Our Wellness team strives to improve student well-being by providing a full range of services in an environment that favours a good quality of life. Our goal is to be the main provider of trendsetting, mind-body services that are both practical and affordable, dedicated to NEOMA BS student community. We understand the importance of good health and a good quality of life. We are proud to offer an exceptional selection of care, wellness, and advice in various contexts.

We endeavour to educate you and to give you the means to live each day to the full and at the same time to find a healthy work, personal life balance.

wellness@neoma-bs.fr

ROUEN : Mathieu - Karine - Claire (BAT.G) / Marine (B015)
REIMS : Christine - Adeline - Marine (C2-BAT.A) / Amandine (C1-032)
PARIS : Baptiste (HUB)
During your studies at NEOMA BS, you may, at some time, feel yourself under psychological stress. This situation may have different origins linked to an event in your life, a stressful situation, a situation where you feel isolated or insecure, a feeling of exclusion, difficulties to join in, relationship problems, questions about the direction your life is heading in... Psychological support is available: free consultations with a psychologist are organised for NEOMA BS students on campus in Paris, Reims and Rouen.

Thus, each week you can make an appointment with a psychologist who respects patient confidentiality and will listen to you and discuss the problems you are facing.

If you think that someone you know, an acquaintance or a friend needs help, don’t hesitate to encourage him/her to make an appointment.

It’s easy to make an appointment, directly with the psychologist via a Booking, by phone or by e-mail sent to the Disability Liaison Officer on your campus.

Only the liaison officers and the psychologists will know that you have made an appointment. No other member of the school administration will know about it in order to respect individual freedom.

To meet a psychologist, you can:

› Make an appointment via Booking: INSIDE / HUB / WELLNESS / PSYCHOLOGICAL SUPPORT
› Come without an appointment while the psychologist in on campus. If he/she is available, he/she will leave the door open and see students who haven’t made an appointment.
› Contact the liaison officer on your campus directly

More info: wellness@neoma-bs.fr

Reims campus liaison officer: Adeline LEBOUVIER
03 26 77 47 55
Office: 2A110

Rouen campus liaison officer: Karine TRIBOULT
02 32 82 17 64
Office: G030

Paris campus liaison officer: Baptiste CLERC
01 73 06 98 00
Office: 202
### AWARENESS: Are you subject to unusual behaviour or feelings?

<table>
<thead>
<tr>
<th>HIGH RISK</th>
<th>MODERATE RISK</th>
<th>LOW RISK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you often think about harming yourself or seriously committing suicide?</td>
<td>Do you avoid your family, your colleagues and your friends or do you feel isolated?</td>
<td>Do your studies make you feel depressed?</td>
</tr>
<tr>
<td>Are you absent from most of your classes?</td>
<td>Have you stopped paying attention to your personal hygiene or taking care of yourself in general?</td>
<td>Do you have family or relationship problems?</td>
</tr>
<tr>
<td></td>
<td>Have you been through an unexpected event, such a death or an accident?</td>
<td>Do you find it difficult to concentrate or to sleep?</td>
</tr>
<tr>
<td></td>
<td>Do you take refuge in the consumption of psychoactive substances like alcohol or drugs?</td>
<td></td>
</tr>
</tbody>
</table>

### ACT: make use of the resources available for you:

In strict confidentiality, the liaison officers are ready to help students who are going through difficulties that are impacting their studies. You can come to see them without an appointment or contact them at the e-mail address below:

**wellness@neoma-bs.fr**

### AWARENESS: UNUSUAL BEHAVIOUR

Have you noticed a change in someone’s behaviour? Taking early action is essential to treat mental health problems.

### ACT: SHOWING INTEREST AND EMPATHY

Here are a few ways to start a conversation with compassion and without judgment:

- “I’ve noticed that…”
- “I’m worried that…”
- “I can understand what you say…”
- “How can I help you to…”

### GUIDE: THE PERSON TO HELPFUL RESOURCES

Here are a few ways to start a conversation with compassion and without judgment:

- “What do you need to…”
- “Can I suggest you…”
- “The school Wellness Centre has lots of resources. Let’s go and see together…”

### HIGH RISK

- Violent, harmful, dangerous, aggressive or threatening behaviour with themselves or others
  - Emergency situation

### MODERATE RISK

- Change of appearance or personal hygiene, bad temper, tendency to avoid people, consumption of psychoactive substances, incoherent thoughts, signs of despair, mention of suicide

### LOW RISK

- Difficulties to study, family or relationship problems, chronic health problems, difficulties to concentrate or to sleep, frequent interpersonal conflicts

**Contact:** wellness@neoma-bs.fr
You need support or special arrangements, permanently or temporarily, because of your health: contact the Disability Liaison Officer on your campus.

**Preparing future talent with no discrimination due to disability.**

Throughout your years at school, perhaps you have already needed special arrangements to be able to follow your studies in the right conditions. Your situation may also be new, linked to a recent illness, a late diagnosis, an accident.

At NEOMA, it is possible to continue or to set up special arrangements:
- for exams
- to build a suitable study schedule
- to manage periods of time when you are absent

Get in touch with the Disability Liaison Officer, as early as possible, on your campus who can start your application, which may take time to process and set up. **This is a personal initiative that it is up to you to take.** Confidentially, the Disability Liaison Officer will discuss your situation with you and will liaise with the different departments involved.

To fulfil their mission, the Disability Liaison Officers can count on a network of disability relays, in each department, aware and informed of the procedures, identifiable with this logo:

Because we want to accompany all our students throughout their school years, from the competitive entrance exam to joining a company, also during their international experience, NEOMA BS calls on all its committed stakeholders.

During their studies, NEOMA BS builds a bridge with students, enabling them to prepare themselves in good conditions for their future professional life, with a network of partner organisations they can count on.

**Your specific needs must not become an obstacle and your school years must go as smoothly as planned.**

**Mission Disability partners support NEOMA** to acquire equipment, to raise awareness and to professionalise students. The first investments are now installed and are available for students to reserve by contacting the campus Disability Liaison Officer.

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Reims campus liaison officer:  
Adeline LEBOUVIER  
03 26 77 47 55  
Office: 2A110

Rouen campus liaison officer:  
Karine TRIBOULT  
02 32 82 17 64  
Office: G030
Because disability should not curb professional success, @talentEgal helps you to find the internship or job you have been dreaming of!

The organisation @talentEgal provides individual support for disabled students from higher education through to finding a job. The @talentEgal programme aims to foster a gateway between high schools, higher education and professional life. It’s goal is to develop the skills, potential and employability of disabled students and to match individual ambitions and corporate requirements.

The organisation @talentEgal works closely with companies seeking to recruit qualified profiles and so plays a role in the successful professional integration of the disabled.

Personalised support to help you to find an internship or your first job and to make your first steps in the corporate world easier.

@talentEgal, is the passion of a team and the strength of a network dedicated to your talent!

For further information, contact:

Sixtine Paulus – sixtinepaulus@atalentegal.fr – 07 68 18 38 66

The healthcare centres on Reims and Rouen campuses offer appointments and quality care with qualified nurses. By taking part in prevention, screening and health education they also administer public health services.

Our qualified male/female nurses provide well-adapted care, answering our students’ different needs. They deliver preventive and/or curative healthcare, contributing to the well-being and success of our students.

The daily healthcare service organised on our premises is an opportunity to get quality care and advice from a team of professionals ready to welcome you.

Our nurses are on hand in a specialised area equipped to provide confidential, quality care.

OPENING IN SEPTEMBER 2020!

Our healthcare centres are open:

Monday – Tuesday – Wednesday – Friday
9.30am to 1.30pm and 2pm to 5.30pm

Closed on Thursdays

Reims CAMPUS: Amandine ANCIEN
Infirmière Diplômée d’Etat
Campus 1 - 1C032

Rouen CAMPUS: Marine LEROY
Infirmière Diplômée d’Etat
Centre de soins B015
Sophrology enables you to handle anxiety and the stress of everyday life. What should we favour, taking care of our mind or looking after our body? Why not do both! There’s a technique that enables you to handle stress and mental worries better. Sophrology includes several methods of meditation but also yoga and relaxation. The goal is to remove all feelings of stress, tension, anxiety or fear. So, sophrology is a mixture of breathing exercises, muscular relaxation and visualising positive images.

You can also do some exercises at home or at school, here are three relaxation exercises to release tension:

1. Visualising positive images
This first exercise can be done sitting down in front of your desk. Make sure your feet are flat on the floor and that your shoulders are loose. Keep your head in line with your spine. Put your hands on your chest with your fingers spread out. Breathe in deeply, keeping your hands in the same position. When you breathe out, move your hands into the centre of your chest. Do this exercise at least three times. Between each breath, shut your eyes and visualise positive images. This breathing exercise can be useful at times of stress to calm down your body and your organism, to release tension and to relax your chest.

