



# Wellness MAG

2025-2026

In association with  
**tiemy**



**NEOMA**  
BUSINESS SCHOOL

REIMS · ROUEN · PARIS

# SUMMARY

<b>ABOUT TEAM</b>	Creators of well-being	3
<b>HEALTH</b>	Take care of your health capital	4
<b>PREVENTION</b>	Avoid high-risk situations	11
<b>DISABILITY</b>	Find out about your rights	24
<b>EQUALITY, DIVERSITY &amp; INCLUSION</b>	Encourage people to live together	36
<b>SOCIAL &amp; SOLIDARITY</b>	Control your budget	50
<b>EMOTIONAL</b>	Manage your emotions	60
<b>NUTRITIONAL</b>	Eat well and healthy	67
<b>PHYSICAL</b>	Get moving, it's good for your health!	73
<b>MUST-HAVES</b>	Find out more !	77



# ABOUT TEAM WELLNESS :

Our Wellness team strives to improve student well-being by providing a full range 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.



## ROUEN



**Matthieu LUCAS**  
Director of Student  
Activities  
(A020)



**Hind LAKHAL**  
Scholarships & Financial  
Aid Coordinator (A022)



**Marine LEROY**  
Nurse Coordinator  
(B105)



**Karine TRIBOULT**  
Wellness & Disability  
Liaison Officer  
(A022)



## REIMS



**Christine CAZOR**  
Wellness Centre Manager  
(C2-2B032)



**Marine GRUSON-DUFOUR**  
Nurse  
(C2-2A026)



**Marine JOBART**  
Scholarships & Financial  
Aid Coordinator  
(C2-2B032)



**Adeline LEBOUVIER**  
Wellness & Disability  
Liaison Officer (C2-2B033)



## PARIS



**Léa DECORDIER**  
Nurse  
(Office 214 /2nd floor)

# NEOMA'S WELLNESS CENTRE

## HEALTH



Nurses  
Psychologists  
Risk prevention

## SOCIAL AND SOLIDARITY



Scholarships, Financial aid  
Bank loans, International  
mobility grants, Student jobs  
Loan of computer

## STUDENT SERVICES



Housing Insurance  
Post&Buy classifieds site  
Tips for student life  
Tips for life abroad  
Tips for professional life

## DISABILITY



Disability advisers  
Study arrangements  
Financial aid

## EQUALITY, DIVERSITY AND INCLUSION



Action against violence,  
harassment and discrimination  
Change of surname, first name  
and/or gender identity  
Support for top-level athletes  
and other special arrangements

## EVENTS



Welcome Days  
Health Day, Happy Day

[wellness@neoma-bs.fr](mailto:wellness@neoma-bs.fr)

# HEALTH



## HEALTH CENTRES

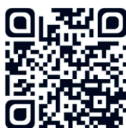
Reims Nurse:  
Marine GRUSON-DUFOUR  
03 26 77 88 54  
07 64 38 99 59  
Campus 2 – Office 2Ao26

.....  
Nurse Coordinator Rouen:  
Marine LEROY  
02 32 82 17 42  
07 64 38 81 09  
Building B – Office B105

.....  
paris Nurse:  
Léa DECORDIER  
01 73 06 98 33  
06 99 09 76 21  
Office 214 - 2nd floor

.....  
Mail :  
[wellness@neoma-bs.fr](mailto:wellness@neoma-bs.fr)

TO MAKE AN  
APPOINTMENT



1

### The Health Centres are structured around 4 axes:

- Providing curative care of any physical, psychic and social health problem.
- Carrying out your health check-up before contacting the disability advisors.
- organize health prevention (sexuality screening, mental health, risk behaviors, alcohol consumption, etc.)
- Guiding you in the care system adapted to your needs.

2

### The nurse, subject to medical confidentiality,

Accompanies you in the management of your health and more generally, your well-being and your development.

3

### The Health Centres are places of «refuge» in the heart of the establishment

where all students are welcomed without judgment for any reason whatsoever, including relational or psychological reasons if there is an impact on health or schooling, a malaise, a punctual or chronic illness, or a disability. In this place, you will be welcomed in complete confidentiality, assisted and referred to other structures if necessary.

> <https://outlook.office365.com/owa/calendar/NEO-MABSCentredeSoins%4oneoma-bs.com/bookings/>

A photograph showing two people's hands clasped together in a supportive gesture. One person is wearing a white shirt, and the other is wearing blue jeans. The background is blurred, showing what appears to be an indoor setting.

# PSYCHOLOGICAL SUPPORT

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 Wellness Centre. 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 :**  
<https://outlook.office365.com/owa/calendar/EcoutepsychologiquecampusReims%40neoma-bs.com/bookings/>
- > **Come without an appointment while the psychologist is on campus.** If he/she is available, he/she will leave the door open and see students who haven't made an appointment.
- > **Contact Wellness Centre:** [wellness@neoma-bs.fr](mailto:wellness@neoma-bs.fr)

TO MAKE AN  
APPOINTMENT



# SANTÉ PSY ÉTUDIANT :

## THE ALTERNATIVE FOR STUDENTS

For all those students who can't necessarily take advantage of **Mon Soutien Psy**, not least because of potential shortages of professionals, there is another solution: **Santé Psy Étudiant**.

The only prerequisite? **To be enrolled in a higher education establishment.**

The advantage of **Santé Psy Étudiant** is that it offers **12 free sessions over an academic year** - from 1 September to 31 August.

Another special feature of the scheme is that sessions with the psychologist are completely free of charge, **with no advance payment required. On Santé Psy Étudiant**, you can check your eligibility, get advice or find a partner professional.

### More information?

#### **I'm a student and I need psychological help. What do I need to do?**

Once you have checked that you are eligible, you can visit the directory of partner psychologists and make an appointment directly with a psychologist.

#### **I already have counselling, can I still benefit from the scheme?**

Students who already have counselling are eligible for the Santé Psy Étudiant scheme. However, they will need to go and see a psychologist who is a partner in the scheme.

#### **I don't have an INE number but I do have a student card**

The INE number is strongly recommended. If you are a higher education student, you can access the scheme by showing your student card or any equivalent document proving your student status.

#### **I am not a French national, but I am a student in France. Am I eligible for the scheme?**

Yes, the Santé Psy Étudiant scheme applies to all students enrolled in a French higher education establishment, regardless of nationality. The list of psychologists participating in the scheme published on the <https://santepsy.etudiant.gouv.fr> website specifies the languages they speak.

