

Quick guide for new students



Academic year 2025 - 2026

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FIRST STEPS

Step-by-step guide

1 - ADMINISTRATIVE PROCEDURE

MUST DOS

- > I check my email (and junk email) for the following messages between July and mid-August:
 - an initial welcome email sent by Student Affairs (scolarite@ecnantes.fr) followed by
 - an automatic email from OnBoard for enrolment.
 - I will also receive a second email from Student Affairs (scolarite@ec-nantes.fr) with more information for the start of the school year and from the Student Associations.
- > I make sure that my <u>enrolment</u> on OnBoard is fully complete (all required documents uploaded and tuition fees paid).
 - Once my enrolment is complete, my IT account will be created.
 - I will receive an automatic e-mail from the IT Department.
 - I activate my IT account and choose my password to access the school's digital tools.
- > I collect my key card (to access campus) and Pass'Sup card during one of the Welcome Week sessions (or from the Student Life Team at a later date).
- > I am a non-European student: I take all the necessary steps online to obtain my residence permit.
- > I come with sports clothes and shoes for mandatory sports activities during Welcome Week.

CAN DOS

- > I would like to take part in the school's student clubs and sports. I pay the <u>(optional) membership fee</u>s to the Centrale Nantes student association AECN (BDE and BDA) and the sports association (AS).
- > I join the Centrale Nantes alumni network by activating my account on centraliens-nantes.org.
- I create my account on <u>Centrale Nantes Jobteaser</u> to access the school's Careers platform (internship offers, events and professional meetings).

Need some help to complete your enrolment or other admin (CAF, residence permit, bank, insurance, etc)?
We're here to help! Come along to the new student helpdesk
The Student Affairs Office is also open for enrolment questions (Mon-Fri am).

Step-by-step guide

2 - MAKE CONNECTIONS

- I take part in the Welcome Week activities see programmes
- I join the Centrale Nantes student community on the Goin' application
- On social media I follow my school (<u>Instagram</u>, <u>LinkedIn</u>, <u>Facebook</u>)
- I connect with the school clubs and associations on social media (<u>BDE/BDA/BDS)</u> and the <u>Nantral platform</u> (school email address required).
- I join one or more student associations (<u>alpha web site</u> and association forum, see Welcome Week schedule) or I can even create my own club.
- I take a look at the weekly schedule of activities organised by the clubs and associations (on the big screens)
- I take advantage of the social, creative and sports facilities (Kfet, Maison des Elèves (MDE), green spaces, sports facilities, <u>Multimedia library</u>, **FabLab**, etc.).
- I join the <u>Centrale Nantes Alumni</u> (CNA) groups on centraliens-nantes.org and I follow on CNA <u>on instagram</u>

3 - STUDY ESSENTIALS

- I regularly check my timetable on <u>OnBoard</u> (NB you can only access OnBoard once your enrolment is complete).
- · I consult my course material on Hippocampus.
- I read my Centrale Nantes emails and use my school email address to communicate with the school's departments.
- I consult the <u>intranet</u> regularly, where I can find all the information I need for my studies.
- I use the resources available to me (<u>Multimedia library</u>, <u>FabLab</u>, computer rooms)

New student Helpdesk



Come along to the multilingual helpdesk during Welcome Week at the times shown below.

First check your programme schedule to make sure that you are free.

We can help with your enrolment, social security, CAF housing allowance, banking, insurance etc.

Don't forget to bring your laptop!

Date	Time	Location
Monday 1 September	3.00 - 4.00 pm	Building C 1st floor rooms C108, C109, C110, C111
Wednesday 3 September	9.00 - 11.00 am	
Thursday 4 September	2.00 - 4.30 pm	
Monday 8 September	10.45 - 12.15 am	



PRACTICAL ASPECTS

Key school contacts

Reception Desk

Where: Ground floor of

Building A

When: Every day from 7:45 am to 5:30 pm

02 40 37 16 00



ACADEMIC & STUDENT AFFAIRS

Where: Ground floor, Building A, next to the reception desk **When:** Mornings, 7:45 am – 12:30 pm, or afternoons by appointment

Student Affairs: In person, via the <u>SVP portal</u>, or by email: scolarite@ec-nantes.fr

Academic Affairs: In person or by email:

- Bachelors: direction.bachelir@ec-nantes.fr,
- Engineering programme: direction.ingenieur@ec-nantes.fr,
- · Masters: direction.master@ec-nantes.fr

STUDENT LIFE TEAM

Where: Ground floor of Building E – Offices E100 + E101

When: Mornings: 9:00 am – 12:30 pm, Afternoons: 3:45 pm – 4:00 pm (except Fridays), or by appointment

How: In person or by email: vie.etudiante@ec-nantes.fr

IT DEPARTMENT

Where: Ground floor of Building D, Office D021

When: Mornings, 7:45 am – 12:30 pm

How: In person, via the <u>SVP</u> <u>portal</u>, or by email: svp-dsi@ec-nantes.fr

ACCOUNTING OFFICE

Where: 1st floor of Building E

INTERNATIONAL RELATIONS OFFICE (DRI) WELCOME TEAM & ACCENTS

Where: Ground floor of Building A, to the right of the main entrance

When: Every day, 9:00 am - 12:30 pm and 1:30 pm - 5:00 pm How: In person or by email: international@ec-nantes.fr

Find an answer to my questions Who to contact for what?

- Absence justification → Student Affairs
- Campus orientation → Reception desk
- Enrolment → Student Affairs
- Exams, assessments, degrees → Student Affairs
- Health issues or need for special academic arrangements → Nurse's Office / University Health Service (SUMPPS SSE)
- International students (visa, residence permits, health insurance, CAF, practical matters, exchanges) →
 International Relations Office / Welcome Team
- Internship agreement → Student Affairs
- Internship conditions → Academic Affairs / Internship advisor or option coordinator
- Internship search, career advice → Student Life Team
- IT account and digital tools → IT Department
- Library resources (books, journals, e-books, DVDs, etc.)
 → Media Library
- Lost and found → Reception desk
- Organising a student event → Facilities Department / Student Life Team – event form required
- Payment of tuition fees → Accounting Office
- Student card and access badge → Student Life Team
- Student life and associations → BDE + BDA + BDS
- Student projects and prototyping → Fablab (Centralab)
- Students facing financial difficulties (e.g. computer loan) → Student Life Team, International Relations Office
- Timetable and academic calendar → Student Affairs.
- Welfare, campus life → Student Life Team
- Where to print → Computer rooms

Getting to and around campus

BY PUBLIC TRANSPORT

The campus is just 15 minutes by tram from Nantes city centre.

Tram Line 2, or bus lines C20, 66, 75, 80, E5 stop at 'École Centrale – Audencia' and buses 26, 86, stop at 'Recteur Schmitt'.

More information available on <u>Naolib</u> (website or app).

Public transport is free on weekends and public holidays.

More info: Naolib.fr

BY BIKE

- With <u>Naolib Vélo</u>: self-service bikes or long-term rentals.
- With <u>Vélocampus</u>: free bike loans, DIY repair workshops, safety checks, etc.
- · Bike parks and repair facilities available on campus

LEARN MORE

- Sustainable mobility for your campus commute (intranet page, accessible to staff and students only)
- You may wish to download Nantes dans ma poche (Nantes in my pocket), a mobile app providing real-time information on:
- Tram and bus schedules (Naolib and Aléop)
- Availability of self-service bike stations
- Park-and-ride car park spaces, and more.

CAMPUS ACCESS

The school is accessible from Monday to Friday with your key card:

- From 7:50 am to 6:30 pm for all buildings
- From 7:50 am to 10:30 pm for buildings A, C, and L

NB It is compulsory to wear your Pass Sup card visibly throughout the campus.

For any questions regarding security matters, please contact: **Franck Ruedas -** franck.ruedas@ec-nantes.fr

Getting to and around campus



- Welcome Desk -Lecture Theatre A -Student Affairs -Academic Affairs -International Relation Office
- Lecture Theatre C -C Classroom - ENSM
- ח IT Team - Classrooms
- Lecture Theatre E -Student Life Team -BDX - Cafeteria -Student Associations -Alumni Association -**Finance**

- Computer rooms class rooms
- FabLab CentraLab
- Lecture Theatre L -Gymnasium L Media library Classrooms
- S Lecture Theatre S
- Multisports hall U Squash courts















Where to eat

The Cafeteria

Be it for a coffee break, a lunch or an event, the cafeteria in building E is open to all: students, staff and teachers alike

Located in the centre of the campus, it's a versatile space for working and eating.