2. Hold your breath
Still in the same position, that is to say, feet flat on the floor and back up straight, put one hand on your stomach and the other on your back in the lumbar region (bottom of your back). Start by breathing through your nose and pushing out your stomach. Once you have breathed in, hold your breath for five seconds, then breathe out through your mouth and move your hands close to each other.

3. Release the tension in your shoulders
The last exercise is called “pumping your shoulders”. It is done standing up with your legs apart, the width of your pelvis, and your shoulders loose. Put your arms down along the sides of your body with your fists clenched. Breathe in and hold your breath and at the same time raise your shoulders towards your ears. Then, breathe out and relax all your body and unclench your fists. Feel the anti-stress effect immediately!

SOPHROLOGY SESSIONS ON YOUR CAMPUS!
In partnership with l’Ecole de Sophrologie du Nord-Est (ESNE) and Centre de Formation des Sophrologues professionnels de Normandie (CFSP):
Free sophrology sessions are available:
On Rouen campus: starting in September 2020
On Reims campus: starting in January 2021

10 golden rules to sleep well
According to the 2009 health survey conducted by MGEL, 22.5% of students say that they sleep “badly” or “very badly”. We can also notice a considerable increase in the percentage of students who have difficulties to sleep (17.1% in 2007 to 22.4% in 2009). Furthermore, three students out of four say they feel sleepy during the day.
Because sleeping is vital, here are some rules to respect:

1. Get to know your needs. Jot down the number of hours you sleep during the holidays for example: are you more awake in the evening or in the morning, do you need lots or little sleep? Try to respect your rhythm and create an area where you can sleep well.

2. Have sleeping times that are as regular as possible, especially the time to get up.

3. Wake up gently to feel better: shower, breakfast, light etc.

4. Pay attention to sleep signals: yawning, heavy eyelids, stretching, stinging eyes, etc. Your body is telling you that it’s time to rest. Don’t fight fatigue, go to bed.

5. Avoid stimulants in the evening: coffee, tea, vitamin C, fizzy drinks with caffeine, cigarettes, etc.

6. Avoid big meals in the evening and drinking too much alcohol with your evening meal.

7. Stop sport and any other very stimulating activity one hour before going to bed.

8. Reading, relaxation techniques, warm drinks, etc… everyone has their own ritual to get off to sleep. By repeating these rituals, you condition yourself ready to sleep and that allows you to reduce the time you need to drop off to sleep.

9. Create a peaceful, soothing, sleep-inducing environment: air the room everyday, if possible a secluded, calm space where the temperature is around 18-20°C, comfortable bedding, etc.

10. Avoid intense auditive, visual (lights, night-lights) or intellectual stimulation. Your bed should be in an area that is reserved for sleep and intimacy.

More info: wellness@neoma-bs.fr
HEALTH QUIZZ TIME

Thanks to this test, in just a few minutes, find out if your fatigue is temporary or if you should see a specialist to help you to get over this bad patch and bounce back quickly.

Circle the right answer

1/ Do you go to work grudgingly?
   OUI / NON

2/ Do you have problems with concentration and/or memory?
   OUI / NON

3/ Are you unusually tired?
   OUI / NON

4/ Do you ever dream about your work?
   OUI / NON

5/ At the moment, do you lose your temper easily without intending to?
   OUI / NON

6/ Do you feel more vulnerable at the moment than you usually do?
   OUI / NON

7/ Do you suffer from tension in your back, migraines, food issues, ...?
   OUI / NON

8/ Do you consume more alcohol, tobacco, drugs than you usually do?
   OUI / NON

If you answer YES to 3 questions:
Slow down and recharge your batteries, you must be going through a “down” period.

If you answer YES to 5 questions or +:
Your uneasiness is real and should be treated, you need guidance. We advise you to step back, to find a solution and to act.

HEALTH

HEALTH PROFESSIONALS

You want to contact a health professional? During or outside opening hours? You are looking for a health establishment? An establishment for a disabled person? A qualified doctor? An emergency chemist? A health consumer representative?

We know that lots of you don’t come from this region and even more difficult, some of you come from different countries!

We know that it is complicated for you to see your own doctor who is just a few kilometres or thousands of kilometres away from our school.

Look for, find and compare health professionals and health establishments with Ameli health directory, a service provided by Assurance Maladie (French healthcare system).

http://annuairesante.ameli.fr/

Ta Santé en un Clic is committed to setting up prevention and education on health issues, to meet the needs of students by acting on three levels:

- Setting up targeted actions for prevention through Health Forums in higher education institutions

- Online prevention at all times via the website: www.tasanteenunacic.org

- Epidemiological research, to strengthen knowledge and to adapt prevention to students’ needs and expectations
Human values are values which create a link with others by reaching out to the humanity of others via our own humanity.

These human values are, in particular, respect, acceptation, consideration, appreciation, hospitality, open-mindedness, mutual aid, reciprocity, solidarity, attentive listening, benevolence, empathy, fraternity, affection and the love of others.

It is these human values that make it possible to practise ethical values such as justice, integrity, non-acceptation of violence. In these cases, relations are strengthened by affection. Human values enable us to live together in harmony.

**Accept, respect, consider, appreciate**
Accept, respect, consider and appreciate others, all other human beings, whatever their differences and also respect yourself.

**Attentive listening, open-mindedness, benevolence, empathy**
Listen attentively to others, be kind, develop warm relationships by favouring open-mindedness and empathy.

**Take care**
Take care of others, offer your support, mutual aid, fly to the rescue.

**Share and pass on your human values**
Share your values with others, the personal limits that you have set for yourself and also your concerns and ethical dilemmas. Pass on your values and your limits as explicitly and as regularly as possible, favour verbal exchanges.

**Choose reconciliation, know how to say sorry**
Overcome your resentment, your hatred or your negative feelings to get rid of them.

**Make a personal contribution to good relations and a peaceful atmosphere**
Get involved personally in peace for everyday life, such as in situations of social or geopolitical tension. Develop peaceful instincts yourself and in others by projecting human warmth and overcoming your negative feelings.
SOCIAL  CITIZEN ENGAGEMENT

She could keep her voice down with her mobile phone, she’s disturbing all the passengers on the bus! He could have picked up his dog’s turds! He’s not going to sit in that seat while that elderly person is near him! Someone spits on the floor, drops litter even though there is a bin just one metre away, parks on the pavement or on a crossing, doesn’t say thank you when we hold the door open for him/her etc. The list of incivilities that shock us is very long...

Civility is a code of behaviour which aims at the well-being of the members of an organisation through behaviour which fosters: respect, collaboration, politeness, courtesy and good manners. It is a question of behaviour that contributes to maintaining the norms of mutual respect that must be adopted in the workplace.

Incivility refers to a lack of civility that can be defined as deviant behaviour which goes against the norms of mutual respect and so creates serious discomfort in the workplace and has a negative impact on the work atmosphere.

Here are some more specific examples of behaviour which corresponds to civility and incivility:

**Civility:**
- consider other people’s opinions
- use a suitable tone of voice
- respect your hierarchy
- be on time
- help your colleagues
- be positive and receptive
- share your ideas and knowledge
- accept change and adapt to it
- allow others to express themselves
- respect different opinions
- be a good listener, be receptive
- make sure your message has been understood
- share information in time

**Incivility:**
- judge others and make insinuations
- take the credit for someone else’s work
- be condescending or arrogant
- not make yourself available for colleagues
- act as an individualist
- don’t listen to others
- be on the defensive
- stick to your ideas at all costs and refuse to understand change
- make negative, unconstructive comments and unkind remarks
- communicate incorrect information or forget to mention relevant information
- adopt provocative behaviour

SOCIAL  STOP HARASSMENT AND VIOLENCE

What is violence?

Physical abuse
If the other person is not a consenting adult, conscious and free to accept or to refuse intentional caressing, sexual intercourse: **This is abuse**
To force someone to have sexual intercourse: **This is sexual harassment**

Breach of individual dignity and honour:
Words, behaviour that are repeated over and over again and deteriorate a person’s living and/or working conditions: **This is psychological harassment**
Recording or broadcasting words and/or pictures of someone in a private place, without their consent: **This is invasion of privacy**
Repeated malicious calls and messages: **This is harassment, cyberharrassment**

This is also a criminal offense and is punishable by law!
- Insults that are racist, sexist, homophobic, against the disabled, in public or in private – even a text message!
- Animal abuse
- Indecent exposure
- Destruction, damage, and vandalism that is intentional or unintentional
- Theft

Learn more: Public health law at [www.legifrance.gouv.fr](http://www.legifrance.gouv.fr)
ACT!