#### **I'm a French national studying abroad. Am I eligible for the scheme?**

Yes, the Santé Psy Étudiant scheme applies to all French students. However, all the psychologists participating in the scheme are located in France only, but several offer teleconsultation.

#### **I'm not eligible for the Santé Psy Étudiant scheme, what can I do?**

Like anyone over the age of 3, you can take advantage of the Mon soutien psy scheme, which gives you access to up to 12 sessions a year.

#### **Is the guidance letter compulsory?**

No, the referral letter is no longer required to start sessions since 1 July 2024. A student card or equivalent document proving your student status is all you need for up to 12 sessions.





# HELP, SUPPORT, ADVICE

## help yourself to cope with distress

**Awareness :** Are you subject to unusual behaviour or feelings?



- Do you often think about harming yourself or seriously committing suicide?

- Are you absent from most of your classes?



- Do you avoid your family, your colleagues and your friends or do you feel isolated?

- Have you stopped paying attention to your personal hygiene or taking care of yourself in general?

- Have you been through an unexpected event, such a death or an accident?

- Do you take refuge in the consumption of psychoactive substances like alcohol or drugs?



- Do your studies make you feel depressed?

- Do you have family or relationship problems?

- Do you find it difficult to concentrate or to sleep?

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

In strict confidentiality, the liaison officers and nurses 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: **wellness@neoma-bs.fr**

## Contacts

The government has also set up a platform as well as a national number to fight against suicide: <https://3114.fr/>

If you are in distress and/or have suicidal thoughts, if you want to help a person in pain, you can contact the national suicide prevention number, **3114** (accessible 24/7 free of charge)



# HELP, SUPPORT, ADVICE

## Helping someone in distress :

### 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..."

Contactez : [wellness@neoma-bs.fr](mailto:wellness@neoma-bs.fr)

## 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.



# SLEEP WELL

## 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
- 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.

# PROFESSIONNELS DE SANTÉ

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?

**ameli.fr**

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.tasanteenunclic.org](http://www.tasanteenunclic.org)
- Epidemiological research, to strengthen knowledge and to adapt prevention to students' needs and expectations





**PREVENTION**

**SAFETY  
FIRST**



# ALCOHOL

## Alcohol and your health

**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 advice: 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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.





# DRUGS

## 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.

# DRUGS

## A change in your consumption?

You may consume drugs from time to time and this does not cause you any problems. However, without being addicted, your consumption may become a problem: you consume larger and larger quantities, more often and the social consequences are more and more numerous. You may be addicted: taking drugs creates a need, you can't do without them. You end up consuming to avoid withdrawal symptoms.



*Scan the flash code to see the video*

## Signs to worry about?

Repeated comments from your family and friends may be a warning sign. Even if they are subjective, these observations allow you to ask yourself certain questions: "Are you subject to mood swings?", "Are you sometimes absent from school or work?". Paying attention to these comments and understanding why your family and friends speak to you about them, may draw your attention to the problematic nature of your consumption.

## Am I addicted?

To know if your consumption is a problem or to know if you are addicted, to stop consuming for a while will allow you to have a concrete answer to your question. If you don't feel any special difficulties, you may consider that you can control your consumption, this does not mean that your health is not at risk. The contrary, however may lead you to wonder about the importance of drugs in your life and what makes it so difficult to give them up.



*click on the image to see the video*

# CYBER ADDICTION

## 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.

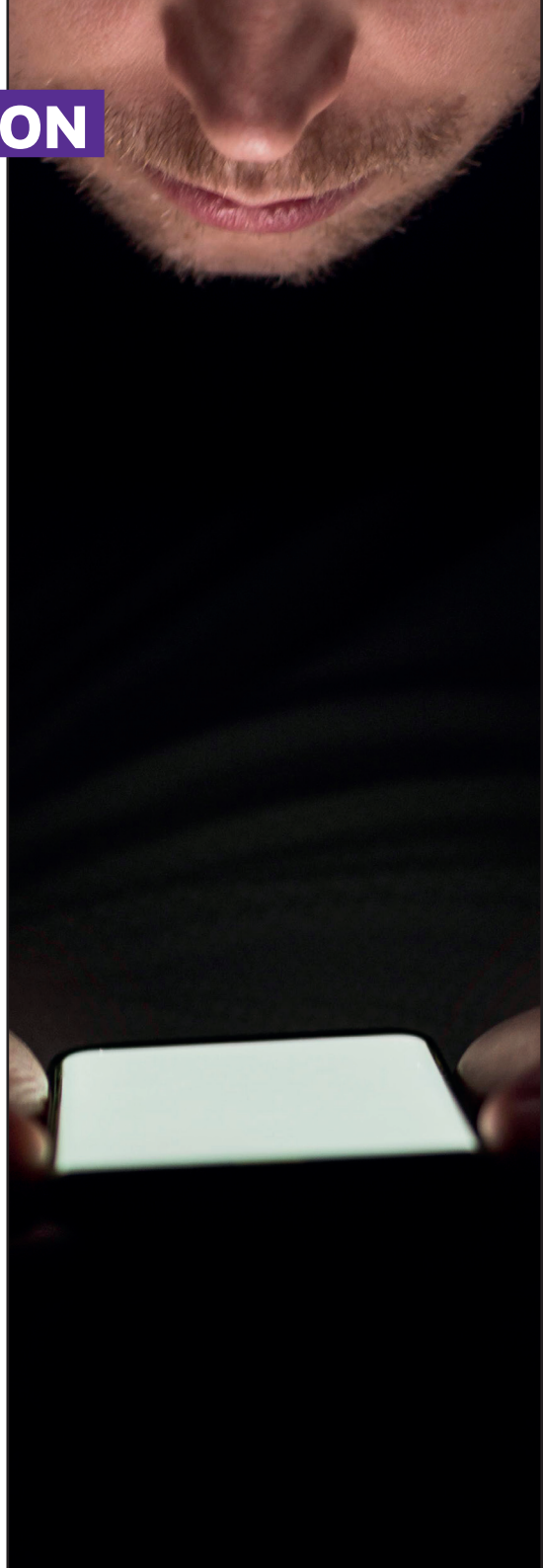
## What are the symptoms?

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.





# CONTACTS ADDICTIONS

## REIMS



The Addictology Unit provides a recognised level 3 specialist care service throughout the Marne department.

Its mission is to give people with addictive behaviour access to graduated, local care (outpatient services) and to specialist technical facilities (residential services), depending on the severity of the addiction. It covers all addictive behaviours involving products (alcohol, tobacco, cannabis, opiates, cocaine, etc.) and those without (pathological gambling, compulsive shopping, sex addiction, etc.). Families and friends of addicts are offered support and assistance. Its services include residential care with full hospitalisation, scheduled hospitalisation, consultations, a medical care and rehabilitation service and liaison teams.

