



**BREST
BUSINESS
SCHOOL**

International Students Handbook 2018 - 2019



Brest Business
School





**BREST
BUSINESS
SCHOOL**



BREST



WELCOME ABOARD !

I am very pleased to welcome you to **Brest Business School** (Ecole Supérieure de Commerce de Brest). Founded in 1962, **Brest Business School** is a fully accredited institution by the French Ministry of Higher Education and Research. **Brest Business School** provides management education to some 650 students and has a long-standing tradition of cooperation with European and international institutions.



Brest Business School is a member of the French Conférence des Grandes Écoles (CGE) and also belongs to many international associations or programs such as : the **ERASMUS+** EU program, **AACSB** international (Association to Advance Collegiate Schools of Business), **CLADEA** (Consejo Latino Americano de Escuelas de Administracion), **EAIE** (European Association for International Education), etc.

Since early 2017, **Brest Business School** is part of the **Weidong Cloud Education Group**, one of the leading company in e-learning and partner of UNESCO.

Being open to the world is one of the fundamental values of **Brest Business School** and we are very proud to welcome international students from all over the world to our school and its two campuses in **Brest** and **Qingdao**! You will find below some useful information in this « **International student's handbook** » that I do recommend that you read carefully to make your stay with us a very pleasant one!

I wish you every success in your studies and am looking forward to meeting you in person in Brest or Qingdao very soon!

Welcome to Brest Business School, welcome aboard !

Dai SHEN, Chief Executive Officer



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BREST BUSINESS SCHOOL

2, avenue de Provence
29200 BREST - FRANCE
Tel. +33 (0) 98 34 44 44

BREST BUSINESS SCHOOL AT A GLANCE

1. Brest Business School mission statement

Brest Business School designs and delivers relevant and effective academic degree programs to prepare its students to be **responsible managers and entrepreneurs** in a **global environment**, complemented by applied research activities to create economic and social value for its regional stakeholders.



2. **Brest Business School** is proud of being a truly international School of management with more than 50 international partner schools and universities worldwide.

3. Life in Brest

Located in a sheltered position near the Western tip of the **Breton peninsula** (North-West France), Brest enjoys an exceptional setting and a mild marine climate.

- Our city is well connected to France and the world through its international **Brest Bretagne airport**, an excellent highway access to Paris and Nantes, a **high-speed train** (TGV) service and easy links to the United Kingdom and the rest of Europe.
- Brest is one of the **leading regions in Europe** in the food and drink sector, naval activities, fishing, music production, tourism, publishing and logistics.



Please click on the logos to discover Brest

4. « In Brest, study whatever tickles your fancy !

Thanks to its multidisciplinary university, its **8 grandes écoles** (engineering and business schools) and its numerous **post-secondary training programs**, Brest offers a wide range of higher education choices that can lead to top-end job opportunities in fields such as marine science and technology, health care, electronics and digital technology, for which Brest has earned national and international renown.

With but few exceptions, in Brest you can study whatever tickles your fancy. »
text from www.brest-life.fr

5. School facilities

All students, including international students, will be given a personal **e-mail address** upon arrival which they may use during their period of study at **Brest Business School**. Besides, the school has the following facilities :

- 3 amphitheatres
- Language and multimedia laboratory
- Restaurant
- All classrooms equipped with video projection systems
- Video conferencing system available



6. Incubateur



Develop your entrepreneurial spirit and project with the Incubator Product in Brittany - BBS. Established in 2006, our incubator is one of the first in higher education in France:

- Accompaniment and support for your business creation project
- Pre-incubation space within the Espace Entreprises
- Ability to work on your project as part of your studies

6. Library

Library collection :

- 8500 books or electronic books
- 130 printed and online magazines
- Tens of thousands of full text books and articles are available on the electronic database Business Source Complete from EBSCO, on the digital library Scholarvox from Cyberlibris and on Cairn, online collection of francophone publications in social sciences and humanities.
- Over one million accessible statistics and facts since the database Statista

◆ **Opening hours** : 8:30 to 6:30 pm Monday to Friday

◆ **Contact** : Id_infotheque@brest-bs.com



The school is located in a modern and spacious building with a total surface area of 9 300m². There are over 300 parking spots, and the school is 5 km from the city centre and 2 km from the nearest shopping centre.



BBS ACADEMIC CALENDAR*

2018 - 2019

Undergraduate programs

◆ Bachelor in International Management (BIM)



- BIM 1
- BIM 2
- BIM 3

1st SEMESTER (Fall) **

September 10, 2018
January 11, 2019

September 10, 2018
December 21, 2018

September 10, 2018
December 21, 2018

2nd SEMESTER (Spring)**

January 14, 2019
April 26, 2019

January 7, 2019
April 26, 2019

January 7, 2019
April 12, 2019

◆ Bachelor E-Business and Marketing (BEBM)



- BEBM 1
- BEBM3

1st SEMESTER (Fall) **

September 10 2018
January 11, 2019

September 10, 2018
December 21, 2018

2nd SEMESTER (Spring)**

January 14, 2019
April 26, 2019

January 7, 2019
April 12, 2019

Graduate programs

◆ Master in Management (MIM) - Programme Grande École (PGE)



- PGE 1
- PGE 2
- PGE 3

1st SEMESTER (Fall)**

September 10, 2018
January 18, 2019

September 10, 2018
January 18, 2019

September 10, 2018

2nd SEMESTER (Spring)**

January 21, 2019
May 31, 2019

January 21, 2019
May 31, 2019

May 31, 2019

** Exams included

BBS ACADEMIC CALENDAR*

2018 - 2019

◇ **Master of Science in International Business (MIB)***



Including a double degree trip to Ireland in April

***15 Months program**

◇ **MS Programs : Courses + Internship**



Specialized Mastère in Management Control :

September 25, 2017 to July 13, 2018.

Specialized Mastère in Logistics supply chain/Finance :

September 25, 2017 to July 13, 2018

Specialized Mastère in Finance :

September 25, 2017 to July 13, 2018

*The dates of semester are given as information only and are liable to change.



INTERNATIONAL OFFICE



FOR INTERNATIONAL NON-EXCHANGE FEE-PAYING DEGREE-SEEKING STUDENTS

International students (non-exchange) come from all corners of the world making **Brest Business School** an international melting pot. Schools of Business, also called "**Grandes Écoles**", are uniquely French institutions. Set up in the early nineteenth century in parallel with the university system, they are extremely selective and provide education to the very highest standards. About two-thirds of the Managing Directors and Chief Executives of the top one hundred French companies are "**Grandes Écoles**" graduates !

The objective of any training course is to acquire both technical and behavioural knowledge in order to succeed in a professional project. To achieve this objective, our School places **employability** and **innovation** at the heart of its educational approach.



Denis MELLE
Director of International Relations

Each course program is designed to meet the anticipated market expectations and corporate needs. Companies are deeply involved in our school life through various commissions and steering committees. They take an active part in the design of courses and validate their suitability to market needs and corporate expectations.

Our dedicated **Business Center** along with our **Corporate Relations Department** provide special services to our Bachelor's and Master's students: personal consultations and guidance to help them enter the business world successfully upon or shortly after graduation. Join us by applying to any of the following degree programs :

- **Bachelor in International Management (BIM)** – English-taught program
- **Bachelor E-Business and Marketing (BEBM)** – French-taught program
- **Master of Science in International Business (MIB)** – English-taught program
- **Master in Management (MIM)** – English-taught **and** French-taught program
- **Specialized Mastère in Management Control/ Logistics supply chain/Finance** – French-taught program

Mickaël COLIN
International Recruiting Officer

Tel. +33 (0)2 29 00 62 37
Mobile +33 (0)6 81 47 69 23
Email : mickael.colin@brest-bs.com

Contact our **International Students Association (ISA)** for any assistance that you may need.