Say NO!
Refuse clearly and firmly
Remember abuse is punishable by law

Have people around you
Avoid staying on your own with the person who makes you feel unsafe
Speak to your family, friends, teachers, professionals in the Support Unit...

If you witness abuse, stand by the victim
Inform the victim of the steps to take
Advise him/her to go to the Support Unit
Jot down the facts to remember them
Call the emergency services if necessary

How does it work?
People you can trust who are trained to provide solutions, depending on your needs
Get in touch with them directly or by mail
A confidential appointment is made

Guaranteed:
- Attentive listening, guidance
- Confidentiality for discussions and witness statements
- Members trained by specialised organizations
- Appointments in French and English

More info: wellness@neoma-bs.fr
FREQUENTLY ASKED QUESTIONS

Who has access to the support unit mailbox?
The three Disability Liaison Officers.

Can I report abuse anonymously?
Your anonymity and that of the alleged abuser will be respected as long as you want but the fact that you reported the abuse will still be taken into account. Nevertheless, neither you nor the abuser will be able to remain anonymous so the administrative services can sanction him/her, so you can lodge a complaint and so the public prosecutor can follow the case. Even if there are sanctions, your name and the abuser’s name will be protected by the strict confidentiality binding all the members of the support unit and the institution.

How soon can I expect an answer from the support unit?
The support unit is committed to dealing with a case and to giving an answer as quickly as possible (by mail or by phone).

Are the exchanges confidential?
Yes, the members of the support unit are bound by a duty of confidentiality and a confidentiality charter.

Will the person who was reported necessarily be punished or convicted?
The support unit is a first step in the procedures which could lead to conviction. It establishes the initial elements of the case which will be used for the enquiry but is absolutely not able to take disciplinary or legal action which could lead to sanctions.

I am the victim of sexist and sexual abuse outside school, can I consult the support unit?
Yes, the support unit can welcome you. It will offer psychological and medical help from professionals at school and will guide you towards organisations and authorities who will be able to deal with your case and explain legal proceedings should you require their help.

In short, the members of the support unit and the professionals who accompany them are ready to give you a warm welcome in strict confidentiality, they will adapt themselves to meet your needs.

More info: wellness@neoma-bs.fr
Perhaps you have already had the impression that you will never be a good orator and that speaking in public is your worst enemy? This is perfectly normal when you are obliged to speak in public in a professional context! This common situation happens more often than we would like it to. Introducing yourself to everybody sitting round a table, leading a meeting, holding a conference, giving information, we have all experienced this kind of delicate situation when we had to jump in at the deep end. So, we tend to imagine that eloquence is a gift and that we are a born orator, or not. In reality, like for everything else, we are not born efficient, we become efficient!

Here is some advice to help you to get it right.

Take time to breathe...
Before speaking, breathing in allows you to say things with more determination and conviction. It is essential to remember to pause while you are speaking. This gives you time to breathe and gives more weight to what you are saying.

Don’t forget your goal
Concentrate on the content of your presentation and don’t let your mind wander and imagine, for example, how people may be judging you. Distinguish between the imaginary world, where you can find this type of interfering thoughts, and the real world.

Familiarise yourself with your subject
Speak about subjects that you really care about; if it is not the case, look for an interesting point in the subject so that you can use this to familiarise yourself with the subject. Your audience will be captivated by your conviction and your interest in what you are talking about. Don’t hesitate to enrich your presentation with personal anecdotes connected to your subject. Speaking about yourself is a good way to arouse interest in your audience. Being genuine always works in your favour.

Practise
Practice is the key to getting rid of all your apprehensions. Speak about your subject to people around you, first of all, make the most of every opportunity when people will lend a kind ear, over dinner with friends or family for example. If you can, create occasions to speak in public. This will improve your self-confidence and you will see that all your stumbling blocks will gradually disappear.
Work on your non-verbal language
Body language, attitude, intonation, the way you look at people, amongst other things, are just as important as the words you use when speaking in public. So, it is essential to know how to work on your non-verbal communication before jumping into the lions’ den! During your presentation you must remember to:

- **Keep both feet flat on the floor**: avoid standing on just one leg, subconsciously, this makes your audience think that you are rather fragile, that you lack self-confidence … and so reduces your credibility.

- **Stay free and confident in your posture**: if you speak behind a lectern, avoid holding on to it, for the same reasons as those given above.

- **Look at everybody in the audience**: at the same time as you make eye contact with some people who you feel are captivated and are lending a kind ear, look regularly around the audience to make sure that everyone feels important and concerned by what you have to say.

- **Take your hands out of your pockets**: although this is a relatively common thing to do when you are ill at ease in front of an audience, it is still a sign of “weakness” for your audience and quickly leads to - albeit subconsciously - questioning the credibility of the orator.

- **Speak clearly and loud enough**: enough to be heard by everybody: this obvious point often requires huge efforts from the communicator.

Perfect your oral expression
Now that you have mastered non-verbal language, it’s time to concentrate on your verbal communication: diction, vocabulary, sentence structure etc.

This starts with excellent elocution: do a few exercise to perfect your diction, learn how to pitch your voice, to ban interfering words (um, so, well, there we are etc.). Use the power of silence and make it your weapon of persuasion!

Use vocabulary that is adapted to the people you are speaking to. Prefer short rather than long sentences where the meaning often gets lost. Make your presentation lively with rhythm: use rich and varied vocabulary, words that correspond to the tone, to the subject in question and to the context of your message.

Control your emotions, your stage fright
Sometimes emotion is just too strong, it overwhelms you and you are afraid! This reveals itself through intense palpitations, rapid heartbeat which makes your vice tremor, your hands sweat, your limbs shake and your legs give way!

In spite of all the wonderful speeches you have heard about controlling emotion, you feel helpless… even if you breathe calmly it doesn’t make things any better.

So, what can you do? There are several techniques to calm you down in the long term, reflexology or sophrology can help you.

A fun way to practise speaking in public, is to have a leisure activity, to go to drama classes. This activity will also help you to gain self-confidence and to fight your timidity.
SELF-CONFIDENCE

This is about guiding you in order to reveal your true style via technical methods to highlight your good points, taking into account your real aspirations. Personal image coaching is based on interactivity which enables us to determine together what you want, what you hope for, to give you the keys to be independent and to highlight yourself.

The goal is to pinpoint all of these things to develop your self-confidence and to bring to light the image you wish to portray. In this way, you will develop your self-confidence capital and your reflection in the mirror will be your partner in your personal and professional success. This guidance is for both men and women, old and young.

This is for you if you want to:
- have more self-confidence
- find your personal style
- meet and charm others
- be more trendy
- make a good impression in a professional interview
- learn to stand out
- feel pleased to look at yourself in a mirror
- become more professional
- feel comfortable with your image

Have the right look for the job!

In a job interview, you may pay the price for “lack of taste”. The hiring process is regulated by a set of “identity codes” which recruiters follow, more or less consciously. Appearance, verbal and non-verbal behaviour...

Each profession has its own norms. Dress code is certainly one of the norms that varies the most from one profession to another. But even if a strict dress code is required, the right dress code is above all a question of attitude. The idea is to adapt your wardrobe to the job you are looking for. And to physically embody your job. Some sectors of activity have very strict dress codes, particularly in finance and sales, where you are always in contact with people or companies. To apply for a job in an investment bank or as a consultant, you must wear a dark suit, a white shirt or a shirt with fine stripes, cufflinks, a tie and black shoes (polished). It’s not worth trying to be an exception to the rule. Recruiters are very conservative.

In creative professions, the dress code may not be so strict, but it still exists. The question of personal image would appear to be secondary for back-office jobs but essential for jobs where you represent your company. Whichever clothes you choose for your interview, you must assume your choice and feel at ease wearing them. So, forget skirts that are too short, shirt collars that are too tight, new shoes. Detail is just as important as the overall picture: your glasses, your watch, your belt and your shoes... Everything should reflect your professional identity. Be careful: don’t even think about wearing casual dress for an interview with a recruitment agency. It’s your first personal image that the agency will pass on to their client.

JOB INTERVIEWS, ATTITUDES TO AVOID!

You are currently looking for an internship, an apprenticeship or a job and you have an interview coming up soon. How can you stack all the odds in your favour to be successful? You need to prepare your interview, on the day, your body language is a tool that you really must master.

1. Eye contact
If you avoid eye contact you are often considered as a person who is not sure of him/herself, who is easily intimidated. The exact opposite of what you want to convey in a job interview! With someone you are close to, practise making eye contact. Be careful, this does not mean intimidating the person in front of you. This is the difficulty of the exercise: look at the person you are speaking to as you would in a normal, everyday conversation without being condescending nor subservient...