**Contact us at**  
**Centre d'Addictologie**  
**Médico-Psychologique (CAMP)**  
**12, rue des Élus 51100 Reims**  
**Telephone: 03 26 88 45 35**  
**Mail: [addictologie.reims@epsm-marne.fr](mailto:addictologie.reims@epsm-marne.fr)**

## PARIS



The CSAPA is an addiction treatment, support and prevention centre located in the 13th arrondissement of Paris. It is open to anyone, including those close to them, wishing to deal with:

- Problems with the use of legal or illegal psychoactive substances;
- Non-substance addiction problems (gambling, video games, the Internet, sexual addiction).

**Contact**  
**<http://emergencetolbiac.fr/consultations-adultes/>**  
**6, rue Richemont - 75013 Paris**  
**Tel: 01 53 82 81 70**

## ROUEN



The addictology department offers treatment for addictions to products (alcohol, tobacco, drugs, etc.) and behaviour (gambling, cyberaddiction, sex, etc.).

A wide range of care is available, including consultations, day hospitalisation and full hospitalisation for withdrawal, depending on your needs. The service is committed to giving you a quick appointment to assess your needs. To support you, we offer a multidisciplinary approach, with doctors, nurses, social workers, psychologists, secretaries, care assistants, occupational therapists, art therapists and dieticians on site. To meet local care needs, we are present at various sites of the Rouen CHU (Charles-Nicolle, Saint-Julien) and at the Centre hospitalier du Rouvray.

### OUR SPECIALITIES :

Alcohol addiction  
Tobacco addiction  
Cannabis addiction  
Heroin addiction  
Cocaine addiction  
Addiction to medication  
Addiction to gambling  
Screen addiction  
Addiction to new synthetic products  
Sex addiction / hypersexuality

**Contact us at**  
**<https://www.chu-rouen.fr/service/alcoologie-addictologie/>**

Consultations - Addiction care and prevention centre (CSAPA)  
- The CSAPA is a consultation centre.  
- The centre is open from Monday to Friday.  
- You can make an appointment directly by telephone from 9am to 5pm:  
Charles Nicolle Hospital (ROUEN):  
**02 32 88 90 43**  
Petit-Quevilly Hospital (Saint-Julien):  
**02 32 88 65 20**  
CSAPA La Boussole  
**<https://laboussole.asso.fr>**



# WOMEN'S HEALTH

## 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. 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.

### Points to remember

Abortion is a right for all women, whether of full age or under 18. There are two types of abortion: medical or instrumental, depending on your situation. There is no longer a minimum reflection period between your request and the abortion. There are two medical consultations during which you must confirm your request for an abortion in writing and give your consent to the doctor or midwife. Abortion is always confidential.

### And if you're a minor: what happens during an abortion?

As a minor, you have the right to an abortion. Your anonymity is respected.

You can request the procedure yourself.

You must be accompanied by an adult of your choice.

Parental consent is not required.

You must undergo a psycho-social interview.

Abortion is free of charge: you are covered by your parents if you have their consent.

Otherwise, 100% of the cost is covered, with no advance payment.

Questions about contraception, sexuality or voluntary termination of pregnancy?

The toll-free number 0 800 08 11 11 answers all your questions. The call is free.

Abortion information sites

The [ivg-contraception-sexualites.org](https://ivg-contraception-sexualites.org) chat answers all your questions.

**<https://ivg.gouv.fr/aide-avortement-jappelle-le-numero-vert-0-800-08-11-11-ou-contacte-le-tchat-ivg-contraception>**

### Worth knowing :

In France, all pregnant women and girls have the right to an abortion. The law allows voluntary termination of pregnancy (abortion) up to 14 weeks of pregnancy, i.e. 16 weeks from the start of the last menstrual period.

Menstrual panties, reusable pads and cups may be reimbursed on medical prescription (60% for people under 26, with the remaining 40% in most cases covered by your health insurance). Consult your doctor for a prescription and go to a pharmacy to obtain them. Please note: this measure only applies to reusable sanitary protection.



# SEXUALLY TRANSMITTED INFECTION

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 its use is not as efficient as a male condom. Since January 1, 2023, young people under the age of 26 have been able to obtain male condoms free of charge from pharmacies. Since January 9, 2024, this has also been the case for female condoms.

**MORE INFOS :** <https://www.service-public.fr/particuliers/actualites/A17051>

## 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

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.

For under-26s, there are a number of free STI screening tests available in laboratories, with or without a prescription.

## 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).

# SEXUAL IDENTITY

Each individual has their own sexual identity. Generally, this coincides with your sexual orientation which indicates an affectionate desire, an attraction for a person of the opposite sex, the same sex or both.

## **No discrimination!**

If in France, sexual orientation is free, it is still a source of discrimination and even malaise in some cases. You should know that this discrimination (employment, housing, verbal or written abuse...) is an offense. There are numerous places where you can talk and get advice to help you to live this situation better.

## **Find support, someone to listen**

On the Fil Santé Jeunes individual chat, you can communicate free of charge with a professional: doctors, psychologists, educators and counselors take turns every day to answer your questions.

The Fil Santé Jeunes individual chat is open every day from 9am to 10pm. If it's not available, you can call them on 0800 235 236 or ask them a question on the Ask your Questions page (clickable link: <https://www.filsantejeunes.com/boites-a-questions>).

Don't hesitate to visit "LGBT" groups (Lesbian, Gay, Bisexual and Transgender) which provide advice and assistance.

To talk about it, LEIA is there! 7 days a week from 8am to 11pm and it's free on 0800 004 134 or by email or livechat: <https://leiaestla.fr>



### **Fiertés Colorées,**

#### **Rouen LGBTI+ centre :**

is an association under the French 1901 law, which defends the rights of people who are gay, lesbian, bisexual and transgender in Normandy. The centre organises several actions such as HIV testing and the Marche des Fiertés LGBTQI Caennaise. The Centre also federates LGBTQI groups in Normandy. The association fights against homophobia and transphobia (working in schools, creating a charter against homophobia...) to prevent health risks such as suicide or HIV contamination and to provide member associations and supporters with warm welcoming premises where they can find help and advice.

> **Le Diable au Corps – 100 rue Saint Hilaire, 76000 Rouen**  
**[www.fiertescolorees.org](http://www.fiertescolorees.org)**  
**[contact@fiertescolorees.org](mailto:contact@fiertescolorees.org)**

### **Le Refuge :**

a haven of peace and risk prevention for young victims of homophobia. Le Refuge is the only organisation in France, approved by the State to provide temporary accommodation and social, medical psychological and legal assistance to young victims of homophobia or transphobia.