Email : isa@brest-bs.com



INTERNATIONAL OFFICE



FOR INTERNATIONAL EXCHANGE STUDENTS

Exchange students, are selected by their home university. The selection criteria are decided upon by the university of origin. In general, it is the coordinator from the university of origin who nominates their outgoing students to **Brest Business School** International Office. This information should be sent as soon as possible so as to give **Brest Business School** International Office time to register requests for places and to answer accordingly depending on how many places are available. Registration at **Brest Business School** is only considered complete when the exchange students have arrived in Brest and supplied the International Office with all the necessary documents required.



Nelly PLOUZENEC
International Coordinator

Timetable and courses are organized on a semester basis. French classes for beginners are available for exchange students throughout the year.

Internship : Should international exchange students wish to carry out an internship in France, they should contact their home university which remains the legal entity likely to issue a placement contract (« convention de stage ») to them.

Brest Business School operates within the Euro Credit Transfer System (ECTS).

Shivnath PALEM

International Relations Assistant

Tél. +33 (0)2 98 34 44 85

E-Mail : palem.shivnath@brest-bs.com

Contact our **International Students Association (ISA)** for any assistance that you may need.

E-Mail : isa@brest-bs.com



ONLINE ENROLMENT PROCEDURE

FOR INTERNATIONAL NON-EXCHANGE DEGREE SEEKING STUDENTS



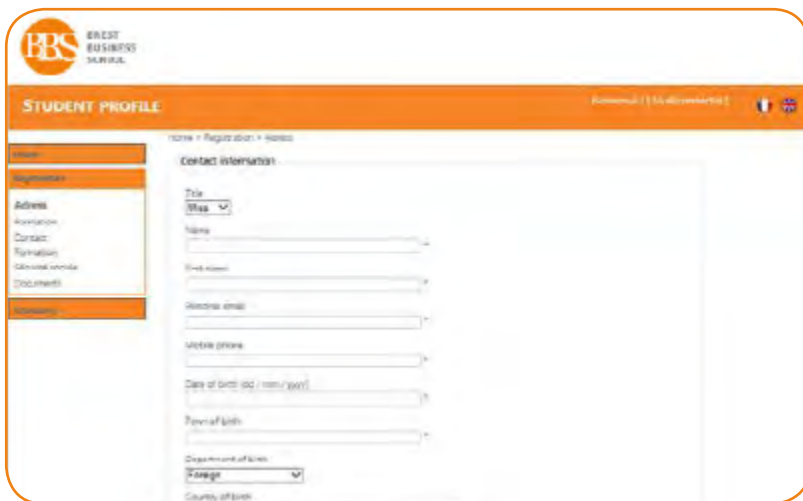
The screenshot shows the 'STUDENT PROFILE' page with a 'CONNECT' section. It includes a login form with fields for 'Email/Logon', 'Password', and 'Remember Password?'. A 'Connect' button is located at the bottom right of the form. The page header includes the BBS logo and the text 'STUDENT PROFILE'.

STEP 1

All international degree-seeking students **MUST** enrol online. Please connect to using the login and password you have been given by our IT department :

<http://talentdays.brest-bs.com/>

Please follow the screens of our application by clicking on **"Connect"** and **"Submit"** whenever necessary.



The screenshot shows the 'STUDENT PROFILE' page with a 'CONTACT INFORMATION' section. It includes a form with fields for 'Title', 'Name', 'First name', 'Last name', 'Electronic email', 'Mobile phone', 'Date of birth (dd / mm / yyyy)', 'Town of birth', 'Department of birth', 'Country of birth', and 'Country of birth'. A 'Save' button is located at the bottom right of the form. The page header includes the BBS logo and the text 'STUDENT PROFILE'.

STEP 2

Please provide your **profile details** by filling in the screens.



The screenshot shows the 'STUDENT PROFILE' page with a 'WELCOME' message. It includes a 'My situation' section with a 'Profile' icon and a 'My personal space' section with an 'Activate' button. The page header includes the BBS logo and the text 'STUDENT PROFILE'.

STEP 3

Your enrolment at **Brest Business School** is now complete. **Congratulations !**

STEP 4 : PLEASE NOTE...

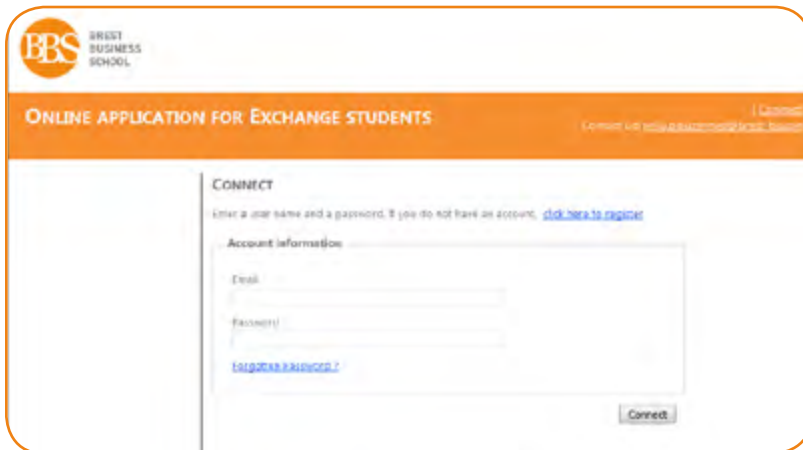
Whilst your online enrolment has been successfully completed, you may still contact our International Recruitment Officer Mr Mickaël Colin @ mickael.colin@brest-bs.com

Tel. +33 (0)2 29 00 62 37

Mobile. +33 (0)6 81 47 69 23

ONLINE ENROLMENT PROCEDURE

FOR INTERNATIONAL EXCHANGE STUDENTS

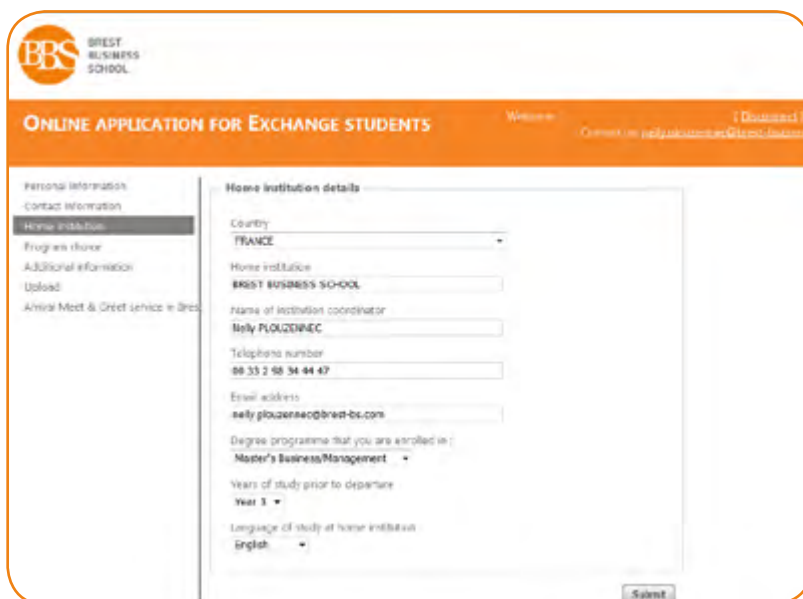


STEP 1

Please connect to the following link to start the procedure :

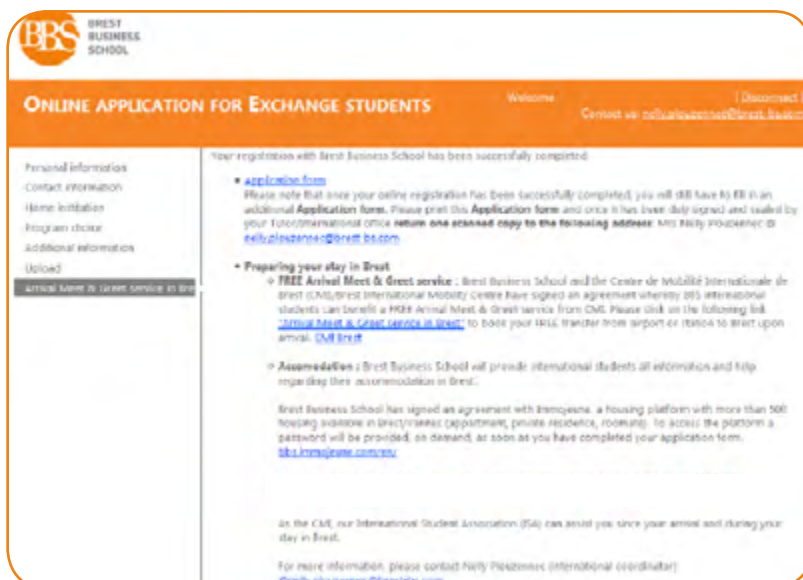
<http://exchange-student.brest-bs.com>

Exchange students **MUST** apply online to enrol with **Brest Business School**. Please follow the screens by clicking on "Connect" and «Submit» whenever necessary.