2. Smile, you’re being recruited
Once again, a sour face is never very pleasant for a recruiter. Especially if you are the last person to be interviewed after he/she has interviewed a load of other applicants as gloomy as you. In short, when you enter the recruiter’s office, you say “Hello” in a confident voice, you make eye contact with him/her and you put on a pleasant smile which will immediately break the ice.

3. Folding your arms
Your hands are the extension of your words. They help you to insist on the points you make and when you accompany what you are saying with the right gestures, you immediately appear more lively, active and convinced by what you are saying. Exactly the kind of personality recruiters are looking for!

4. Sitting back in your chair
If your arms play an essential role in your non-verbal communication, the whole of your body will be “under scrutiny”, more often than not subconsciously, from the recruiter. If you sit back in your chair you appear to let yourself be dominated during the interview. On the contrary, the recruiter is looking for someone who is at ease, who answers his/her questions rapidly and relevantly.

5. Playing with a pen
When you are stressed, to try to feel more comfortable, you may play with a pen or a notebook. This is a very bad habit that you need to get out of to appear to be self-confident.

6. A limp handshake (or too vigorous)
A handshake is the first and last physical exchange that you will have with the recruiter. It gives away lots of information about your real or supposed personality. If your handshake is too limp, you appear to be too relaxed, if it is too vigorous, you appear hyperactive or you over react to the advice we give you. Try to be as natural as possible. Once again, the best thing is to practise with people you are close to..
Why should you eat fruit and vegetables?
Whether they are fresh, frozen or canned, they provide a large quantity of different elements required to protect your health and keep you in good shape:
- Fibre: that helps your intestines to work well
- Water: that helps to hydrate your body, in addition to water you drink. Furthermore, the water in fruit and vegetables makes them low in calories.
- Nutritional elements: vitamins, minerals, antioxidants, sugar… that are essential for your body to function correctly.

Variety, the keyword when it comes to nutrition
In the long term, high consumption of meat could favour certain illnesses. 100 to 150g per day is enough.
Try to consume more low fat meat: poultry (chicken, turkey…) or rabbit. In the same way, oily fish (salmon, herring, mackerel, sardines…) are very interesting as far as nutrition is concerned as they are rich in unsaturated fats such as omega-3 which are beneficial to your cardiovascular system.
Furthermore, for a long time it was believed that eggs increased cholesterol in the blood. This is only true in certain precise cases. So unless your doctor tells you otherwise, you can eat eggs regularly.

The price is not necessarily high
Frozen or canned fish, like tuna or sardines, is often less expensive and has the same nutritional value as fresh fish. However, be wary of breaded fish or fish in sauce which is often high in fat.
Remember, fish in season is less expensive. Besides, some fish like sardines, mackerel or pollock are reasonably priced. For low priced meat, go for poultry (chicken, turkey…), minced beef steaks or boiled ham.
And don’t forget eggs! In addition to being reasonably priced, they can be used in numerous recipes.

Vegetarian?
By carefully associating other foods, you can get enough proteins. In the same dish, mix cereals and pulses (semolina and chick peas, red beans and corn, rice and lentils, rice and soya). You can also complete this mix with dairy products.
BREAKFAST!

From breakfast to dinner, all meals are important to have enough energy throughout your day, which is often busy.

Meals are a routine part of your day. Breakfast is very important in your diet. Indeed, after a good night’s sleep, your body needs energy to start a long day.

For breakfast, take time to eat, choose 2 or 3 of the following foods:
- 1 cereal such as wholemeal bread or bread with cereals, cereals that are not too sweet.
- 1 dairy product such as a glass of milk, a yogurt or a fromage blanc.
- 1 fruit or a glass of 100% pure fruit juice.
- 1 drink not too sweet (coffee, tea, water).

SNACK?

You feel a bit peckish in the afternoon?

Why not eat some fruit to compensate your desire for biscuits, Viennese style pastries or bars of chocolate?

You can choose 1 or 2 pieces of fruit, cereals and dairy products, as long as you respect the daily intake recommendations.

HEALTHY LUNCH!

You are an unconditional fan of the “sandwich menu”?

If this is the case, go for variety, prefer:

Wholemeal bread or bread with cereals, rather than white or Viennese bread.

Chicken, tuna, salmon, ham, eggs, cheese, etc… Don’t forget that cooked meats and butter are not really a balanced diet and that cooked ham or bacon contain much less fat than saucisson or pâté.

Crudités : lettuce, tomatoes, cucumber etc. That is to say all kinds of raw or even cooked vegetables that provide the 5 fruit and vegetables per day you need to have a balanced diet. Likewise, with Greek, Turkish or Lebanese meat sandwiches, go for salad to eat with them, rather than chips.

Gherkins or mustard rather than mayonnaise, butter or fatty sauces for added flavour.

Avoid drinking alcohol or fizzy drinks while eating, prefer water. And for dessert, choose fruit or fruit purée rather than cakes or Viennese style pastries.

WORTH KNOWING:

Some recipes are kept strictly secret by some people, others enjoy sharing them… this is the case of all the recipes put together and tested by students for students : www.cuisine-etudiant.fr

LIGHT DINNER!

Dinner alone, as a couple or with the family?

Whether you are alone, with your family or with friends, a good dinner, like a good lunch, for each person can consist of:

1 portion of vegetables (80 to 100 g): as crudités and/or to go with the main dish.

Meat, fish or eggs (about 100 g).

Carbohydrates: wholemeal bread, rice, jacket potato, pasta, lentils.

1 portion of dairy products: (30 g) of cheese, a yogurt, a fromage blanc.

1 fruit for dessert: freshly sliced, fruit purée.

A sweet dessert from time to time: a piece of “home-made tart”, fruit cake or a yogurt etc.

As much water as you want: it’s a must when you’re at the table!

Dinner also allows you to balance your daily nutritional intake, prefer:

Fruit and vegetables, in all shapes and sizes.

Dairy products, if you have not reached the recommended daily intake of 2 dairy products per day, go for yogurt or fromage blanc if you had a cheese sandwich at lunch time.

Fish, eat fish twice a week.

WORTH KNOWING:

Some recipes are kept strictly secret by some people, others enjoy sharing them… this is the case of all the recipes put together and tested by students for students : www.cuisine-etudiant.fr
6 TIPS TO EAT BETTER AND WASTE LESS!

1. Anticipate before going shopping
Before going shopping, have a look at what’s in your fridge and cupboards and plan your meals for the week. By preparing your shopping list and your menus beforehand, you manage better quantities and leftovers. Fewer useless purchases and more money saved!

2. Buy loose products
To make substantial savings, to reduce your waste and to avoid throwing away your leftovers, buying loose products is a life saver. You control the quantities that you really need and you pay less than for products with packaging... what more could you ask for?

3. Reduce your meat consumption
By cutting back on your meat consumption, you act consciously for the animal cause, you eat more healthily and you also save money. To replace your animal protein intake, eat pulses (chick peas, lentils, red beans, split peas...). Vegetal proteins are cheaper to buy and are better for your health.

4. Consume local, seasonal produce
You should prefer to buy fruit and vegetables in season from local producers or locally sourced. By buying directly from producers, you save money because there is no middleman but you also benefit from healthier produce that has a lower carbon footprint. Indeed, this produce is treated less: out of season fruit and vegetables come from far away countries where phytosanitary products are not necessarily as well controlled as in Europe or are grown in greenhouses. And last but not least, you get the real taste of this produce!

5. Start gardening
What about growing your own fruit and vegetables? Money-saving, rewarding and very relaxing, growing your own produce is also very easy. You don't need a garden to get going, a balcony, a window-ledge or even a little space in your flat is just enough! Some fruit and vegetables are really easy to grow yourself, such as strawberries, tomatoes, cherry tomatoes, herbs, lettuce...

6. Go to the market just before it closes
By going to the market just before it closes, you can benefit from very low prices for fruit, vegetables and even fish! Some producers also give away their produce that is a little damaged or over ripe.

And if you have too much food in your fridge, don’t throw it away, freeze it!

Less waste
Buying loose products allows you to buy what you want and the quantity you want.

Less packaging
Loose products mean a reduction in useless packaging.

More economical
Loose products mean better quality products at lower prices.

Reduced for clearance concerns food products that are no longer sold in the classical retail circuits. These products get a “second life” as they are sold at a lower price than their normal price. Buying reduced for clearance products often means saving money and benefiting from quality that’s as good as new.

1/ Download the app
2/ Choose a shopkeeper committed to our cause
With geolocation, find the shopkeepers close to you. Choose what you fancy, be tempted and order your magic basket filled with unsold food from that day!