**<https://www.le-refuge.org/>**  
**06 31 59 69 50**  
**(call or sms)**  
**7 days a week 8am to midnight**

### **Exaequo :**

Is an association under the French 1901 law, open to people who are gay, lesbian, bisexual and transgender and their friends since 1996. It is a member of the Federation of LGBT Centres and authorised by the Rectorat (local education authority) to work in schools since 2010. Exaequo fights against all types of sexual and/or gender identity discrimination. Exaequo defends the rights of the LGBT community in accordance with national and European legislation. Exaequo offers discussion with people who are LGBT to help them to live better and to enjoy life.

> **25 Rue du Jard, 51100 Reims - 03 26 86 52 56 -**  
**[contact@exaequo.fr](mailto:contact@exaequo.fr)**  
**<https://exaequoreims.fr/>**  
**Hotline : 06 42 04 56 14**





# DISABILITY





**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, continuous checks and during your course period
- > 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:







# REFERRERS

## For assistance during your studies :

### Reims and Paris campuses:

**Adeline LEBOUVIER**

*Office 2B033 (campus 2)*

*03 26 77 47 55*

Contact them by email :  
**[wellness@neoma-bs.fr](mailto:wellness@neoma-bs.fr)**

### Rouen campus :

**Karine TRIBOULT**

*Office A022*

*02 32 82 17 64*

or take an  
appointment:



## For international mobility :

### Adeline SAMOY

Rouen campus – Office G238

*02 32 82 58 54*

## For internships :

### Tatiana DUBOULOZ

Rouen campus - Office E122

*02 32 82 58 44*

## For work-study programs (apprenticeship and professionalization contracts) :

### Christelle KRAJEWSKI

Reims campus – Office 2B010

*03 26 77 47 29*



# THE PROCEDURE

- › Students make an appointment with their campus nurse. The SSE (Service de Santé Etudiante) doctor appointed by the CDAPH will draw up a medical opinion on the requested accommodation, taking into account your requests, the supporting documents provided and the possibilities of accommodation, and will give it to the student.

Please note: if any essential documents are missing, your application will remain on hold until you provide the supporting documents requested by the SSE (Service de Santé Etudiante) doctor.

- › The student sends the medical opinion to the Disability Advisor. The Disability Advisor takes note of the medical opinion.
- › If the request requires a meeting of a multidisciplinary team (in which you will participate as of right), the Disability Advisor will organise it. The purpose of this meeting is to specify the accommodations that can be proposed, taking into account your situation and the academic requirements of your programme...

- › If not, the Disability Advisor will forward the medical opinion to the relevant department:
  - Examination Centre for the accommodation of final examinations,
  - Programme management for the adjustment of continuous tests, the adjustment of schooling and the exemption from attendance,
  - Hub for exemption from attendance.
- › The Disability Advisor will inform you of the adjustments made.

# THE DIFFERENT TYPES

The French law of 11 February 2005 defines disability as follows:

« A disability, within the meaning of this law, is any limitation of activity or restriction of participation in society suffered by a person in his or her environment due to a substantial, lasting or permanent impairment of one or more physical, sensory, mental, cognitive or psychological functions, a multiple disability or a disabling health disorder. »

A person who has an impairment of one of these functions may therefore be disabled.

The law establishes broad families of disability:

## Motor disability

Motor disability is characterised by the limitation of certain physical functions of an individual. It covers all disorders (dexterity disorders, paralysis, etc.) that can lead to partial or total impairment of motor skills, particularly in the upper and/or lower limbs (difficulty in moving, maintaining or changing a position, picking up and handling, performing certain actions).

## Sensory disability

Visual impairment and hearing impairment are the two best known forms of sensory disability.

### Visual disability

Myopia, presbyopia, strabismus, retinitis, colour blindness... Visual impairment has many origins (congenital, due to an illness or an accident). It is characterised by a loss of visual acuity that can lead to blindness.

### Hearing impairment

Tinnitus or mild to profound deafness, total hearing loss is rare and most hearing impaired people have some hearing left. It is characterised by a difficulty or even an impossibility to perceive and localise sounds and speech.

## Mental disability, or intellectual impairment

Mental disability is a stable, lasting and irreversible intellectual impairment. The causes of mental disability are varied: chromosomal abnormalities, genetic diseases, neurological problems, accidents in life, etc. It manifests itself through learning difficulties.

## Psychological disability

Psychological disability is a group of pathologies affecting the psyche. Psychoses, depression, neuroses and addictions are described as mental disabilities. It leads to dependence on others, with a loss of autonomy, relationship problems, attention disorders, obsessions and compulsions. Psychological disability often impairs relationships with others and thus life in society.



# THE DIFFERENT TYPES

## Disabling diseases or disorders

These are health disorders that can affect vital internal organs (heart, lungs, kidneys, etc.). These are organic diseases such as: respiratory insufficiency (cystic fibrosis, etc.), cardiac insufficiency, renal insufficiency, immune insufficiency (AIDS, etc.), cancers, certain rheumatoid diseases, musculoskeletal disorders (joint pain, etc.) or diseases such as diabetes. These diseases can be temporary, permanent or progressive.

If the disease does not constitute a disability, its consequences, such as the severity of the treatments and the fatigue ....., lead the person to be in a situation of disability. The disease is considered permanent and therefore leads to a situation of disability when it lasts longer than six months or a year.

These broad families of disability have since been detailed and completed with :

### Cognitive disorders: :

A cognitive disorder or decline corresponds to an alteration in one or more cognitive functions, regardless of the mechanism involved, its origin or its reversibility. A cognitive disorder may have a neurological, psychiatric or drug-related origin. They are manifested by memory and perception disorders, slowed thinking or difficulties in solving problems. This definition includes Alzheimer's disease, Parkinson's disease, apraxia, agnosia, aphasia, etc.



## Dys or SLD

Specific Language and Learning Disorders :

In Greek, «dys» means difficulty. In medicine, it refers to the difficulty of acquiring a function. Dys» is in fact a shortened form of the generic term for all specific learning disorders whose names begin with the prefix «dys»:

- **Dysphasia**
- **Dyslexia**
- **Dyspraxia**
- **Dyscalculia**
- **Dysorthography**
- **Dysgraphia**

## Autistic disorder

Autism is not a disease, it is a developmental disorder of neurological origin. Autism is manifested mainly by impaired social interaction and communication and restricted and repetitive interests. These disorders can lead to inappropriate behaviour in certain situations.

