alleys, cinemas... near you, consult the "Sports, leisure" and "Cultures" sections of the city of Poitiers website.

To consult the news!



C	O	N	F	O	R	T
M	O	D	E	R	N	E

TAP THÉÂTRE
AUDITORIUM
POITIERS
SCÈNE
NATIONALE

NAYT'S (BDE)



The IAE Poitiers Student Office, or Nayts' (Night and Day Students) has several vocations : to federate and create a group spirit between the school's students, and to organize festive events.

THE BDS (SPORTS OFFICE)



A real association since September 2016, the Poitiers Sports Office (BDS) is made up of 14 Master's students. His goal? Animate the sports life of the IAE and offer students activities to punctuate their curriculum : tournaments of all kinds, Poit'vine Cup, IAE France Cup...

ASSOCIATION FOOTPRINT



It was created on October 5, 2010. The objective of the association is to organize cultural events in the Poitou-Charentes region and thus allow a public that is not a fan of cultural events to learn about it.

These can be of several kinds : art exhibitions, concerts, conferences, meetings, workshops, etc. It is an educational project that allows students from the University of Poitiers to come together around a cultural project but also to boost exchanges between institutions.

THE CHILDREN OF MARKETING

(Angoulême Campus / CEPE)

This student association aims to :

- Create solidarity between students by federating a real group cohesion
- Allow each student to be comfortable in his or her daily life (study, leisure, housing, outings, integration)

- Organize events in line with specialized training in marketing and cultures of consumption.



COM'UNITY



Created in March 2013, Com'Unity is the association of the Communication department of the IAE of Poitiers. Com'Unity's vocation is to contribute to the dynamic, cohesion and enhancement of the sector, to maintain links, to animate the network of graduates of this master's degree and to offer Communication Debates, thematic meetings or the Pitch ton Métier event, to discover the professions related to communication

ALUMNI OF THE IAE OF POITIERS



Brings together all the clubs in each sector. She has set herself a simple objective: to create links between graduates by building and maintaining an effective professional network.

CELL'IE



Since its creation in 2010, this association has set itself a dual objective : to disseminate and promote Economic Intelligence to the general public and professionals. Cell'IE is above all a human adventure forged by 6 generations of students trained in communication and Economic Intelligence.

ISE



Since its creation in 2010, this association has set itself a dual objective : to disseminate and promote Economic Intelligence to the general public and professionals. Cell'IE is above all a human adventure forged by 6 generations of students trained in communication and Economic Intelligence.

WAVE GREEN



Vague Verte is the association that promotes eco-responsible behaviour. Its aim is to make students aware of small ecological gestures in everyday life. DIYs, events and workshops are organised throughout the year

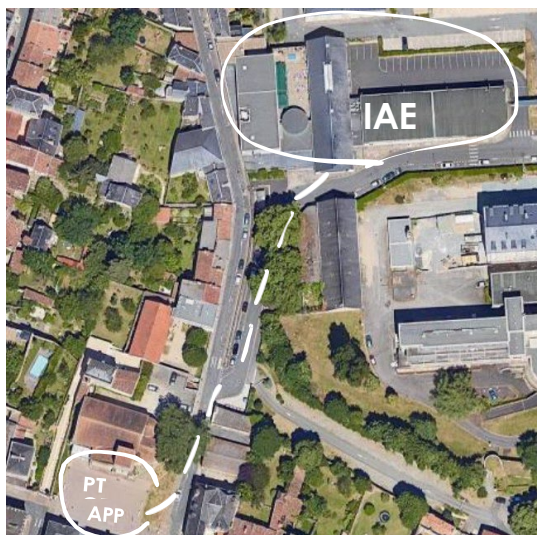
It is important for everyone's safety to respect the following :

- Do not leave your bags unattended.
- Inform Mr SOULARD Paul (Logistics Department, location: Reception) or the head of administrative services (door A 204) of any suspicious bag.
- Lost and found items will be dropped off at the reception. To collect them, contact Mr. SOULARD Paul.

All students enrolled at IAE must be able to present their student card to any IAE teaching or administrative staff requesting it.

In the event of an audible alarm, you are invited to leave the premises and go to the music conservatory square as soon as possible but without haste.

REGULATION INSIDE



The rules of procedure set out the rules that are essential to any life in the community.

It defines the rights and duties of everyone in order to create a climate conducive to work and good relations between people in accordance with fundamental principles and values, such as secularism and equal opportunities.