A dozen microwaves are available to heat up your meals, as well as My Green Shop vending machines (sweet and savoury snacks and drinks).



FOOD TRUCKS

Several food trucks are present on campus, offering a variety of healthy meals.

NEAR CAMPUS: THE CROUS CATERING

- These include Restos U, Cafets, Crous(S)pace' and Crous'Truck, offering a complete range of dishes at great prices! (€3.30 for students without grants and €1 for students with grants)! + more information: Crous Pays de la Loire.
- To benefit from the Crous social rate meals (€3.30 or €1 depending on the situation), students must use their Izly account, activated via their student card or the mobile application. Visit the <u>Izly website</u> to find out more.

CENTRALE NANTES AMAP

The Association de Maintien de l'Activité Paysanne de Centrale Nantes (AMAP) offers students, staff, researchers and teachers organic, local and seasonal vegetables, fruit and eggs all year round. This service offered by Centrale Nantes' Sports Office (BDS) promotes short-circuit trade and supports local producers.

The Fablab, the media library, living spaces for your projects

The fablab CENTRALab

The FabLab is located in Building I.

It is a shared workshop that brings together equipment as well as skills to support, train and assist everyone in carrying out their projects. It is open to the whole campus community.

You will find a wide range of equipment grouped into the following areas:

mechanics, 3D, cutting, metal, tooling and moulding..







The media library

The media library is a quiet place where you can work and relax in peace.
You can borrow books, theses, comics, novels, magazines (publications, etc.), DVDs and DVD players.

Feeling tired, need to recharge your batteries? Take a break on our "fatboys'

Open during the school term: Monday, Tuesday, Thursday: 09.00-18.30 Wed. 09.00-18.00 - Fri. 9am-5pm

Digital tools

Here are the main digital tools that will be useful to you from the very start of the academic year:

- <u>Intranet</u>: Check essential information about your academic program, school life, and campus life (available in French and English).
- Onboard: Access your timetable, grades, and academic record (e.g. jury decisions) (available in French and English).
- Hippocampus: Access your course materials.
- <u>Email</u>: Check your school email inbox daily to stay reachable and informed about mandatory steps in your program, campus events, and student life. <u>You can install</u> <u>your school email on your mobile phone</u>.
- <u>Centrale Nantes JobTeaser</u>: Career platform (internship offers, events, and professional appointments).
- School website: Learn more about your school (education, research, innovation) (available in French and English).
- <u>Eduroam</u>: You have automatic and secure access to a vast global Wi-Fi network available at many higher education institutions (such as Nantes Université, IMT, MIT, Caltech, etc.).
- CNA To keep up with news from the Centrale Nantes Alumni network at centraliens-nantes.org.

You can find all web services on the intranet.

Extra tip: Don't forget to check the screens in the Kfet (building E) and in hall A.

Speak Centralien

STUDY PROGRAMMES

BBA 1/2/3/4: 1st to 4th year students in the Bachelor of Business Administration in Data, Al and Management

BSc 1/2/3: 1st to 3rd year students in the Bachelor of

Science programme

EII-EI2-EI3: 1st to 3rd year engineering programme

students (Élèves-Ingénieurs)

Ingé Spé: Degree Apprenticeship programme (Ingénieur

de Spécialité)