Focus on Asperger's syndrome: Asperger's syndrome is a form of autism without intellectual disability or language delay. It is part of the Autism Spectrum Disorders. It mainly affects the way people communicate and interact with others.

### Some important notions :

80% of disabilities are invisible:  
Invisible disability is not a family of disabilities but a term for a group of disabilities.

85% of disabilities occur in the course of life due to an accident, ageing, ...



# THE FACILITIES

## Possible accommodations\* at NEOMA :

- > Third party (for written and oral exams and preparation for orals)
- > Use of a computer with specific software
- > Spelling tolerance / Syntax tolerance
- > Authorisation to use a lexicon in English
- > Use of calculator
- > Permitted outings / Permitted breaks
- > Access to the treatment room
- > Permission to take medication / Permission to eat
- > Setting up a scribe and/or reader
- > Composition in a small room / Composition alone in a room
- > Subject in a specific font / Subject in A3
- > Setting up a PRM table
- > Adaptation of the course (in accordance with the programmes)
- > Exemption from attendance (except for apprentices or alternating students)

## Equipment available\* :

- > 2 ergonomic chairs and 2 adaptable school tables (stored in the baggage rooms - furniture on wheels),
- > 1 portable audio transmitter/receiver for the hearing impaired, even if not equipped with a hearing aid (available at the Hub upon reservation - for Reims, on campus 2),
- > 1 remote magnifier with voice synthesis in the Library + 1 large character keyboard (installed on a specific computer),
- > 1 electronic magnifying glass for the Library (available at the book loan bank)

\*Non-exhaustive list



# THE SCHOLARSHIPS

## Handinamique scholarships :

The Handinamique scholarships aim to support the training pathways to employment of young people with disabilities who do not always find the funding solutions to compensate for the needs related to their situation.

This support encourages students with disabilities to maximise their potential and to realise their study and professional projects.

### Who can apply ?

The following are eligible to apply for the Handinamique grants :

- > young people with disabilities under 35 years of age
- > young people with disabilities enrolled in higher education institutions (schools or universities) in France or high school graduates wishing to continue their studies
- > young people with disabilities continuing their studies at the start of the 2022-2023 school year

Application period: from the beginning of February to the beginning of April of the current year.

<https://www.handinamique.org/bourses/>



la fédé  
**100%**  
**HANDINAMIQUE**

## CGE international mobility grants :

The grant awarded by the CGE is a grant to encourage international mobility for students with disabilities. The grant is to be used only to finance the additional costs related to the disability in the context of international mobility:

- Medical, paramedical, care
- Accommodation
- Travel / transport
- Human assistance
- Adapted equipment

It is granted within the limits of the funds available, after examination of the documents sent when the application is submitted and according to the decision of the Award Committee. Contact: the Centre des Bourses, Aides et Partenariats to collect the application form and return it to

[sophie.odone@cge.asso.fr](mailto:sophie.odone@cge.asso.fr)

Applications should generally be submitted before mid-April.



CONFÉRENCE DES  
**GRANDES  
ÉCOLES**





# SUPPORT ORGANISATIONS

## La fédé 100% Handinamique

The 100% Handinamique Federation is a national, non-profit, non-partisan and non-denominational student federation. Its mission is to act in favour of a society The European Commission is committed to the promotion of an inclusive society, in particular by facilitating the living conditions, studies, social integration and professional integration of young people with disabilities. To achieve this, it is working to organise the movement of young volunteers committed and mobilised around this issue, and to include in this dynamic qualified actors willing to support their approach.

<https://www.handinamique.org/>



## @talentEgal



Created in 2010, the association @talentEgal accompanies students with disabilities from the baccalaureate to their higher education diploma (BAC+2 to BAC+4/5) until the validation of the trial period of their first job. Based on individualised support, our objective is to prepare students with disabilities for the business world so that, with the same degree, disability is no longer a barrier to employment.

<https://www.atalentegal.fr/>

## Handisup



In 1998, Handisup created an innovative scheme for high school and university students and young graduates with disabilities. The aim of the scheme is to ensure that every young disabled person in Haute-Normandie has the best possible conditions to pursue their studies in. They can help students to build a realistic career plan and to find a job that corresponds to their level of skills.

In particular, they can assist students in organising trips abroad (internships/exchanges) and also in preparing MDPH files.

[files.https://www.handisup.fr/](https://www.handisup.fr/)

## MDPH



Created by the law for equal rights and opportunities, participation and citizenship of disabled people of 11 February 2005, the Maisons Départementales des Personnes Handicapées (MDPH) are responsible for receiving and supporting disabled people and their families.

There is an MDPH in each department, functioning as a one-stop shop for all procedures related to the various disability situations.

<https://mdphenligne.cnsa.fr/>



# RECOGNITION AS A DISABLED WORKER

The Recognition of the Quality of Disabled Worker (RQTH) allows you to be officially recognised as a disabled worker and to have access to the measures put in place to promote the professional integration of disabled people.

The formalities for applying for the RQTH are carried out at the MDPH (Maison départementale des personnes handicapées). The decision will be taken by the Commission for the rights and autonomy of disabled people (CDAPH).

## The public concerned

A disabled worker is considered to be « any person whose possibilities of obtaining or keeping a job are effectively reduced as a result of the impairment of one or more physical, sensory, mental or psychological functions ».

A procedure for recognising the status of disabled worker is now initiated when any application for the allocation or renewal of the AAH is examined.

## The meaning of recognition of disability

Applying for recognition of the status of disabled worker (RQTH) means having one's ability to work officially recognised by the Commission for the Rights and Independence of Disabled Persons (CDAPH), according to one's disability-related capacities.

This recognition is accompanied by referral to an establishment or service providing assistance through work, to the labour market or to a vocational rehabilitation centre. Referral to an establishment or service providing assistance through work, to the labour market or to a vocational rehabilitation centre is equivalent to recognition of the status of disabled worker.

The Commission for the Rights and Independence of Disabled Persons (CDAPH) may not recognise the status of disabled worker. In this case, it concludes either that it is impossible to access any work or, conversely, that it is possible to access work normally (absence of recognised disability).