STEP 2

Fill in the forms as kindly requested by our application.



STEP 3

You are nearly there !

STEP 4 : PLEASE NOTE...

... that once your online registration has been successfully completed, you will still have to fill in an additional **Application form**. Please **print this Application form** and **once it has been duly signed and sealed by your Tutor/International office return one scanned copy to the following address: Mrs Nelly Plouzenec (International coordinator)**

@ nelly.plouzenec@brest-bs.com

Tel. +33 (0)2 98 34 44 47

ARRIVAL IN FRANCE*

VISAS AND RESIDENCE PERMITS

Before starting your journey to France, please visit the French embassy and **CAMPUS FRANCE** websites of your country of origin, for any information you should know about travelling to France.

More informations visit :

www.campusfrance.org/en/page/one-several-ways-%E2%80%A6

www.campusfrance.org/en/page/long-term-visa-used-residence-permit-vls-ts

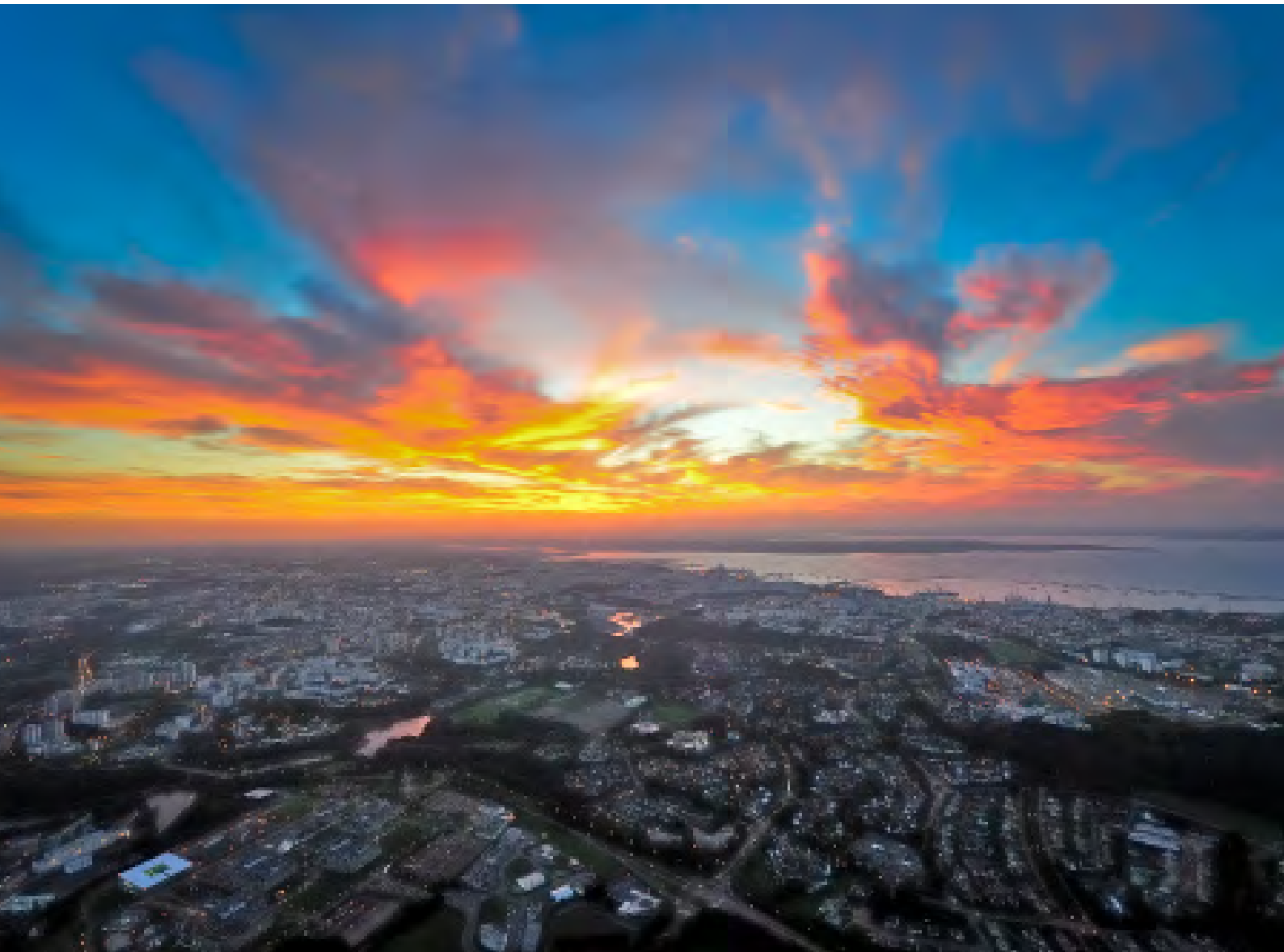
1. European Union Citizens

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

2. Non-European Union citizens visa procedure

For a study period of over three months in France, it is generally mandatory for **non-EU students** to apply for a visa.

All necessary information is available on Campus France website : www.campusfrance.org



4. Visas delivered by French consulates.

Non-European students need to apply for a Long-Stay Student Visa (VLS-TS Student) through the French Consulate in their home country. They must not apply for a tourist visa.

The Long Stay Student Visa or VLS-TS Student, allows you to study in France **from 4 months to 1 year**. The VLS-TS has to be renewed every year.

With your visa, the French consulate will issue a form called « **demande d'attestation OFII (*)** » that you will need to validate for your visa, once in France. The CMI (Centre de Mobilité Internationale) will assist you in this administrative procedure.

The VLS-TS will allow you to travel in all the countries of the Schengen Area and to work 964 hours per year (20 hours per week). Please note that the students willing to sign an Apprenticeship contract will have to ask for a provisional authorization of working 35 hours per week to the DIRECCTE (Direction Régionale des Entreprises, de la Concurrence, de la Consommation, du Travail et de l'Emploi). Applying for an Apprenticeship contract is only possible after one year of regular studies in France.

For any further information, to prepare your stay in France, please visit the official website for visas :

<https://france-visas.gouv.fr>



Please bear in mind that travelling outside France is **not possible** until your visa has been fully validated (please check with the Consulate as to whether or not you will be eligible to visit other countries). Once validated by the **OFII**, this visa gives the student the same rights as the residence permit (*carte de séjour*), which it replaces.





RESIDENCE PERMIT

The CMI Brest will assist you in your residence permit application.
Please make an appointment online with us.

MOBILITE-BREST.UEB.EU

Contact : CMI Brest

Email : Général : cmibrest@u-bretagne-normandie.fr

Renseignement concernant l'accueil : cmibrest.bienvenue@u-bretagne-normandie.fr

Procédure OFII : cmibrest.ofii@u-bretagne-normandie.fr

Address : Cité internationale 235 Cours Aimé Césaire - 29239 Brest Cedex 3

Tel. : +33 (0)2 98 01 67 00

Once your complete application has been validated, you will be summoned by the Centre de Mobilité Internationale or the prefecture in order to sign for your residence permit.

This process will take several weeks to complete.

You will not receive your official residence permit before several months, in the meantime a provisional permit or 'récépissé' will cover your daily requirements.