M1 / M2: 1st and 2nd year Masters students

PhD: PhD students

ECTS: European Credit Transfer System SDG: (UN) Sustainable Development Goals

SCHOOL DEPARTMENTS

AC: Accounting Office

COM: Communications

Department

3D ou DDD: Sustainable

Development Department DAF: Finance

Department

DD: Development

Department **DET: Facilities** Department

DF: Academic Affairs

DR: Research Department

DRI: International

Relations Department

DSI: IT Department **SCOL: Student Affairs**

VE: Student Life Team

ED: Doctoral School

YOUR COURSES

CM: Lecture courses

TD: Tutorial classes

TP: Practical/laboratory sessions

UE: Course unit

EC: Group assessment El: Individual assessment

DS: Examination

SCHOOL ADVISORY BODIES

CA: Board of Governors CE: Academic Council CEDI: Equality, Diversity and

Inclusion Committee

CS: Scientific Council



Speak Centralien



STUDENT CLUBS AND ASSOCIATIONS

Accents: Club for international

students

ACDC: Association for Young Researchers and PhD students

AS: Sports Association

BDA: Student Arts Association BDE: Centrale Nantes Student

Association

BDS: Student Sports Association

BDx: BDE + BDA + BDS

CNA: Centrale Nantes Alumni

THE SCHOOL AND ITS ENVIRONMENT

CN: Centrale Nantes

GEC: Écoles Centrale Group NU/NantesU : Nantes Université

SOCIAL SPACES

BOCAL / AQUARIUM: Glass-walled room at the

back of the cafeteria

FOSSE: Atrium located in Hall A

KFET: Cafeteria

MDE: Student House (Maison des étudiants) REZ: Max Schmitt 1 and 2 student residences on

campus

Centralab: Centrale Nantes' Fablab



Practical information for international students

Steps to prepare your arrival



Start here by accepting our invitation to join the Centrale Nantes community on the Goin' app (an invitation is sent by email following your offer of admission). Just download the app and create your account to connect with other students who are joining or currently studying on the same Centrale Nantes programme as yourself! You can start making friends even before you set foot on campus, and share tips about study, travel and accommodation etc.

- Immigration formalities
- Organise your accommodation
- Insurance and healthcare
- Enrolment
- Essential documents
- Students with a disability or special needs

Available infrastructure adjusted for people with reduced mobility, hearing impairments and visual impairments.

HELP AND ADVICE

International Relations Department

We're here to welcome you to Centrale Nantes and help with all the administrative aspects of your arrival.

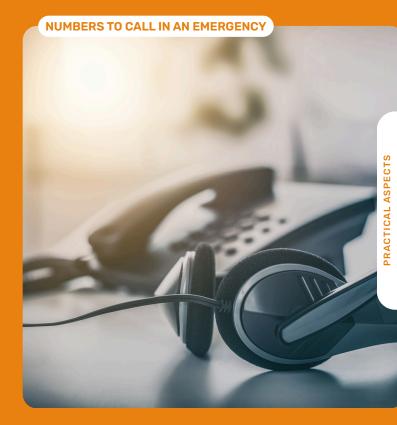
- Contact: international@ec-nantes.fr
- Meet the team

Accents - A Centrale Nantes student association for international students

Need to be picked up from the airport or other assistance? Want to make new friends?

- · Website: accents.ec-nantes.fr
- Contact: <u>accents@eleves.ec-nantes.fr</u>

Emergency contacts



SCHOOL SWITCHBOARD: +33 (0)2 40 37 16 00

- Medical emergency: 15 (SAMU)
- To report a crime: 17 (Police)
- In case of danger or accident: 18 (Fire brigade)
- General emergency (medical, crime, danger): 112 (European emergency number)
- For the deaf, hard-of-hearing, or speech-impaired: 114 - accessible via app, internet, or SMS



STUDENT LIFE

Insurance and healthcare

Three types of insurance are mandatory for international students in France:

- Health: Social Security
 Complementary health insurance is also highly advisable
- Civil liability
- Housing insurance



SOCIAL SECURITY - sécurité sociale

SOCIAL SECURITY FOR EUROPEAN STUDENTS

You first need to be covered by the health insurance from your home country. You will need to ask for your European Health Insurance Card before coming to France and be sure it covers the entire stay in France. If yes, no need to register to the French Social Security.

SOCIAL SECURITY FOR NON EUROPEAN STUDENTS

You must sign up for French Sécurité Sociale coverage as soon as you arrive.

COMPLEMENTARY HEALTH INSURANCE - a mutuelle

Social Security only covers 70% of all medical expenses. A *mutuelle* reimburses some or all of the difference (for medical consultations, medicine, etc). In Nantes, there are several main providers:

- SMERRA
- HEYME partner of the school, with competitive rates for students (download the document)
- Harmonie Mutuelle
- Yvon
- LMDE

To register for French Social Security

- · Download the procedure to follow
- · Register on the website: etudiant-etranger.ameli
- We strongly recommend that you complete this procedure as soon as possible after arrival.

Insurance and healthcare

CIVIL LIABILITY

Civil liability insurance is compulsory. It covers you for damage you cause to others in your private life and as part of your student activities. This insurance is required by companies hosting you for an internship, and it must state that it covers you in the context of an internship.

You should note that civil liability coverage covers you against damages to third parties but not necessarily to yourself, so, remember to take out suitable health insurance.