## What are the advantages of being recognised as a disabled worker (RQTH)?

Being recognised as a disabled worker (RQTH) allows, in particular, to benefit from the following measures :

- > referral, by the CDAPH, to an establishment or service providing assistance through work, to the labour market or to a vocational rehabilitation centre;- support from the Cap Emploi specialised placement network;- the obligation to work, access to the civil service through a competitive examination, with or without special arrangements, or through specific contractual recruitment, and assistance from Agefiph.
- > Recognition as a disabled worker also gives priority access to various employment and training aid measures.
- > In the event of redundancy, the statutory period of notice is doubled for those covered by the obligation to employ disabled people, although this measure does not have the effect of extending the period of notice beyond three months. However, these provisions do not apply when work regulations, collective labour agreements or, failing that, practices provide for a notice period of at least three months.

## Steps to be taken to obtain the RQTH

It is up to the persons concerned to apply for recognition of their status as a disabled worker to the Commission des droits et de l'autonomie des personnes handicapées (Commission for the Rights and Independence of Disabled Persons) in their department, by filling in the single application form.

All the information on this point can be obtained from the «Maisons départementales des personnes handicapées» (departmental centres for the disabled) set up in each department, which are responsible for receiving, informing, supporting and advising the disabled and their families. The contact details of these departmental centres can be obtained from the General Council.

The parents of the disabled person, their legal representatives or the persons effectively responsible for them may also submit an application to the CDAPH, as may the departmental director of health and social affairs, the departmental director of work, employment and vocational training, the ANPE (with the person's agreement), the social security organisation, etc.

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 BScalls 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.

Plus d'infos :

<https://neoma.sharepoint.com/sites/myneomagora/FR>





# @talentEgal

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:

Florence FUNESTRE [florencefunestre@atalentegal.fr](mailto:florencefunestre@atalentegal.fr)



# EQUALITY, DIVERSITY & INCLUSION

A high-angle, top-down photograph of four people of diverse ethnicities lying on their backs on a reddish-brown tiled floor. They are all laughing heartily, with their eyes closed and mouths open. The person on the top left is a woman with brown hair, wearing a purple long-sleeved shirt and a thin beaded necklace. The person on the top right is a man with dark skin, wearing a light beige button-down shirt and pink heart-shaped glasses. The person on the bottom left is a woman with dark hair, wearing a white cable-knit sweater. The person on the bottom right is a man with dark skin, wearing a light blue button-down shirt with colorful polka dots. The floor is scattered with blue, purple, and gold confetti. A purple rectangular box with white text is positioned at the top of the image.

# LIVING TOGETHER

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, acceptance, 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.

## **Choose reconciliation, know how to say sorry**

Overcome your resentment, your hatred or your negative feelings to get rid of them.

## **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.

## **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.



# LIVING TOGETHER

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

# VIOLENCES, HARASSMENT AND DISCRIMINATIONS

As part of the national action plan against sexist and sexual violence in higher education and research, NEOMA reaffirms its strong commitment to fight against this scourge.

With our Wellness Center dedicated to the well-being of students, our School applies a set of measures:

## Prevent

Awareness campaigns, prevention workshops prevention workshops, dedicated courses equality, inclusion and the fight discrimination...

## Accompany

The support unit for the fight against violence, harassment and discrimination are on each campus.

For all reports :

[angela@neoma-bs.fr](mailto:angela@neoma-bs.fr)

## Act

Zero tolerance for any reprehensible act of which it is aware. In the event of a situation of violence, harassment or discrimination, the hotline will forward the internal report to the investigating committee, with the opening of an investigation if the situation so requires. The internal regulations also allow the School to take protective measures.



The school is committed to training ethical, responsible managers who are conscious and convinced that respect, equality, diversity and inclusion are the main pillars of progress in our society. For many years, NEOMA Business School has been committed to the issues of diversity and respect for others. The school has a very clear zero-tolerance policy for any lack of respect for these values.

1

## **A clear, well-structured framework to address all kinds of violence and discrimination**

### **1. Since 2019, a solid base of structured measures**

For our school, the fight against sexual violence and acts is a priority, a series of permanent measures have been in place since 2019:

- The setting up of a Wellness Centre, playing a strong role in student health and the prevention of risks on our campuses.
- The creation of a diversity commission in the CSR committee, run by both students and relevant departments in the school.
- A specialized support unit set up to fight against violence, discrimination and harassment (see details below in point 4.)
- Co-branded health initiatives with HEYME, the complementary healthcare organisation for students.
- Events to create awareness concerning gender stereotypes led by our Alumni, The Talent and Careers department and student societies.

### **2. Internal rules and regulations rewritten and implementation of a student society charter**

NEOMA has rewritten the internal rules and regulations and also formalised a student society charter along with a good practice guide in the aim of fighting against all kinds of violence based on sex, gender, religion, origin or ethnic group. The values described in the charter apply to all the events organised by student societies. Furthermore, they are intended to impact the organisation of student society life, in particular the recruitment of new members and the appointment of leaders. Every year, students are made aware of this during the welcome days.

All the presidents of the student societies are committed to circulating and respecting this charter. They are informed of the fact that they are legally liable for any incident which takes place in their student society activities.

On this subject, they receive well-adapted training from a specialised organisation every year. Including both theory and practise (simulations/role play), this training provides them with the tools to prevent and to address possible contentious situations with the relevant posture and words.



### 3. Numerous and frequent exchanges with other schools and the Ministry of Higher Education and Research

NEOMA takes part with other schools in the Observatoire des Violences Sexuelles et Sexistes dans l'Enseignement Supérieur (Observatory for Sexual and Sexist Violence in Higher Education).

NEOMA also works in close collaboration with the Ministry of Education and Research on these subjects and records detailed feedback with figures on all cases of violence and harassment that occur and are handled on our campuses. This information is systematically transferred to the Ministry.

### 4. A specialised support unit

When there is a case of behaviour contrary to our values and regulations, students can turn to a specialised support unit. This unit comes under the global coverage provided by the Wellness Centre: giving students specific, personalised support as well as taking initiatives to foster well-being and providing students with support from psychologists, nurses and qualified administrative staff.

The specialized support unit is composed of 8 members with both members of the administration who have a direct link with students.

## CAMPUS DE ROUEN



**Sophie MALHAIRE**  
Events Manager  
Office : A249  
Téléphone : 02 32 82 58 90



**Ophélie SERVAIS**  
Promotion and Recruitment  
Manager  
Office : A018  
Téléphone : 02 32 82 58 28



**Karine TRIBOULT**  
Wellness Coordinator &  
Disability Advisor  
Office : A022  
Téléphone : 02 32 82 17 64



## CAMPUS DE REIMS



**Helen VALLERAND-MASTRI**  
Career Expert  
Office : 2Bo16  
Telephone: 03 26 77 46 43



**Sylvie THUILLIER**  
Project Manager of  
Student Activities  
Office : 1Co34  
Telephone: 03 26 77 47 36



**Adeline LEBOUVIER**  
Wellness Coordinator &  
Disability Advisor  
Office : 2Bo33  
Telephone: 03 26 77 47 55

## CAMPUS DE PARIS



**Chloé ALAUZET**  
Project Manager of Student  
Activities  
Bureau : 210  
Téléphone : 07 62 20 51 03



**Alexandra CHERIF**  
Student Relations Manager  
Office : 212  
Bureau : 212  
Téléphone : 01 73 06 98 00

Members of the support unit are committed for one year which can be extended.