TRANSPORTATION TO BREST

1. BY PLANE

Brest is linked to the whole of Europe by an **international airport**: Brest-Bretagne (BES). The city of Brest is one hour's flight from Paris (8 flights per day : 3 flights from Roissy Charles de Gaulle - CDG and 5 flights from Orly - ORY). Other direct-flight destinations include Nantes, Lyon, Nice, Marseille, Toulon, Birmingham, Exeter and Southampton, etc.

Brest airport is served by many airline companies such as Air France, Easy Jet, Ryanair, Flybe, Vueling. More details on www.brest.aeroport.fr/en/



2. AIRPORT SHUTTLE

A shuttle service links Brest Bretagne airport and Brest city centre several times a day. Simply take the airport shuttle right outside the terminal and get off at the tram station line 1. The tram will take you directly to the city center. One way ticket costs 1.5 euros.

www.brest.aeroport.fr/navette-aeroport



3. BY TRAIN

There are 5 daily trains which run from Paris Charles de Gaulle to **Brest** (change in Rennes). To give you an idea, this is the current daily schedule from the departure airport **Roissy-Charles de Gaulle** and **Gare Montparnasse** (please check before booking): www.sncf.com/en/passengers

4. BY ROAD

Brest is 580 kilometres from **Paris**, 254 km from **Rennes**, 145 km from **Lorient** and 145 km from **Saint-Brieuc**. The main routes arrive at **Brest** from the East (**Rennes**) or from the South (**Nantes**).



ARRIVAL IN BREST*

FREE MEET & GREET SERVICE

1. Free meet and greet service (reception at the airport or the station upon arrival)

Brest Business School and the **Centre de Mobilité Internationale** de Brest (CMI) / Brest International Mobility Centre have signed a partnership agreement whereby BBS international students can ask for a **Free** Meet & Greet service from CMI. Please click on the following link to benefit from this **FREE** « Meet & Greet service in Brest ».



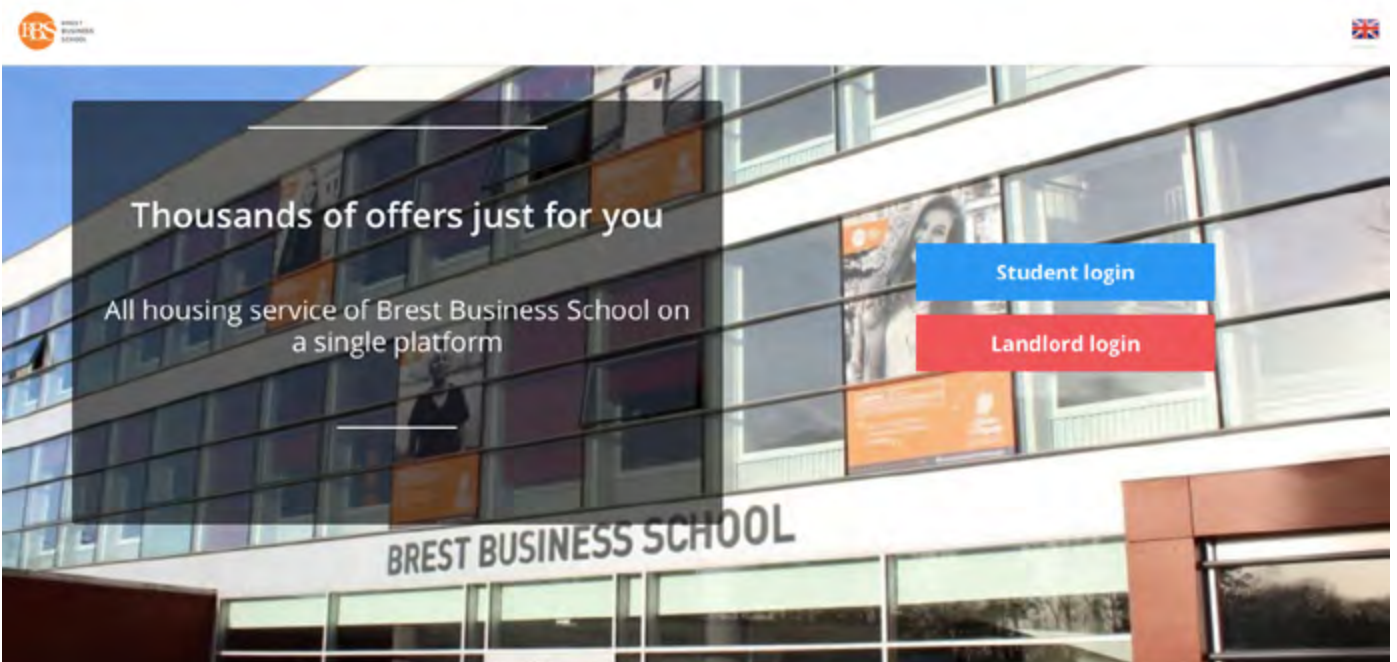
The screenshot shows the website for the Centre de Mobilité Internationale de Brest. The main navigation bar includes 'UNIVERSITE BRETAGNE LOIRE DE BREST' and 'CENTRE DE MOBILITE INTERNATIONALE'. A prominent banner reads 'WELCOME TO BREST' with the text 'In partnership with Fidé@ Join online'. Below this, there are several informational cards: 'INTERNATIONAL RESEARCHERS AND PHD STUDENTS : DECLARE YOUR INTENTION', 'REQUEST TO BE WELCOMED BY A MENTOR WHEN ARRIVING IN BREST' (highlighted with an arrow and the text 'Here you go!'), and 'LES SERVICES CMI'. At the bottom, there are links for 'FIND US ON FACEBOOK', 'PREPARER SON DOSSIER', and 'FLUX EXPRESS SERVICES'.

2. Finding and booking long term accommodation in Brest

We strongly recommend you to book your housing in advance. **Brest Business School** has signed a partnership agreement with **Studapart**, a housing platform in Brest (apartments, private residences, roommates etc.).

<https://brest-bs.studapart.com/en/>

Studapart Password for Brest campus : HOUSINGBRESTBS



The image shows the Studapart website interface overlaid on a photograph of the Brest Business School building. The text on the screen reads 'Thousands of offers just for you' and 'All housing service of Brest Business School on a single platform'. There are two prominent buttons: a blue one for 'Student login' and a red one for 'Landlord login'. The IBS logo is visible in the top left corner, and a small UK flag is in the top right corner.

3. Finding and booking short term accomodation in Brest

1. Centre de Keraudren

In order to make your arrival in Brest easy, we suggest that following your arrival you stay at **Centre de Keraudren** for the first few night(s). This residence is close to the airport.



Centre de Keraudren

110 Rue Ernestine de Trémaudan

29200, Brest

www.centrekeraudren.com

02 98 34 66 34

For more information please contact

Mickaël COLIN

Tel. +33 (0)2 29 00 62 37

Mobile. +33 (0)6 81 47 69 23

Email : mickael.colin@brest-bs.com

Contact our **International Students Association (ISA)** for any assistance that you may need.

Email : isa@brest-bs.com



2. Recommended hotels in Brest

Close to the airport

City center

- **Hôtel Abalys**

7 avenue Georges Clemenceau
29200 Brest
02 98 44 21 86
www.abalys.com

- **Hotel Saint Louis**

6 rue Algérisas
29200 Brest
02 98 44 23 91
www.brest-hotel.com

- **Hotel de la Gare**

4 boulevard Gambetta
29200 Brest
02 98 44 47 01
www.hotelgare.com

- **Hotel Balladins**

253 rue du Général Paulet
29200 Brest
02 98 47 31 02
www.hotel-brest-balladins.fr

- **Première classe**

ZI de Kergaradec 30 bis avenue Baron Lacrosse
29 850 Gouesnou
08 92 23 48 14
www.premiereclasse.com

5. Real estate agencies

- **Oceanic immobilier**

22 rue de Lyon, 29200 BREST
Tél. 02 98 33 10 33
Site web: [Oceanic](#)
Email : contact@oceanicimmobilier.com



- **Foncia Location**

34 Rue Amiral Linois, 29200 Brest
Site web: [Foncia](#)
Tel. 02 98 33 94 00



- **Agence centrale immobilière**

278 Rue Jean Jaures, 29200 Brest
Tél. 02 98 44 09 44

- **Le Martret immobilier**

44 rue du Château, 29200 BREST
Tél. 02 98 44 38 10

- **Iroise immobilier**

13 place de la Liberté 29200 BREST
Tél. 02 98 43 29 00

Brest Business School Students from the EU will have certain benefits offered by Oceanic immobilier and Foncia Location (20% Agency fee discount).