Mutuelles and banks can all provide civil liability insurance, so do not hesitate to add it to your existing contract.

Some examples of insurance providers: MAAF, Macif, Groupama

INFIRMARY

Health check-ups, vaccinations, injuries... a nurse is available on campus to listen to you and is your first point of contact for both preventive medicine and first aid.

The nurse manages the compulsory medical check-up for firstyear students.

- Where: Building IM3 bis at the end of the campus near the S building
- When: Monday to Thursday 8.15am to 4.45pm, Friday 8.15am to 12.15pm
- How: in person or by email at infirmerie@ec-nantes.fr or by phone 02 40 37 25 20 / 06 21 44 11 95
- More information on the intranet (access reserved for students and staff)
- You can also contact the Nantes Université student health service for information and to make an appointment.

Equality, diversity and inclusion at Centrale Nantes

Centrale Nantes is committed to diversity, equality and inclusion for its staff and students.

To this end, the school set up an <u>Equality</u>, <u>Diversity and Inclusion Committee</u> in 2020. The goal of the Committee is to ensure that everyone is free to embrace their differences and identity without fear of scrutiny from others and to maintain equality and respect for all.

The committee is addressing five main themes: International, Gender Equality, Disability, Secularism, LGBTQI+.

Support and reporting for incidents of harassment and gender-based and sexual violence:

Centrale Nantes has set up a support and reporting system, accessible to all students who are victims of or witnesses to harassment, gender-based and/or sexual violence.

The support system ensures that a victim or witness receives appropriate support.

All reports sent to the reporting unit are treated individually in order to hear the victim's or witness's views and to offer them appropriate support.

It comprises 3 elements:

- SUPPORT: The school provides students with a comprehensive support system, mobilizing resources both inside and outside the school.
- REPORTING: Students can contact the school's reporting unit at any time. This triggers an internal procedure.
- LEGAL PROCEEDINGS: Legal proceedings can be initiated in a number of ways: by the victim directly and/or by the director via a report to the public prosecutor (in accordance with article 40 of the French Code of Criminal Procedure). It is independent of the school's internal procedure.

All reports sent to the reporting unit are treated on an individual basis in order to hear the views of the victim or witness, and to offer appropriate support.

Detailed information is available on the student intranet.

Welcoming students with disabilities or special needs

Daily life on campus

- All departments in contact with students and teachers are informed about the arrangements made for students with disabilities.
- The presence of a nurse on campus, provides for individual care.
- Students with disabilities have priority access to accommodation at the <u>Max Schmitt</u> residence.



APPLY FOR SPECIAL ARRANGEMENTS AND INDIVIDUAL SUPPORT

To apply for special arrangements and individual support, you need to download the procedure and follow each step. The form to fill in should be downloaded before the appointment with the nurse.

- <u>Download the special arrangements and individual support procedure</u>
- <u>Download the special arrangements and individual support application form</u>

In the absence of special arrangements and individual support, it is possible to put in place temporary arrangements under certain conditions.

CAMPUS ACCESSIBILITY

- · Buildings A, E, L and S are equipped with lifts.
- · Ramps facilitate access to certain areas and buildings.

CONTACTS

- Infirmary: infirmerie@ec-nantes.fr
- Disability coordinator: referent.handicap@ec-nantes.fr
- Mission Relais Handicap at Nantes Université

Subsistence Grants

CROUS HIGHER EDUCATION SUBSISTENCE GRANTS

In accordance with national guidelines, CROUS grants are awarded on a means-tested basis to students formally enrolled at Centrale Nantes in the following programmes: Engineering programme, Master of Science (MSc) programmes, BSc Bachelor of Science in Engineering

Learn more: messervices.etudiant.gouv.fr - section entitled "Demande de dossier social étudiant (DSE)"

CROUS GRANT ELIGIBILITY - INTERNATIONAL STUDENTS

International students are eligible for a CROUS grant ONLY if they meet the following conditions:

Students who are nationals of a EU Member State:

- either have been employed full or part-time in France
- or your father, mother or legal guardian has received income in France
- or you can prove that you have been present (continuously) on French territory for more than one year on 1 September of year N

Students of other nationalities (as of 1 September):

- · either have refugee status recognised by Ofpra,
- · or benefit from subsidiary protection granted by Ofpra,
- or be Andorran, previously enrolled in a French school in the Principality,
- or be the holder of a temporary residence permit or a resident's permit andhave lived in France for at least 2 years, and
- have belonged to a tax household in France for at least 2 years.