3/ Get your magic basket and reduce waste!
Go to the shopkeeper’s at the collection time on the receipt and discover your culinary surprise. Well done, you’ve just saved wonderful food from being thrown into the bin!
IMPACT OF SPORT ON WELL-BEING AND HEALTH
The well-being that goes with physical training can be explained by an increase in vitality and good health. The advantages of practising sport are numerous for both physical and mental health, so the consequences on quality of life and well-being can be felt throughout your life. Practising a sport keeps you in good health and puts years onto your life!

WHICH PHYSICAL ACTIVITY SHOULD YOU PRACTISE?
Whichever activity you choose, start gently and increase the intensity progressively over the sessions; respect your body signs and know when it’s time to stop. A training session always necessarily starts with warming-up exercises, often gentle jogging, and ends with ten to fifteen minutes recovery and stretching exercises during which you decrease your physical activity progressively and at the same time your heartbeat.

Indirectly, sport strengthens the links of social allegiance and integration. It is often used in rehabilitation therapy for people who are isolated from society. Indeed, whether it be a football team, a gym weight room, group activities (aerobics, dance…) sport unites different individuals with the same passion. This allows them to create strong relational ties.

Beyond the societal aspect, sport and in particular collective sports are excellent vectors for young people to learn, conveying values of friendship, solidarity, respect, self-control, surpassing oneself or even courtesy.

Physical activity is a real therapy, efficient at all ages and on all levels, all you need is a little motivation and willpower.

So, what are you waiting for? Get your trainers on!

BDS AND BDA ON YOUR CAMPUS
The BDS and BDA on your campus offer a multitude of sports and cultural activities! There is something for everyone and at really affordable prices, so do not hesitate to contact them!
THE RIGHT DAILY ACTS TO STAY IN GOOD SHAPE!

If you have neither the time nor the desire to practise sport, you can still improve your figure by adopting little acts in your daily life. Here’s a short list… Do them all or make a choice!

- **Use the steps** rather than the escalator
- **Get off** the bus, tram or underground one stop earlier
- **Stand on tip-toe 30 times** while you are cleaning your teeth
- **Marchez** at least 10 000 steps per day using a pedometer
- Turn your **housecleaning session into a sports session**: for maximum efficiency, bend down and stand back up and at the same time tighten your abdominal muscles
- **Go shopping**: hold your bags or your packs of water with your arm fully outstretched and at the same time tighten your abdominal muscles
- **Stand up straight**: as often as possible, think about tightening your abdominal muscles and pulling yourself up straight
- In the office, at school, anywhere when you are standing up: tighten your buttocks and hold that position for as long as possible
- **Do abdominal exercises**: for about 10 mins every morning, it really works!
- **Take your time to eat**, to avoid having a bloated stomach
ASSESS YOUR MONTHLY STUDENT BUDGET

It’s not always easy to make ends meet when you are a student, especially when you no longer live with your parents. Here are a few guidelines to set out your monthly budget depending on your expenses: accommodation, food, going out… Don’t forget, this is just an overall average!

Accommodation expenses
If you live in CROUS halls of residence, your rent will not be too high: around €150 to €350 depending on the surface area (9m² minimum) and the location. But if you are not that lucky, prices rise very quickly: if it is possible to rent a bedsit for €350 or €400 outside Ile de France, in Paris it’s difficult to rent one for less than €800 (around €600/665 for an attic room). These figures have been going down slightly since the introduction of the law which regulates rents.

Meals
A voucher to eat at the resto U (university canteen) costs €3.25 (tariff 2017-2018), so if you count lunch, breakfast and weekends you should be able to get by on approximately €200 to €300, and even less if your resto U is open in the evening. Student social grocery stores are developing, these are a good way to eat at a low cost.

Telephone and internet
It all depends on how much you want! With new low-cost offers and if you don’t lose your phone every six months, you can manage with €20 + €20 for unlimited access. If you are – and it’s often the case – a smartphone fan and a heavy consumer, this budget can easily double.

Cleaning and personal hygiene
Between €50 et €100 per month.

Miscellaneous (chemist’s, going out, books, clothes etc.)
Of course, this is the most variable part! But if you are reasonable, you can get away with €200 to €300 per month.

The cost of the CVEC - Contribution Vie Etudiante et de Campus (Student and Campus Life Contribution) to pay for the academic year 2019-2020 was €90.

To find accommodation, there are more possibilities in Paris but they are always more expensive. Accommodation, food, going out… We have established overall average costs to help you to set out your monthly budget. The monthly budget for a single student ranges from €600 to more than €1,000 per month. These are our calculations… but according to some studies the exact figure for the overall average student budget is just under €400 per month.

Remember, during the first academic month: with enrolment, CVEC, deposits and agency fees for your accommodation, insurance etc. this budget can easily double or even triple.
Everyday, with your current expenses, your subscriptions, your rent, unexpected expenses, managing your money is not always obvious. You have to juggle with several accounts, your credits and debits and if you are unfortunate enough to forget something, you may go into the red. Fortunately for you, there are many mobile applications that can help you. Here are a few of them:

**My bank’s application**
Banks always offer an application and they are perfecting their systems everyday.

**PiloteBudget**
It’s possible to know more about your budget and to improve it with the PiloteBudget app. Created with the participation of the Banque de France, the mobile application PiloteBudget allows you to take stock of your budget and to know the exact amount you have to live with monthly or weekly, (the amount that is left after you have paid your bills).

**Bankin’**
Undeniably, one of the best budget management applications on the market. The app is available in a freemium version, which means that it is free but some functionalities must be paid for. The free version is plenty good enough for a private individual, the version you have to pay for is more for professionals.

**Linxo**
This app offers almost the same functionalities as its main competitor Bankin’. The application reminds you of a bank app. It belongs to a large bank, the Crédit Mutuel, which is reassuring as far as security and confidentiality of data are concerned. Linxo can be synchronised with over 320 banks.

**Pumpkin**
Pumpkin is a convivial, mobile application which allows simple payments and on the spot reimbursements between friends! This app allows you to send payments to your friends instantaneously, for free. No more coins, checks, bank account information and bank transfers which take days; to do your sums and pay your friends and relatives has never been so easy!

**Tricount**
manages several accounts simply and efficiently. Enter your expenses in a user-friendly interface and Tricount does the sums for you! Nothing is hidden, each participant can add his own expenses and see the expenses added by the others! Tricount gets you closer to your friends, to your flatmates and to your family when you manage your expenses together.

**Lydia**
is made to go straight to the point. You want to know exactly where you stand or you want to make the most of your money, whether you have one or ten bank accounts. Easy, instant and safe are the keywords, action after action, so that the app you use everyday, is the best in the world.
FINANCIAL TIPS AND TRICKS!

STUDENT BUDGET: 5 TIPS TO AVOID STRESS AT THE START OF THE YEAR

Your budget is often paramount during your student life. Don’t let your self get bogged down by debts; a lack of resources requires clear information about support that is available for you and certain techniques to avoid stress...

1- Fix a precise budget
Rent, shopping, school and health fees, entertainment... Make a list of your expenses. You can consult articles online or your old bank statements, if it’s not your first year. Then make a list of your income: grants, student loans, salary, family allowance... Compare both lists, try to balance them as well as you can. It may be useful, even if you are living on a tight budget, to put a little money aside each month in case of hard times... Or a whim! Anyhow, having a good estimation of your income and your resources will help you to manage your budget with less worry.

2- Get information about grants and allowances
Too many students don’t take advantage of their right to a grant because they don’t have the information or because they don’t think that they are eligible. Public grants, like grants based on social criteria, are mostly granted depending on your income. Private grants and allowances are often available for a specific category (gender, area, level) and depend on your results.

3- Make the most of good deals!
Students often have reduced prices. Banks, transport, International student cards, cinema... Make the most of these advantages, thanks to your student status! To avoid a certain number of expenses, be resourceful. For example, rent your furniture. During your studies, you often move in and out, so why bother with furniture that is expensive to move and won't necessarily fit into your next flat? The new website trouvetesmeubles.com even has a platform to give away your furniture to students! You can do the same thing with your clothes...

4- Find a suitable student job
If you discover that your budget is too tight, don’t wait for the months to go by, look for a job at the beginning of the school year. But be careful, try to find a student job that will not interfere with your studies because it’s hard, because the working hours are outside office hours or too long. Ideally, you need a job in line with your studies that is no longer than 15 hours per week...

5- Think about student loans
As future qualified workers, banks grant loans at good rates to students. You must be enrolled in a higher education establishment and open a bank account. As long as you don’t multiply your debts, this credit can be a real boost. Student loans are considered to be personal loans which means that you can use the money how you want to. You will have to pay it back: assess your future needs (rent, food, equipment...) and fix a reasonable sum. Several options will be suggested to pay back your loan, ask about the option which suits you best.