6. Useful websites*

Institutional

[Etudiant.gouv](#)

[Visale](#)

[Lokaviz](#)

Commercial

[Leboncoin](#)

[LeTelegramme](#)

[Ouestfrance](#)

* **Never pay any amount by anticipation and check the safety of the advertisement.**

* **The above information is indicative only and is in no way contractual.**

TRANSPORTATION IN BREST*

1. The best way to reach the city center is to take the bus. There are **19 lines all around the city**, during the weekdays till 22:40, on Friday and Saturday until 00:40.

Here is the table showing different categories of tickets :

NAME	PRICE	VALIDATION	DOCUMENTS REQUIRED
Ticket unité (single journey ticket)	1,50€	1 hour	/
Ticket journée (day pass)	4,00€	1 day	/
Carnet de 10 tickets (a book of 10 tickets)	12,50€	Each ticket is valide for 1 hour	/
Coupon hebdo (weekly pass)	14,20€	From Monday to Sunday	/
Coupon mensuel (monthly pass)	28,00€	From the 1 st day to the last day of the month	- 26 yo

2. You can buy tickets at **bibus accueil** or on the bus (1.50€uros) :

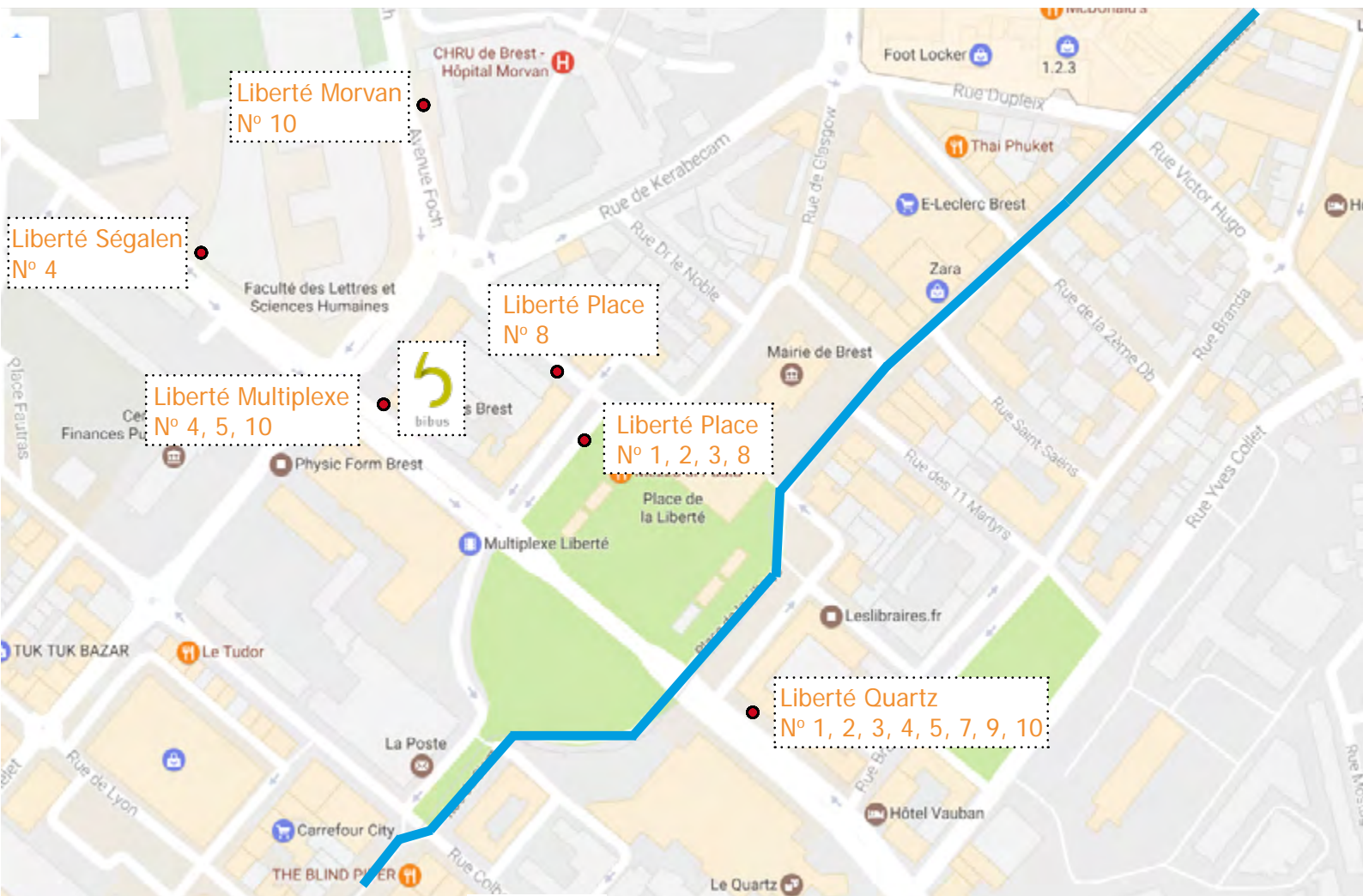
33 avenue Clémenceau
29200 BREST
Tel. 02 98 80 30 30
www.bibus.fr



3. To go to **Brest Business School** you can take **lines 1 or 5** from « **Place de la Liberté** ».

If you take **line 1** in the direction of **Hopital Cavale**, you can get off at «**Ecole de Commerce**».
If you take **line 5** in the direction of **Provence**, you need to get off at «**Gascogne**» and walk about 2 minutes to the school.

Map showing the Town Hall, nearby bus stops, bus routes and points of interest.