For nearly fifteen years now, our IAE has continued to obtain the **Qualicert label**.

Every year, our school is audited by an independent certification body, SGS, an international leader in quality control, inspection and quality certification.

The main criteria used are to evaluate the added value of initial and continuing training, the pedagogical and scientific quality of the teams, the efficiency of the administrative organization, the performance in terms of partnerships with companies and the international openness of our IAE.

















The QUALICERT certification is based on a reference framework integrating six quality criteria.


COLLECTION COMPLAINTS AND CLAIMS

As part of our **Qualicert** certification, we have set up a complaints and claims procedure.

We are committed to responding to you within a maximum of 15 days.
The form can be found on the home page of our website, in the "Practical services" section :

Services pratiques

 PORTAIL IAE >	 ASSOCIATIONS ÉTUDIANTES >	 ALUMNI >	 BIBLIOTHÈQUE >	 LANGUES LV2 >
 SÉCURITÉ >	 HANDICAP >	 BOURSES ET AIDES >	 ANNUAIRE/ORGANIGRAMME >	 PLAINTE / RÉCLAMATION >
 US - DROIT À L'IMAGE >	 RESTAURATION >	 TRANSPORT >	 CULTURE >	 SPORT >
 JOB TEASER >				


www.qualicert.fr

PRESENCE TO CLASSES

The whole course is divided into CM (lectures) or tutorials (tutorials). It is mandatory to be present at all classes.

A sign-in sheet is distributed at the beginning of the course (morning, after-noon) by the teachers. Each student present must sign it.



In order to obtain the best services, to maintain a pleasant environment for your studies and our work, we must all together respect a few simple rules, namely :

- 1 **Respect the work of the maintenance team:** do not lean your feet against the walls, use the selective sorting bins set up, crush your cigarette butts in the outdoor ashtrays provided for this purpose.
- 2 **Do not park your car in front of the entrance to the building, on the pavements or in front of the alleys** (the car parks closest to the IAE are indicated in this booklet, in the "Getting around" section).
- 3 **To turn off the Lights in**
- 4 **Do not make wild posters,** use the notice boards set up.

We want to maintain the image of a welcoming and well-maintained establishment. Therefore, compliance with these instructions must help us in this

CAPE CAMPUS BIKE

For €10 per month, cycle and benefit from regular maintenance of your equipment with CAP'sur le Vélo.

Information : **05 49 52 35 35**

WHERE PARKING TO COME TO THE IAE?

- Free parking on Boulevard Chasseigne.
- Paid car park at the Notre-Dame market located in the city centre (access via the Voie Malraux).

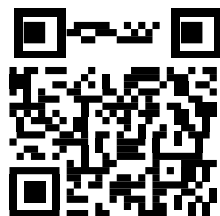
However, it is recommended to use public transport or bicycles.

THE "VPASS" BY VITALIS

There is a package for 18-27 year olds. Benefit from unlimited travel on all lines of the network at a preferential rate.

Information : **05 49 44 66 88**

To consult
the prices!





RESTORATION ACADEMIC

Price : €3.30* (price 2024/2025)

(*) The rate varies according to the student's profile.

- RU Roche d'Argent : Close to the School of Fine Arts and the Business School.
- Le 1873: Near the IAE, in the Rectorate.
- Pyramid: Poitiers City Centre.

CENTER TOWN

Bakeries, fast food, supermarket, restaurants.

PLACE MONTIERNEUF

3 restaurants.

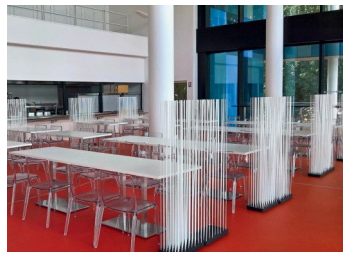
CAFETERIA IAE

2 break rooms for students and a terrace.

Equipment : microwave ovens, water fountain, snack and beverage dispensers.



Pyramid



RU Silver Rock



Institute of Business Administration

University of Poitiers

20 rue Guillaume VII le Troubadour

Bât. E1 - TSA 61116

86073 Poitiers Cedex 9 - France

Phone : 05 49 45 44 99 - Fax : 05 49 45 44 90

nos réseaux



@iaePoitiers



IAE of Poitiers



IAE Poitiers



IAE Poitiers