WORTH KNOWING: if you want information and advice on financial aid, you can contact

REIMS CAMPUS
Marine JOBART
03 26 77 47 50
Office: 2A027

ROUEN CAMPUS
Claire VICHERY
02 32 82 46 71
Office: G031

Or by email : bourses.aides.partenariats@neoma-bs.fr
This section aims neither to judge you nor to punish you, it simply focuses on the consequences and the risks for your health of overconsumption.

**How much alcohol is dangerous for your health?**

Moderate consumption is generally considered as low risk. The only condition is not to go over the limits recommended by the WHO (see consumption limits: document “2340”). From a medical point of view, over 2.4g of alcohol per litre of blood, your liver can no longer break down the alcohol. With over 3g/l, you risk going into a coma and with more than 5g/l, you risk death.

**Is it possible to bring down the level of alcohol in your blood quickly?**

It is impossible! There’s no magic formula... Neither coffee, nor a cold shower will help you! Patience is the only answer. Your blood alcohol concentration will reach its maximum 30 minutes after the last drink, if you have not eaten anything, then it goes down slowly at a rate of 0.15g/l per hour. For example, after drinking half a pint of beer, you must wait for 1 or 2 hours before your blood alcohol concentration is zero!

**Does alcohol protect your heart?**

It’s all a question of consumption! In regular, small doses alcohol may protect some people against cardio-vascular disease. But excessive consumption of alcohol is bad for your heart and increases the risk of cardio-vascular attacks. Nevertheless, if you aren’t used to drinking alcohol, don’t force yourself to drink!

**How can I tell if I have become addicted?**

The first warning sign: you need alcohol in the morning. When you haven’t had a drink you feel withdrawal symptoms: shaking, sweating, sickness... Even with a hangover, you don’t want to give up. If you don’t drink, you sleep badly, your personality changes, you become irritable…and you lose the ability to change your consumption! You start all over again, alone or with your friends.
ALCOHOL: preconceived ideas

Have a coffee, drink some water, practise sport... that sobers you up
False: only time can eliminate the effects of alcohol. So, it's no good jumping into a cold shower or drinking a spoonful of oil... It won't help! Our advise: stay and sleep on the spot or get someone who is sober to take you home. It’s the only way to sober up safely.

Whisky is more dangerous than beer
False: there is as much alcohol in half a pint of beer (25 cl) as in a glass of whisky (3 cl), or in a glass of wine (10 cl). Why? Because beer (around 5°) has a lower rate of alcohol than wine (12°) or whisky (40°), but the volume is higher. Remember that a glass of beer, wine, champagne or spirits (whisky, gin, vodka...) as they are served in cafés and bars, contain approximately the same quantity of pure alcohol. Be careful of the doses when you are at home, glasses served in private are often fuller.

Adding a soft drink to your whisky is safer
False: the volume of alcohol in a glass is not at all modified by adding a soft drink or mineral water.

Alcohol warms you up
False: this idea is very widespread but it is, however, the contrary! The feeling of "warmth" comes from the fact that alcohol moves internal heat and brings it to the surface of your body, due to the vasodilatation of blood vessels under your skin. In reality, your body temperature drops.

Alcohol makes you strong
False: alcohol sometimes gives you an exhilarating feeling, which may reduce fatigue while you are making physical efforts. However, these feelings are short-lived and have no real impact on your physical strength.

When I have had a drink, I feel more at ease to drive
False: this is an illusion. Drivers' brains are "anaesthetised" by alcohol and may have the impression that they can drive better. However, their body is disturbed and their reactions are slower.

One hour is enough to be able to drive again
False: before the effects of alcohol disappear, a driver must wait for a certain amount of time, which varies depending on the amount of alcohol he/she has drunk, but also on the driver’s weight, sex, age... In general, it takes about 1 hour to eliminate 0.15 g of alcohol.

An after-dinner liqueur helps you to digest
False: in spite of its name in French "digestif", an after-dinner liqueur does not help you to digest. To improve your digestion, it is better to eat light, well-balanced meals.

All beers are the same
False: different beers contain different levels of alcohol. Some have a high alcohol content (8 to 12°). Sold mainly in 50 cl cans, they contain 4 times more alcohol than classical beer that is sold in 25 cl cans.
WHAT IS A DRUG?

The word “drug” refers to any substance which changes the way we perceive things, feel emotions, think and behave. The dangers linked to using such substances vary depending on the substances, individuals, means of consumption, quantities etc.

Legal and illegal drugs

There are some drugs which are authorised but controlled, like alcohol and tobacco and even some medicines and forbidden drugs whose sale and use is banned by law such as cannabis, heroin and cocaine. Finally, new drugs appear on the market but their status is not yet clearly defined.

Different effects

Drugs are also classified according to the type of effects they produce.

- "Nervous system depressants": act on the brain and slow down certain functions or sensations. These drugs often cause side effects such as slowed breathing and drowsiness.
- "Stimulants": they accelerate sensations and some body functions such as heartbeat or feeling alert… Their “stimulation” is often followed by after effects with opposite feelings such as fatigue and irritability.
- “Hallucinogens”: they modify visual, auditive and corporal perception. These modifications depend essentially on the context and the person who uses such drugs.
- "Stimulants-hallucinogens": they stimulate sensations and some body functions and at the same time they distort perception, but to a lesser extent than hallucinogens

Drugs which are difficult to classify (by default called “disruptors”): they may have the same effects as several of the categories mentioned above without any specificity.

Different dangers

The dangerous nature of drugs is another way to classify them. This raises the problem of which criteria to use to classify their dangerous nature. It could be addiction (physical and/or psychological), toxicity for health, accident risk or even “social harm” (delinquency, healthcare costs, costs for the community etc.). The potential dangerous nature of a drug is not necessarily the same from one criteria to another.

Dangerous consumption is consumption which causes physical, psychological, affective, family or professional difficulties for the consumer. Unfortunately, it is not always easy to be aware of the problem. Awareness implies being able to stand back and think about your personal consumption.
SEXUAL AND EMOTIONAL ADDICTIONS

What is normal sexuality? When should we speak about sexual addiction? When should we get medical advice? What are the solutions to cure sexual addiction?

What is sexual addiction?
Sexual behaviour which may become an addiction is very varied: masturbation, pornography, cybersex, compulsive sexual relations, resorting to prostitution...

Am I suffering from sexual addiction?
A sex addict has excessive, invasive, uncontrollable sexuality...
He/she suffers from this situation because he/she is always concerned about satisfying his/her desire for sex.
He/she may have a feeling of internal pressure.
He/she can no longer control himself/herself.
He/she would like to stop or limit this behaviour but can’t.
He/she will feel depressed, ashamed, worried, have no self esteem… after his/her addictive sexual behaviour...
A distinction should be made between sexual dependence or addiction and sexual dysfunctions, sexual perversions or paraphilic disorders.

Consequences of sexual addiction
Apart from the risk of sexually transmitted infections (STI), sexual addiction may be associated with bouts of depression, anxiety and relational problems. It causes shame, guilt... It may lead to loss of trust from your spouse or usual partner and fewer sexual relations, then tension between the couple..
A sex addict may also have co-addictions: tobacco, alcohol, drugs...

PREVENTION

To improve knowledge in the field of behavioural addictions.
The aim is to contribute to better knowledge of vulnerability and risk factors occurring in addiction processes which do not involve psychoactive drugs. To communicate with health and social professionals on new findings from advanced national and international research to improve prevention and provide assistance for behavioural addiction.

Centre hospitalier universitaire Charles Nicolle - Chief physician Pr Olivier GUILLIN
1 rue de Germont - 76 031 Rouen cedex
Tel : 02 32 88 82 28 - olivier.guillin@chu-lerouvray.fr

Pôle d'Addictologie de la Marne (51 ZAD)
The addiction centre offers a range of specialised, level 2 treatment, all over the Marne county. The aim is to enable people with addictive behaviour to have access to adapted, local (outpatient) treatment and to provide them with a specialised technical unit (residential) depending on the severity of their addiction. It includes all addictive behaviour with substances (alcohol, tobacco, cannabis, opioids, cocaine…) and without substances (pathological gambling, compulsive purchasing, sexual addiction...).

Clinique Henri-Ey
8 rue Roger Aubry - 51100 Reims
Tel : 03 26 61 16 00

What is Cyber addiction?
It is a kind of addiction that was born with the development of the use of the Internet and leads to a loss of social relations and a sort of depression.
An Internet user continually tries to connect to computer networks to communicate, to find information or to get sex or virtual games. He/she feels anxious if he/she can’t get connected. Just like a drug addict, a cyber addict feels withdrawal symptoms when he/she can’t get connected, even if he/she often refuses to admit it.