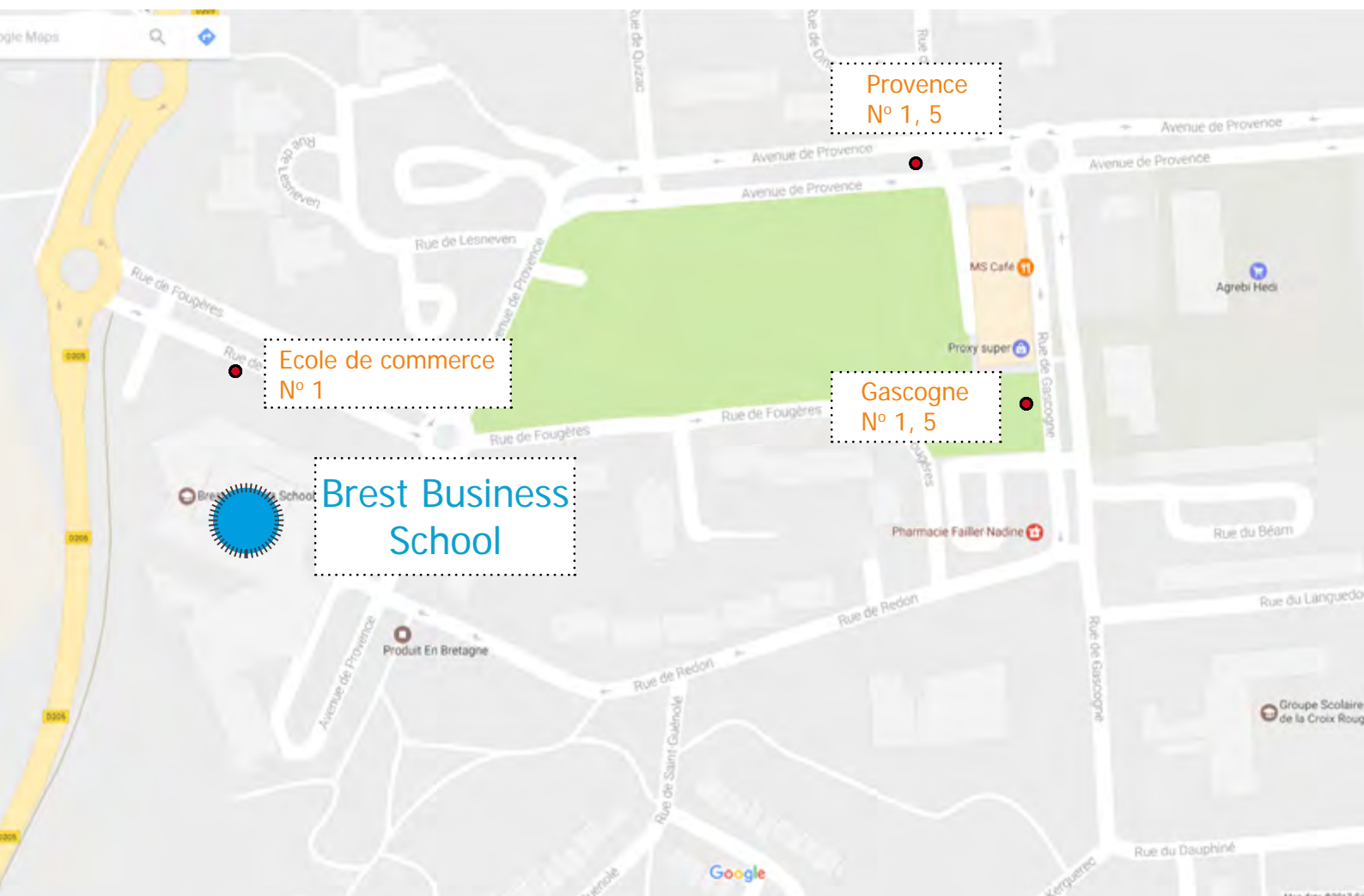
Tramway

Two lines were created in 2012.

The Tramway links **Porte de Plouzané** to **Porte de Gouesnou** or **Porte de Guipavas**.



Map showing Brest Business School campus, nearby bus stops and bus routes.



Taxi services :

Taxi Brest :

Tel. 06 33 15 05 01

www.taxi-brest.com

Brest Taxi 806 :

Tel. 02 98 80 68 06

www.taxi806.com

Taxis Brestoïis :

Tel. 02 98 80 18 01 or

02 98 80 43 43

www.taxisbrestoïis.com

Taxis des Korrigan's :

Tel. 02 98 43 91 30 or

06 99 97 80 00

www.taxi-brest-korrigan's.fr

Points of interest around Brest :

You can use the public transportation **to go to the beach or visit the region**. All the itineraries and prices : www.viaoo29.fr

It's also possible to **visit islands** (Ouessant, Batz, Molène...) near and from Brest. Boat fares and schedules : www.pennarbed.fr

If you wish to have more information on things happening in the city visit the office of tourism's website: www.brest-metropole-tourisme.fr/en/. As additional information here's the website for the office of tourism for Pays des Abers: www.abers-tourisme.com/.

* The above information is indicative only and is in no way contractual.

ACCOMMODATION*

The following information is valid for renting any type of accommodation.

Before signing any contract, you need to think carefully. We advise you to ask the members of **BBS' International Student's Association (ISA)** to help you find accommodation and read the lease in detail before signing it. Once you have signed a contract, you will not be able to leave the accommodation before the term without losing your **deposit** and your first month rent.

Contact via Email : isa@brest-bs.com

1. Housing insurance

If you don't have this insurance, the landlord has the right to refuse your access to the apartment. This insurance costs around 45 Euros for a year. Before signing the insurance contract, please check first with your landlord that this insurance is not already included in the rent.

Deposit: This deposit usually corresponds to one month' rent. It covers the landlord in case you damage the apartment (damage to the carpet for instance). This deposit is to be paid before or upon arrival and it will be given back to you after you have checked out. However, by law, the landlord has 2 months to return your deposit.

Important : the deposit does not correspond to the last month rent and should not be used as such.

2. Rent

You must pay the rent for the first month on arrival (all service charges included).

The monthly rent is usually fixed in advance with the landlord and it normally includes the main **taxes & bills** (water, heating, local taxes). This means that students don't have to bother with these matters, which can be complicated and time-consuming especially when the administrative websites are all in French.



3. Please be aware when planning your budget that it is normal for private accommodation in France to be let for a standard duration which is not normally negotiable.

This means that, depending on the semester dates, there may be a short period of time for which you will have to pay for accommodation although unoccupied. For instance, if you leave on May 20th, you will be obliged to pay for the whole month. This is not within **Brest Business School's** control and no exception can be made.

Notice: Before leaving Brest, you will have to give notice to the landlord (notice should be written and sent by recorded delivery)

- 3 months for unfurnished accommodation
- 1 month for furnished accommodation.

NB: students staying in University housing must give one-month notice by completing a form at the Residence front desk.

If notice is not given according to the correct procedure, your deposit will **not** be returned.

If you have signed a lease and you want to leave the accommodation before the end of its term, we also remind you that it is essential to give notice on time. If you move out before the term, you will lose your deposit and that month rent.

4. Check-in and check-out

You must **check-in** with your landlord on the day of arrival. This involves an inventory of the furnitures and equipments. Check everything in the room (wallpaper, windows, bathroom facilities etc.) and sign the document, you and the landlord will keep a copy each.

You also must do a **check-out** with your landlord before leaving the room. You are expected to leave the accommodation as you found it. All accommodation will be inspected and extra cleaning or repairs will be at your own expense. The landlord has the right to keep part of your deposit if the accommodation has been damaged, or if something (i.e.: a blanket) is missing.

5. Housing Tax

If you sign a contract from January 1st and/or if you stay a whole academic year, you may have to pay a national housing tax called « Taxe d'habitation » (students living in a University Residence are not concerned). If this is the case, you will receive the bill by post at your home country. The amount depends on the characteristics of the accommodation and the landlord's status. If you want to make a claim, you will have to contact the « Centre des Finances Publiques ». In order to avoid any problem, we strongly recommend you to sign your own lease contract even if you are sharing a flat.



6. Housing Benefit

International students (**European students and non-European students with visa validated by OFII or holders of a resident permit**) have the right to apply for housing benefits (APL), which covers 30% to 40% of the rent. If you are eligible for housing benefit, you will receive a monthly allowance. Payments are made by **CAF: Caisse d'Allocations Familiales**.

Please note

- You must apply online via www.caf.fr as soon as possible (on the first week of arrival in Brest). **ISA (Internationale Student Association)** can assist you.
- Housing benefits are not paid for the first month of rent.
- If you live in University residence, **CAF** payment will be made directly to the University residence, your rent will therefore be reduced.

7. How to claim housing benefits ?

- Identity card or passport,
- Certified translation of your birth certificate (dated less than 3 months),
- Official family record book if you have children,
- Health insurance card,
- Copy of the visa validation ("yellow sticker") if you are Non-European,
- French bank details (= IBAN) **ISA** can help you to open a bank account in Brest, because no payment can be made on a foreign bank account by CAF,
- Proof of income,
- Special form signed by the landlord.

*NB: These documents may be asked more than once as **CAF** is doing many controls.*

At the end of the semester, you will have to inform **CAF** that you are leaving France. You will also have to notify your French bank of your departure so that they can close your bank account after you receive the last **CAF** payment which will be made in March or September.

8. Noise and parties

You must respect the accommodation and also your neighbours. In France, you are not allowed to disturb your neighbours, after 10:30 pm. If neighbours call the police, you might be fined up to 150 €.



HEALTH AND INSURANCE*

Health service in France is based on **freedom of choice** concerning doctors, chemists, or hospitals in case of need. The French National Health service called "**SÉCURITÉ SOCIALE**" is a system which re-funds part of health costs. The amount varies from 70% for medical consultation to 35% for certain medicines. This refund only applies to patients covered by National Insurance. Health insurance is **compulsory** for all international students coming to study in France.