The members of the unit follow specific training to enable them to identify worrying situations, to gather the necessary information and then to write an internal incident report if required.

Our strong policy to provide support allows us, on the one hand, to deal with any internal incident report quickly and on the other hand, to accompany the people who are involved. In this way we can act and react accordingly. First and foremost, we take care of the victims, providing them with all the psychological and legal support they require. When appropriate, disciplinary action may be taken.

The scale of these measures is coherent with the vision of NEOMA Business School on these subjects: no act of violence, especially sexist, discriminatory, sexual, concerning religion or moral values, will be tolerated in our school. This unfailing determination is at the core of the 2021-2022 action plan.

## 2 Action plan

In order to materialise and shape our reflexion around three main axes (zero-tolerance, an active prevention policy, support for victims from a specialised support unit), in the academic year, the school is implementing an action plan based on three main pillars: “Prevent”, “Support”, “Act”. a posture and discourse adapted to any contentious situations.

### Prevent

Since the start of the new academic year, NEOMA has implemented awareness campaigns and distributed information co-developed with the student societies and in particular with the students following the impact and student society track.

On a voluntary basis, students who act as relays are recruited and trained to strengthen the network ‘in the field » and to optimise the implementation of the plan.

Information sessions and prevention workshops led by health professionals from the Wellness Centre (nurses and psychologists) are organised first of all for the leaders of student societies and then for all the different student populations when they join the school.

The risks of violence linked to alcohol consumption, the question of consent or the notions of respect and discrimination are addressed in these sessions.



In addition to the efforts already made to develop the interpersonal and cross-cultural relations of its students, NEOMA increasingly includes the themes of equality, inclusion and the fight against discrimination in the core of its programmes, focusing particularly on cognitive bias, gender stereotypes and their consequences.

An academic example can be seen in capsule 1, devoted to premaster students in their first semester at school. It covers a group of elective courses on the topic of ethics in the world today and in particular a course entitled Gender and society: How to reduce male/female inequalities in a company?

Research has also been led on sensitisation on this topic in the workplace and a conference was organised during the International Days to address the subject in connection with the international experience of our students.



On the school intranet, students can find information about all the measures. With just one click, they have access to the members of the unit and the different ways to contact them – generic email address, specific telephone number and individual contact details.

If a victim chooses to contact the nurses or psychologists directly, as they respect medical confidentiality, no incident report will be made to the support unit and the victim's situation will remain confidential.

Unlike these medical professionals, the administrative staff are not required to respect medical confidentiality and can, in view of the facts brought to their knowledge, contact the support unit via the address **angela@neoma-bs.fr** (using the concept “Ask for Angela” developed in England and set up in France via the HeForShe society in order to fight against sexual and sexist harassment and in particular harassment in the street).

## Support

The support unit for the fight against violence, harassment and discrimination is at the heart of the measures to provide support on all three NEOMA campuses.

Each member follows up-to-date training every year to welcome, listen to and inform students about the resources that are available, the procedures and their rights on our campuses alongside the information and prevention campaigns organised for students.

For all school staff to be informed on this topic, to understand and grasp all its dimensions, all members of staff are invited to follow continuing education training.

To contact a member of the unit, there are several complementary possibilities:

- To contact the nurses or psychologists directly, in which case full medical confidentiality applies and no incident report will be made (unless specifically requested by the victim)
- To contact administrative staff, in which case, an incident report can be made and if necessary, lead to proceedings and sanctions for the offenders.



**The support unit then follows this protocol :**

- It receives the internal incident report and offers specific support for the students, answers their questions and guides them depending on their needs.
- The internal incident report is then transferred to an enquiry committee who examine all the cases that are presented to them and if necessary, enable the General Management to take appropriate measures.
- When a case that comes under criminal law is reported, the support unit systematically advises the person who has reported the incident to lodge a complaint. If the student does not take legal action, this does not stop the enquiry committee from dealing with the report and taking disciplinary action (the two procedures, criminal and disciplinary, are independent).



## Agir

The school applies a zero-tolerance policy to any offence that is brought to our attention; thus, when a case is brought before the enquiry committee, the committee decides if the situation requires an enquiry to be set up and may request the assistance of “guest members”. These guest members are chosen by the enquiry committee depending on their expertise or their job. The choice of members’ for the survey is discussed as part of the implementation of the internal reporting system.

In order to ensure the confidentiality of the enquiry, all those involved make sure to define how confidential exchanges and data will be dealt with. Whichever tools are chosen by NEOMA to deal with a case, all the elements in question are clearly defined in the procedure to deal with internal incident reports.

There will be a systematic reminder of the legal framework and a presentation of the sanctions incurred and implemented by our establishment.

The presumption of innocence must always be respected: a criminal offense is not proved just because it has been reported.

- Without proof, the person who has been reported must not be treated as if he/she were guilty.
- No sanctions without proof

The existence of the crime of false allegations should not be forgotten. As all criminal offenses are punishable by law, the person who declares that he/she is a victim should be advised to lodge a complaint:

- with the public prosecutor’s office (Parquet) directly in a recorded delivery letter to the public prosecutor (Procureur) whose office is in the court of justice,
- or with the Police who will transfer the complaint to the public prosecutor’s office,
- or through an association providing help for victims which will lodge the complaint itself:

## VICTIM SUPPORT ASSOCIATIONS

### LE MARS :

14b Allée des Landais  
51100 REIMS  
Mail : [contact@lemars.fr](mailto:contact@lemars.fr)  
Tel. : 03 26 89 59 30  
<https://lemars.fr/>

### AVIPP :

1 Rue Guillaume  
le Conquérant  
76000 ROUEN  
Tel. : 02 35 70 10 20  
Mail : [avipp76@gmail.com](mailto:avipp76@gmail.com)  
<https://www.avipp.fr/>

### PAV75 :

112 Rue Charles Fourier  
75013 PARIS or  
01 87 04 21 36  
Mail : [contact13@pav75.fr](mailto:contact13@pav75.fr)  
<http://www.pav75.fr/>



In the case of sexual assault or rape, it is particularly important to try as hard as possible to convince the victim to lodge a complaint, as these acts are particularly serious. It is always possible to propose psychological support to the victim or to the alleged offender. In all cases, the internal rules and regulations of the school allow precautionary measures to be taken. A precautionary measure allows the General Management of the school to set up a temporary or permanent arrangement in order to:

- Prevent the repetition or continuation of the offense,
- Separate the alleged offenders and victims to release tension,
- Curb public disorder.