What are the symptoms?
A person who is dependent will experience two kinds of symptoms:
- physical symptoms,
- psychological symptoms.

Among the physical symptoms, we find dry eyes, headaches and backaches and carpal tunnel syndrome (pain in the wrist due to pressure on the median nerve). Then, there is bad personal hygiene, meals become irregular or simply forgotten and finally insomnia or change in sleep cycles.

Psychological symptoms are more difficult to detect by an internet users’ family and friends. They will lie to the family about the time they use the Internet because they are unable to stop or to reduce Internet use. They constantly need to increase connection time. They have a feeling of well-being and euphoria when they are connected but have a feeling of emptiness, depression, anxiety or irritability when deprived of the Internet. When they realise they are overdoing it, they feel guilty and shameful.
**Are you a CYBER ADDICT?**

1/ Do you feel worried about the Internet (when you think about the last time you were on the Net and look ahead to your next session)?
   - YES / NO

2/ Do you feel the need to browse the Net for longer and longer periods of time in order to feel satisfied?
   - YES / NO

3/ Have you tried several times and failed to limit, control or stop your use of the Internet?
   - YES / NO

4/ Do you feel tired, exhausted, depressed or irritable when you try to limit or stop using the Internet?
   - YES / NO

5/ Do you stay connected to the Net longer than you had initially intended?
   - YES / NO

6/ Have you jeopardised or do you risk losing an important relationship, a job, a career or business opportunity because of Internet use?
   - YES / NO

7/ Have you lied to your family, your therapist or other people so as to have more time to use the Internet?
   - YES / NO

8/ Do you use the Internet to run away and escape from your problems or negative emotions (neglect, guilt, anxiety, depression)?
   - YES / NO

**YES = 5 answers or more**
You are considered as a user suffering from Internet addiction.

**YES = 3 answers or more**
You should seriously question your use of the Internet.

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**CONTRACEPTION, WHAT TO CHOOSE?**

Even if condoms are the most common means of contraception and remain essential, there are many others...

**Means of contraception**

To get information about the different solutions that exist, one address: **Choisir sa contraception**. This website provides full, detailed documentation about all the various means which are available.

**You need contraception urgently ... what can you do?**

**You** forgot to take your pill, a condom split... You don’t know what to do? Visit **Contraception d'urgence** to get the answers to all your questions!

**And if you get pregnant but didn’t want to?**

**The first thing to do:**

**If you had sexual intercourse less than 72 hours ago:** you can use emergency contraception, called “the morning-after pill”. This is a one-dose pill, available without a prescription from chemists’ and family planning clinics. If you are a school pupil, you can see the school nurse. This pill is free for under 18 year-olds.

**NB:** the morning-after pill is not a means of contraception, it should only be taken on rare occasions.

**If you had sexual intercourse more than 72 hours ago:** use a pregnancy test, available from chemists’. It allows you to have a reliable answer quickly. If in doubt, you can use several tests. You can get a free pregnancy test from a family planning clinic.

**Worth knowing:**

If you want to end your pregnancy, you can have an abortion within the legal limit of 12 weeks of pregnancy. You are not obliged to inform your sexual partner nor a member of your family if don’t wish to.

If you decide to have an abortion, make an appointment for a medical consultation with a health professional. Compulsory for under 18 year-olds, you can be accompanied by an adult of your choice. This could be your GP or usual gynaecologist. Otherwise, professionals can meet you in family planning clinics or P.M.I centres (Protection Maternelle et Infantile - Mother and Child Protection) in your town.

Without healthcare insurance, you can be welcomed for free and anonymously by units and associations: this concerns family planning clinics and the “planning familiale” association.
Sexually transmitted infection (STI) - HIV

In France, many people are still not aware that they are carrying the HIV virus. However, this is not the only sexually transmitted infection. Chlamydia, hepatitis B and C...

Protection
In view of the dangers of sexually transmitted infections (STI) and in particular the HIV virus, it is necessary to be well informed about best practices to reduce the risk of contamination to a minimum.

Be smart, wear a condom!
To fight against sexually transmitted infections and especially the HIV virus, the male condom is still the best answer. A female condom is also available but it’s use is not as efficient as a male condom (and it’s more expensive). We can’t repeat it enough times: protect yourself!

And if you have had unsafe sex? The first thing to do:
- within 48 hours, it is essential to go to an emergency unit or to a hospital for an appointment with a health professional to decide if emergency treatment is necessary.
- within 3 months after unprotected sex, have a test for sexually transmitted infection (STI).
- if your test is positive, inform your sex partner(s) so that they can also have a test and will not “spread” the virus.

For prevention
You can find free condoms in many places: in family planning clinics, in CeGIDD, from The Family Planning organisation. To have a test, you can contact the CeGIDD, family planning clinics and your General Practitioner. Some centres offer free, anonymous tests. This is the case of CeGIDD.

Worth knowing :
Unsafe sexual intercourse: means intercourse that is not protected by a condom without having had a test recently. Sexual intercourse just once without a condom is enough to be contaminated by HIV or another STI (sexually transmitted infections).
INFORMATION

SEXUALITY TESTING

Doctors, relationship counsellors, midwives and nurses are available to provide free assistance. Contraceptives, prescriptions, advice and guidance for abortion, STD testing and treatment for women.

TESTING IN ROUEN

Centre de consultation et de planification
Rouen centre
20 rue des Capucins, 76000 Rouen
02 35 70 92 24
Rouen Le Châtelet
1 rue Jean-Perrin, 76000 Rouen
02 35 60 01 01
Rouen Texcier
72 rue Jean-Texcier, 76000 Rouen
02 35 60 37 47
Rive gauche
106 boulevard de l’Europe, 76100 Rouen
02 35 73 13 67
Rouen CHU
1 rue de Germont, 76000 Rouen
02 32 88 80 77

Association pour le Planning familial
de Seine-Maritime
Information, assistance and advice on sexuality, abortion... Medical appointments for contraception.
41 rue d’Elbeuf, 76100 Rouen
02 35 73 28 23 - planningfamilial76@wanadoo.fr

CDAG CMS
Free, anonymous testing for HIV, hepatitis B and C. Also Information Centre and testing for Sexually Transmitted Infections.
Medico-social Centre
13 rue des Charrettes, 76000 Rouen
02 35 07 33 33

CDAG CHU
Free, anonymous testing for HIV, hepatitis B and C at Charles-Nicolle university hospital. Also Information Centre and testing for Sexually Transmitted Infections.
1 rue de Germont, 76000 Rouen
Regional telephone assistance for abortion and contraception: 02 35 73 74 88

TESTING IN REIMS

AIDES
26 rue des Capucins, 51100 Reims
03 26 09 38 38
degputation51@aides.org

CeGIDD CHU de Reims Hôpital Robert Debré
Avenue du Général Koenig, 51100 Reims
03 26 78 45 70

Association Couples et Familles
77, rue du Jard, 51100 Reims
03 26 40 39 59

Le Planning Familial
Maison de la vie associative
122 bis rue du Barbâtre, 51100 Reims
03 26 83 97 23
planningfamilial.reims@orange.fr

Centre de planification Hôpital Maison Blanche
Bâtiment Alix de Champagne
45 rue Cognacq-Jay, 51092 Reims
03 26 78 78 56

DEPISTAGE PARIS

Centre de Prévention et de Dépistage Gratuit
43 rue de Valois, 75001 Paris
01 42 97 48 29

Dépistage anonyme Hôpital Bichat
46 Rue Henri Huchard, 75018 Paris
01 40 25 84 34

Free STD testing in Paris:
www.ateliersantevilleparis19.fr/
annuaire/436/centre-de-depistage-
anonyme-et-gratuit-cdag-de-l-hopital-
saint-louis/
Un Point d’Accès au Droit (Legal Information Centre) is a permanent, free place, where people who are facing legal or administrative problems, can get information about their rights and their duties. The receptions at the two departmental high courts (in Châlons en Champagne and Reims) are Points d’Accès au Droit (Legal Information Centres).