CONTACT

Student Life Team vie.etudiante@ec-nantes.fr

A very lively and dynamic associative activity



Community life at Centrale Nantes consists of 3 BDX: the Students' Office, the Arts Office and the Sports Office, and more than 110 clubs and associations offering a wide range of activities all year round. Discover the wealth of associations on the alpha website and during the associations forum (see the schedule on the welcoming programme).

Special study arrangements

Students on the Bachelor of Science in Engineering Programme and the Engineering Programme may benefit from special study arrangements in certain cases. Provisions can be made for students who are elite athletes, performers or those involved in a national association, to enable them to successfully pursue their dual objectives (study and sports/arts/associative). Learn more on intranet

STUDENT ASSOCIATIONS - BDE & BDA

Membership fees depend on the length of the programme:

- Engineering Programme and Bachelors: €150
- Engineering Programme Double degree 1st year: 50€, 2nd
- Master's M1: 50€. M2: 25€

SPORT ASSOCIATION - AS

- €60 per annum for all initial training programmes €30 for students who are at Centrale Nantes for only one
- €30 for students on a degree apprenticeship

A very lively and dynamic associative activity

How is sport played at Centrale Nantes?

- from the beginner to the experienced player, regular training sessions with expert supervision,
- a student team that supports event organisation, coaching, refereeing and budget management,
- participation in numerous inter-school sports events: Intercentrales, Lyon challenge, Supélec challenge, Telecom Brest challenge etc
- regular participation in major national and international sailing and rowing events - which produce high-level athletes every year.



27 differents sports: Athletics, Archery, Badminton, Basketball, Blowpipe, Canoeing, Cross Country, Climbing, Cricket, Fencing, Football, French boxing, Hand Ball, Horse riding, KravMaga, Mountain biking, Rowing Rugby, Sailing, Tennis, Table Tennis, Trekking, Ultimate frisbee, Volley-Ball, Water-polo, Weight training, Windsurfing.

Sports facilities: Artificial sports pitch, Climbing wall, Squash courts, Gymnasium, Multisports area (dojo, dance etc...), Weights room, Access to the River Erdre (rowing and canoeing), Outdoor workout structure.

Just a 5-minute walk from the campus, you can also make use of the municipal facilities, including a swimming pool, ice rink and indoor athletics track.

Contact the BDS or AS ascn@ec-nantes.fr during the associations' forum (see Welcome Week schedule)





SAVE THE DATE!

SAVE THE DATE!

Important dates to note for the 1st semester

SEPTEMBER

01/09/25 - 12/09/25 | Welcome Week 12/09/25 - 14/09/25 | Integration Weekend 15/09/25 | Classes start for new students (except M2 who start on 08/09/2025) 25/09/25 | Nantes University Back-to-school festival 29/09/25 | Start of academic year for ITII Degree Apprenticeship students

OCTOBER

25/11/25 | Forum Atlantique (recruitment fair)

DECEMBER

12/12/25 - Graduation Ceremony

VACATIONS

Autumn: 27 October to 31 October 2025

Christmas: 22 December 2025 to

02 January 2026

Winter: 23 to 27 February 2026 Spring: 20 to 24 April 2026

OCTOBER

06/10/25 - 10/10/25 | Zen week 09/10/25 | Company Forum 09/10/25 | Welcome event for new students organised by the city of **Nantes** 11/10/25 | National Science Fair / Open Day at Centrale Nantes 13/10/25 - 19/10/25 | Erasmus Days 18/10/25 - 19/10/25 | InterCentrales t.b.a | Centrale Nantes Alumni welcome event for incoming students

JANUARY

t.b.a | Gala 23/01/26 | End of Autumn Semester 31/01/26 | Open Day at Centrale Nantes

PUBLIC HOLIDAYS

01/11/25 | All Saints Day 11/11/25 | Armistice Day 25/12/25 | Christmas Day 01/01/26 | New Year's Day 06/04/26 | Easter Monday 01/05/26 | Labor Day

08/05/26 | Victory in Europe Day 14/05/26 | Ascension 25/05/26 | Pentecost 14/07/26 | Bastille Day 15/08/26 | Assumption



Création : Direction de la Communication Juillet 2025