- **Students from the 27 member states of the European Union**

They are eligible for this cover provided that they have a **European Health Card (E111)** issued by the **Social Security** office in their country of origin before their visit to France. This system covers any possible health expenses and requests for refunds submitted to the "**Caisse d'Assurance Maladie du Nord Finistère**" (local Health and Social Security office for Brest). For more information, please visit the following websites:

www.lmde.com and www.smeba.com

A copy of this European Health Card is to be given to our Accountancy Department.

NB : It's strongly recommended to subscribe to an international insurance covering civil liability and medical repatriation.

- **Non - European Union Students**

1. **Non-European Union students under 28 years old**

Registration with the French Social Security System is **compulsory** for all non-European Union students under 28 years old. This should be purchased upon your arrival at **Brest Business School** and costs approximately 220€. Payment may be made by check or by bank transfer, the International Office will assist you if necessary. The **Social Security** refunds 65 to 70% of the medical bills. You will always have to pay medical expenses up front.

NB: You will be asked to provide a recent & certified translation of your birth certificate in order to register.

We also require a copy of your international insurance (in English or French) covering civil liability and medical repatriation. Without this document, it will be impossible to register you at Brest Business School. It is imperative that you bring it with you.

Travel insurance covering loss or theft of personal belongings is strongly recommended.



2. Non-European Union students of 28 years of age and above

Should take out private health insurance in their home country. **This insurance should cover medical, hospital and repatriation expenses during their stay in Europe.**

- **Special case**

If you have **French nationality** but you are a student from a partner university, you must be registered with the **French Social Security System**. This should be purchased upon your arrival at **Brest Business School** by check or by bank transfer (approx 220€).

*NB: The subscription to the **French Social Security System** is effective from October 1st until September 30th of the following year. This means that you will also need coverage for the month of September – one-month packages are available through specialized student insurance companies. Also, non-European students staying the civil year in France (January-December) will have to renew their subscription in October and therefore pay a total of 2 times 220 euros.*



*The above information is indicative only and is in no way contractual.



You are strongly advised to open a current bank account upon arrival in Brest. Remember that at the beginning there are often larger expenses such as paying rent in advance as deposit.

Here are some banks with which Brest Business School as a partnership agreement :



Crédit Mutuel de Bretagne

Agence de Bellevue,
3 place Napoléon III,
29200 Brest,
02 98 01 22 35
www.cmb.fr



BNP Paribas

Agence de Brest,
16 avenue de Tarente,
29275 Brest,
08 20 82 00 01
www.mabanque.bnpparibas/



Société Générale

Agence de Bellevue,
18 Place Napoléon III,
29200 Brest
02 98 03 08 48
www.societegenerale.com



Crédit Agricole

Agence de Bellevue,
58 place Napoléon III,
29200 Brest,
09.80.98.29.29
www.ca-finistere.fr

For more information on contacts refer to :
<http://brest-bs.com/lecole/vie-etudiante/> (Partenariats bancaires)



INDICATIVE COST OF LIVING IN BREST

The approximate estimated cost of living for a student in Brest or can be broken down as following:

- **Accommodation in town** : 250€ - 350€/month (approx)
- **School restaurant** : 5.00€ (approx)
- **University restaurant** : 3.25€ (approx)
- **Everyday expenses** including food, transport, etc : 200€/month (approx)

Supermarkets

You will find some supermarkets in town. You can find below a non-exhaustive list of different supermarkets in Brest.



16 rue de la 2ème DB
29200 BREST
Tel. 02 98 44 56 45
Open from **Monday** to **Saturday**
from 9 a.m. to 8 p.m.



10 Place Maurice Gillet
29200 Brest
Tel. 02 98 46 00 14
Open from **Monday** to **Saturday**
from 7 a.m. to 10 p.m.
And on **Sunday**
from 9 a.m. to 13 p.m.



17 Rue Cuirassé Bretagne
29200 Brest
Tel. 02 98 47 74 11
Open from **Monday** to **Saturday**
from 8:30 a.m. to 7:30 p.m.
And on **Friday**
from 8:30 a.m. to 8:00 p.m.



126 Boulevard de Plymouth,
29200 Brest
Tel. 02 98 31 42 74
Open from **Monday** to **Saturday**
from 9 a.m. to 9 p.m.

EXTRA AND LEISURE ACTIVITIES

Brest offers all the advantages and the service level of a regional metropolis minus the daily hassles of very large cities.

In Brest, there are no traffic jams and no housing shortage. Finding a parking space or picking up one's children at school doesn't turn into a nightmare.

Proximity is the keyword: proximity of services, of facilities and above all of an exceptionally beautiful nature.

SHOPPING

- Centre-ville, rues de Siam et Jean Jaurès..

- **Coat ar Gueven**

www.coatargueven.com

- **Espace Jaurès**

www.espacejaures.com

- **Les portes de Guipavas**

www.lesportesdeguipavas.fr

SWIMMING-POOL

- **Foch**

25 avenue Foch

Tel. 02 98 33 66 20

- **Saint-Marc**

Rue Maurice Piquemal

Tel. 02 98 41 47 99

- **Spadium Parc**

Boulevard Léopold Maissin

Le Relecq Kerhuon

Tel. 02 98 34 34 34

RINK

- **Rinkla Stadium**

Place Napoléon III

Tel. 02 98 03 01 30

TOURISM OFFICE

- Visit the «la mer d'iroise» islands (Molène, Ouessant). Departures from Brest or Le Conquet 7/7, all the year

www.brest-metropole-tourisme.fr

Discovering the beautiful western french islands

<http://www.iles-du-ponant.com/>

CINEMA

- **Multiplexe Liberté**

10 avenue Georges Clémenceau

Tel. 02 29 61 13 13

- **Celtic**

187 rue Jean Jaurès

Tel. 08 92 68 85 88

- **Les Studios**

136 Rue Jean Jaurès

Tel. 02 98 46 25 58

EXHIBITIONS / SHOWS

- **Le Quartz**

60 rue du Château

Tel. 02 98 33 95 00

- **La Carène**

30 rue Jean-Marie Le Bris

Port de Commerce

Tel. 02 98 46 66 00

- **L'Arena**

Boulevard de Plymouth

Tel. 02 29 00 74 30

AQUARIUM

- **Océanopolis**

Discover one of the most important Ocean Park in Europe.

Port de plaisance Moulin Blanc

Tel. 02 98 34 40 40

MUSEUMS

National Marine Museum

www.musee-marine.fr/brest

Fine Arts Museum

www.musee-brest.com

Fonds Hélène & Édouard Leclerc

www.fonds-culturel-leclerc.fr/

USEFUL INFORMATION

Public Holidays 2018

New Year	January 1
Easter Monday	April 2
Labour Day	May 1
WWII Victory Day	May 8
Ascension Thursday	May 10
Pentecost Monday	May 21
National Day	July 14
Assumption Day	August 15
All Saints Day	November 1
Armistice Day	November 11
Christmas Day	December 25

Emergency service in France

- Police : **17**
- Fire/Ambulance : **18**
- First Aid/Ambulance : **15**

Major student events in Brest include ...

- La Déambule
- Campus en jeux
- Support your Breizh band
- Les Pétrarades, etc.

Not to mention the "Astropolis" electronic music festival, the "Festival du Bout du Monde", «Festival des Vieilles Char-rués», «Fête du Bruit» music festivals, and the "DansFabrik" dance festival.