**MARNE**

Tribunal de Grande Instance de Chalons en Champagne (high court)

Accueil du Tribunal (High court reception)
2, quai Eugène Perrier
51000 Châlons en Champagne
Tél : 03 26 69 27 27

Mouvement d’Action et de Réflexion pour l’accueil et l’insertion Sociale (MARS) (social insertion)
14 B allée des Landais, 51000 REIMS
Tél : 03.26.89.59.30
1st and 3rd Tuesdays in each month (2pm to 4pm)

Fédération départementale des familles rurales de la Marne (rural families)
39 Rue Carnot, 51000 Châlons-en-Champagne
Tél : 03.26.68.36.15
1st Thursday in each month (9am to 11.30am)

Centre d’Information sur les Droits de la Femme de la Marne (CIDF) (women’s rights)
15 rue Joseph Servas, BP 60119, 51000 Châlons-en-Champagne
Tél : 03.26.65.05.00
2nd Thursday in each month (8.30am to 11.30am)

Médiateur de l’Education Nationale et de l’Enseignement Supérieur (national and higher education mediator)
Monseigneur Jean-Marie MUNIER
Recteur, 1 rue Navier, 51082 Reims Cedex
Tél : 03 26 06 08 05
Port : 06 30 96 78 92
mediateur@ac-reims.fr

Tribunal de Grande Instance de Reims (high court)
Bureau n°21 - Accueil civil et pénal (Office 21 - Civil and criminal reception)
Place Myron Herrick - 51100 Reims
Tél : 03 26 49 53 53

La Maison de la Justice et du Droit
Local Legal Service
Legal advice from members of the Bar, societies and mediators
37, rue du Docteur A. Schweitzer, 51100 Reims
Tél : 03 26 77 09 24
Free consultations with a barrister by appointment only, Monday mornings and Wednesday afternoons

Permanences pour les jeunes jusqu’à 21 ans (Legal advice for young people under 21)
Ordre des Avocats - Maison de l’Avocat
17, Place du Chapitre, 51100 Reims
Tél : 03 26 03 56 38
1st and 3rd Wednesday in each month 2pm to 4pm

Chambre Départementale des Huissiers de Justice de la Marne (Bailiffs)
24, Bd Justin Grandchêle BP 127, 51008 Chalons en Champagne Cedex
Tél : 03 26 68 09 98
Free consultations

Chambre interdépartementale des Notaires (Solicitors)
44, Cours J.-B. Langlet BP 1181, 51057 Reims Cedex
Tél : 03 26 86 72 10
Free consultations on 1st Monday in each month

**PARIS**

Free legal aid near you
https://www.paris.fr/pages/les-aides-juridiques-gratuites-pres-de-vous-2081

**NORMANDY**

Maison de Justice et du Droit de Rouen
welcomes you, helps you and informs you about your rights and your obligations. It gives you the means to find your way through legal and administrative circuits. It makes it easier for you to access the law and allows you to solve everyday life litigations out of court: neighbourhood problems, family conflicts, difficulties with institutions...
The MUD in Rouen also supports you if you are the victim of a criminal offense.
It is a free, confidential, public service based on a partnership between the town of Rouen and the Ministry of Justice.

Centre administratif du Châtelet
1, place Alfred de Musset, 76000 ROUEN
Tél : 02 35 12 29 20
Courriel : mjd-rouen@justice.fr

Opening hours and legal advice:
Mondays 1.30pm to 4.45pm and Tuesdays to Fridays 8.45am to 12pm and 1.30pm to 4.45pm

Barristers
By appointment two Saturdays per month from 9am to 12pm and two Wednesdays per month from 1.30pm to 4.30pm

Bailiffs
By appointment 1st Monday each month 1.30pm to 4pm

Solicitors
By appointment 1st Tuesday each month 2pm to 4.30pm

La Protection Judiciaire de la Jeunesse (Legal Protection for Young People)
By appointment

Médiateur de l’Education Nationale et de l’Enseignement Supérieur (national and higher education mediator)
Académie de Rouen - Monsieur Alain PICQUENOT
1, place Alfred de Musset, 76000 ROUEN
Tél : 03 26 49 53 53

**LA CIMADE ROUEN**

Reception and legal aid for foreigners. Reception and legal advice BY APPOINTMENT:

Le Défenseur des Droits :
By appointment

L’Association D’Aide aux Victimes et d’Information sur les Problèmes Pénaux (help for victims, information about criminal affairs):
By appointment

Le Centre d’Information sur les Droits des Femmes et des Familles (women’s and family rights):
By appointment

La Cimade Rouen
Reception and legal aid for foreigners. Reception and legal advice BY APPOINTMENT: call 06 34 28 89 38. Leave your message, the person in charge will call you back the same day or the next day to give you an appointment.
45 rue de Buffon, 76000 Rouen
roumen@cimade.org
http://lacimade.org
Social workers ready to listen to you

Their role and areas they work in:

- They welcome you and listen to you if you are having all kinds of problems (personal, family, psychological, medical, administrative, financial...)
- They help you with the steps you need to take and to find solutions throughout your studies
- They inform you about formalities related to student life (budget, housing, healthcare insurance, employment, administrative problems, specific situations...)
- They guide you towards specialised services
- They help you to prepare your requests for financial aid
- Social workers process (ASAP) Aides Spécifique Allocation Ponctuelle (specific temporary benefit) and (ASAA) Aides Spécifiques Allocation Annuelle (specific annual benefit)
- Social workers operate in close contact with the administrative departments of the Crous, the universities and other organisations.

Bound by a duty of confidentiality, social workers listen to you and share your problems before helping you to find a solution.

Crous Social Services in Reims
14b allée des landais 51100 Reims
Sajia GHIYATI - Crous social services advisor in Reims
By appointment only, contact the administration office:
03 26 50 52 96
service-social.reims@crous-reims.fr

PREVENTIVE MEDICINE SOCIAL SERVICES

As part of SUMPPS, URCA social services listen to, advise and support students to encourage their personal and social success.

Social workers can be contacted by phone and by mail. If necessary, don’t hesitate to send a mail to the social worker in your area (see below) to explain your situation and to give your personal details (name, address, e-mail and phone number).

University social services can be found in SUMPPS on both sites:
- Campus Moulin de la Housse
  Mme Hautavoine (assistante sociale) : sumpps.mdh.as@univ-reims.fr
  Tél 03 26 91 82 42
- Campus Croix-Rouge
  Mme Szewczyk (assistante sociale) : sumpps.ccr.as@univ-reims.fr
  Tél 03 26 91 38 81

Preventive Medicine Social Services

Listening, supporting, advising, information, access to rights, educational counselling

The social workers’ mission is to support students. They are bound by a duty of confidentiality under the regulations of the civil code and the code of ethics. They operate in a multidisciplinary team and play an active role in healthcare promotion and prevention.

Students with difficulties can make appointments to see the social workers for:
- personal, psychological, family, health, disability problems
- educational counselling and/or problems related to their student life
- help for equipment: educational tools, based on an application file and with the approval of the FSDIE commission (Fonds de Solidarité et de Développement des Initiatives Etudiantes)
- temporary financial aid, based on a CROUS application form
- housing: CROUS, Youth hostel, Carrefour des Solidarités, tel 115 (social emergencies)

The goal is to develop with students a personal project that guides them to becoming independent. In this context, social workers offer one-to-one appointments to students who want to discuss their concerns.

Crous Social Services in Rouen
135 boulevard de l’Europe
76100 Rouen
02 32 08 50 89
service-social.rouen@crous-normandie.fr
(Please give your surname, first name, telephone n° and institution)

Preventive Medicine Social Services

Social worker in Mont-Saint-Aignan : Mme GONZALEZ Xotchil
Maison de l’Université
Service de Médecine Préventive et de la Promotion de la Santé
1er étage - rue lavoisier
76821 Mont-Saint-Aignan Cedex
02 32 76 93 40
xotchil.gonzalez1@univ-rouen.fr
In order to contribute to the success of students in Paris, whatever your university course or life style, your social and family status, the Paris Crous social workers are available to help you.

You've got temporary or permanent financial problems?
• Perhaps you have a right to financial aid. Contact the social workers to discuss your situation in strict confidentiality.

You need advice, you have problems (social, family, psychological, administrative, financial…)?
• You can make an appointment with the Paris Crous social workers who will inform you about all the provisions concerning student life (grants, housing, social legislation…) and who will help and guide you through all the steps you need to take with administrative departments, university departments and social services.

Social workers welcome you in the Paris Crous headquarters.

Address
39 Avenue Georges Bernanos 75005
- Every morning (no appointment required) and every afternoon (by appointment only) from Monday to Friday
- On the ground floor
- Further information available at the main reception

By public transport: RER B, Port Royal station

Contacts vary depending on the district where your higher education institution that is not part of a university is located:

› from 1st to 8th district + AGROPARITECH + ENS + PSL Pépite + Référent Lourcine : 01 40 51 37 71 (office H13/14)
› from 9th to 15th district + EPHE : 01 40 51 57 70 (office H7)

INFORMATION SOCIAL SERVICES

PARIS

CROUS SOCIAL SERVICES

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Matthieu LUCAS
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