Brest Business School is on the social networks



Brest Business School



BrestBS



brest.bs



BrestBS



StudentBrestBS

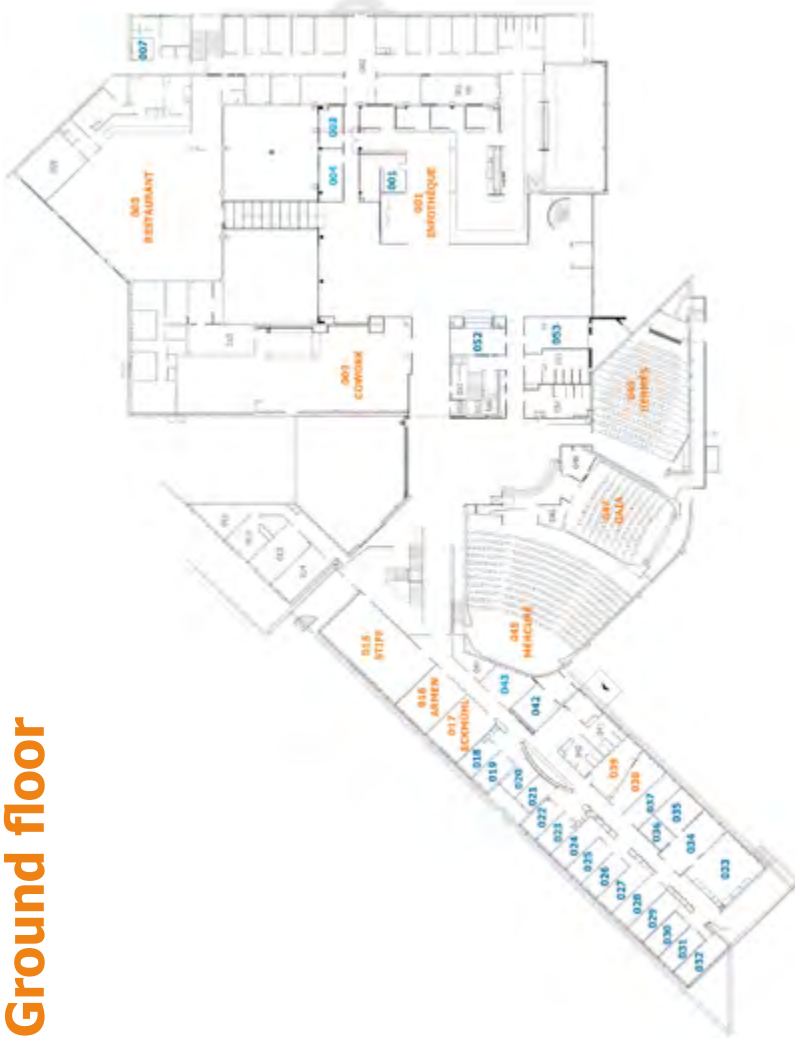


BrestBusinessSchool

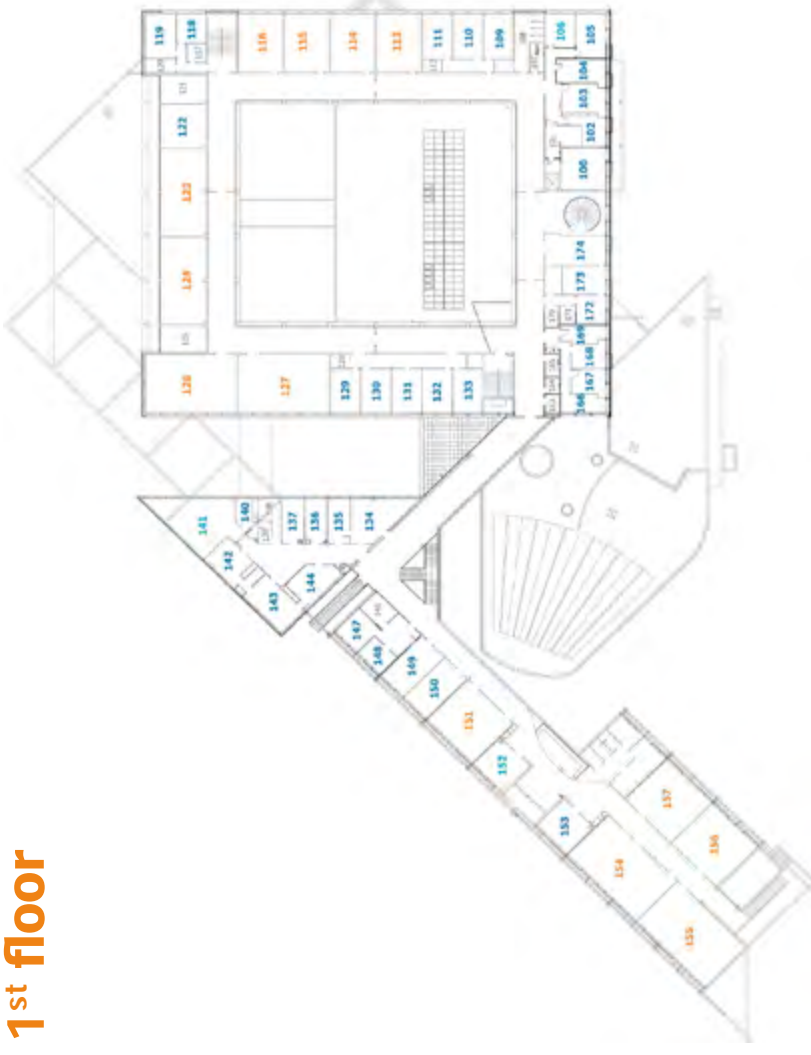




Ground floor



1st floor



2nd floor



Legend

- Classrooms
- Offices
- Meeting rooms
- Technical local

STAFF > OFFICE

AÏT-RAZOUK Abdelwahab	228	LEE Ji-Yong	200
AKONO David	203	LEPLAT Mélody	133
ASSALA Khalil	109	LOHEAC Youenn	226
BALAY Laurence	148	MAZIERE Julien	169
BECQUET Brigitte	149	MELLE Denis	173
BERNARD Aurore	172	MERIEAU David	037
BLAIZE Gwenaëlle	137	MOUSSAVOU Jean	110
BOURAOUI Nassiba	102	PERENNEC Gwenaël	053
BRANELLEC Gurvan	132	PERROCHON Marie-Aude	144
BRASSEUR Agathe	022	PLOUZENNEC Nelly	158
BYLYKBASHI Suela	130	PONTET Luc	134
CHEDOTAL Camille	103	QUEMENEUR Yann	202
CHOQUET Anne	129	REGNIER Pascal	019
COLIN Mickaël	174	RHODES Christine	042
COMMARET Katell	153	SHEN Dai	143
COUM Erwan	142	SOMMIER Béatrice	131
DREVES Ewen	020	TRIVIDIC Gaël	111
DUROS Carole	149	ULVOAS Gaëlle	105
ETTIEN Fidel	204	YANG Yi	168
GORRY Laurent	205		
GRÂCE Gwenaëlle	201	Incubateur	024 - 032
GREFFIER Karine	147	Parlez Chinois	159
GUERIN Antoine	100	Produit en Bretagne	033 - 036
GUITTARD-TARA Nathalie	135		
HERVEOU Anne	229		
KOUBAA Yamen	104		
LANCHEC Erwan	206		
LE BRIS Isabelle	052		
LECOQ Damien	100		
LE GALL Bénédicte	231		
LE GALL Karine	140		
LE JEAN William	215		
LE ROUX Jean-Yves	230		
LE ROUX Valérie	001		
LE VIEL Véronique	018		

OFFICE > STAFF

LE ROUX Valérie	001	LE ROUX Valérie	158	PLOUZENNEC Nelly
LE VIEL Véronique	018	LE VIEL Véronique	168	YANG Yi
REGNIER Pascal	019	REGNIER Pascal	169	MAZIERE Julien
DREVES Ewen	020	DREVES Ewen	172	BERNARD Aurore
BRASSEUR Agathe	022	BRASSEUR Agathe	173	MELLE Denis
MERIEAU David	037	MERIEAU David	174	COLIN Mickaël
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DUROS Carole	149	DUROS Carole		
COMMARET Katell	153	COMMARET Katell		



**BREST
BUSINESS
SCHOOL**

BREST BUSINESS SCHOOL

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29200 BREST
Tel. +33 (0)2 98 34 44 44
www.international.brest-bs.com



**SEE YOU SOON AT
BREST BUSINESS SCHOOL !**