These precautionary measures may include, for example:

- changing groups of students,
- reorganisation of timetables,
- ban on meeting the person who made the complaint (change of campus, etc.)

These precautionary measures are strictly academic and may not be contested. They may be taken before, during and after the duration of the internal enquiry.

If the incidents took place outside the school, it is advisable to consider adopting precautionary measures. However, NEOMA has no intention of acting as a substitute for the legal system and cannot sanction incidents which take place outside NEOMA, especially since the presumption of innocence prevails.

# CHANGE OF FIRST NAME AND/OR GENDER IDENTITY

At NEOMA, the well-being of our students is essential and inclusion is one of our priorities.

In accordance with the recommendations of the Ministry of Higher Education, Research and Innovation and the French Rights Defender, any individual who wishes to do so can change their first name and/or gender identity.

## Who is concerned?

- Any student who feels prejudiced or uncomfortable because of his/her first name and/or gender on his/her identity papers

## Which documents are affected by the change of first name and/or gender identity without a change of civil status?

- The student card
- The attendance lists for courses and exams
- The Neoma e-mail address
- Your photo can also be changed

## Which documents will remain unchanged without a change in civil status?

- Transcripts and report cards
- School certificate
- Internship agreements
- Certificates of attendance in training courses
- Diploma(s)

## How to request a change of first name and/or gender identity at NEOMA?

- Complete the online form on MyNEOMAgora
- Contact the referents [wellness@neoma-bs.fr](mailto:wellness@neoma-bs.fr)

## How to request a change of first name and/or gender identity on your civil status?

You will find in the link below, the legal steps to follow to request a change of first name on your civil status :

<https://www.demarches.interieur.gouv.fr/particuliers/changement-prenom>

You will find in the link below, the legal steps to follow to request a change of sex on your civil status :

<https://www.demarches.interieur.gouv.fr/particuliers/changement-sexe-actes-etat-civil>

## A team at your service to support you:

To book an appointment with the nurse of your campus :

<https://outlook.office365.com/owa/calendar/NEOMABSCentredeSoins%4oneoma-bs.com/bookings/>

To book an appointment with the psychologist of your campus :

<https://outlook.office365.com/owa/calendar/EcoutepsychologiquecampusReims%4oneoma-bs.com/bookings/>



# SPECIAL ARRANGEMENTS

## High-level athletes

The development of talent is an asset for the cultural influence of NEOMA and its territories.

In order to allow high-level athletes to reconcile their sports activities with their studies, NEOMA offers these students the possibility of benefiting from a personalized study program that allows them to spread out their studies according to their constraints.

### How to be recognized as a high-level athlete?

High level sports students have a special status which is obtained by being registered on:

- Ministerial lists in the Elite, Senior, Newcomer and Reconversion categories
- The list of «Espoirs» athletes
- The list of national team athletes.

### What accommodations can be offered to you?

- The organization of the schedule
- Mental and physical health support offered by our nurses
- Psychological support
- Follow-up by the people in charge of associative life

### How to benefit from it?

- Complete the online form on MyNEOMAgora
- Contact the referents  
**wellness@neoma-bs.fr**

## Curriculum adjustments

At NEOMA, we are committed to supporting you in all your aspects.

This is why students who have additional activities and/or special situations must be able to count on the support of the school to combine their personal life with their student life.

Personalised adjustments to the curriculum can be offered to facilitate your progress and the success of your studies.

### Who is the scheme for?

- Artists
- Learners engaged in a professional activity
- Learners involved in school life
- Learners carrying out a military activity in the operational reserve
- Student performing a mission in the frame-work of civic service or military volunteering
- Student elected to the boards of the institutions and CROUS
- Student engaged in several courses of study
- Pregnant woman
- A family member / Caregiver

### What arrangements can be made for you?

- organisation of your timetable
- Mental and physical health support from our nurses
- Psychological support

### How to benefit from it?

- Complete the online form on MyNEOMAgora
- Contact the referents  
**wellness@neoma-bs.fr**



# SOCIAL & SOLIDARITY







# LAPTOP LOAN

Thanks to the financial support of the CROUS, the Direction de la Vie Etudiante has set up a laptop loan scheme for all students enrolled at NEOMA Business School who do not have adequate computer equipment to complete their studies. Each student concerned can apply for this scheme. The loan is granted free of charge for the current academic year for a maximum period of 6 months, after examination of your file and within the limits of available stocks.

## Duration of the loan

Computers can be lent for a short or long period of time, between September of the current year and June of the following year.

> Short term (based on 30 days/month) = between 30 days minimum and 60 days maximum

> Long term (based on 30 days/month) = between 61 days minimum and 180 days maximum

**In all cases, the loaned material must be returned before June 30th, last deadline.**

## Make a loan request

The loan request is made by e-mail to [bourses.aides.partenariats@neoma-bs.fr](mailto:bourses.aides.partenariats@neoma-bs.fr) via the loan request form available on MyNEOMAGora. If a computer is available, the Direction of the Student Life will propose you an appointment to proceed to the loan formalities.

## Documents to be provided during the appointment

- The charter of commitment dated and signed
- A copy of the school certificate
- A copy of your identity document (national identity card, passport or residence permit)
- A certificate of civil liability insurance in his/her name, guaranteeing the risks incurred by the loan
- **A deposit check of 300€ (three hundred euros). This check will not be debited if the student respects all the conditions related to the loan.**

**No loan will be granted without these documents.**

## Return of the material

A few days before the return date, you must contact the Student Life Department via [bourses.aides.partenariats@neoma-bs.fr](mailto:bourses.aides.partenariats@neoma-bs.fr) to arrange an appointment.

**The loaned equipment must be returned before June 30th, the last deadline.**

All your personal computer data must be deleted. After verification of the material state and functioning of the loaned equipment, an inventory of fixtures is drawn up and signed by the student and the NEOMA Student Life Department.

In case of delay, non-return of the borrowed equipment, damaged or incomplete equipment, loss, theft or accidental destruction, the NEOMA Student Life Department reserves the right to cash the deposit check and to take administrative and/or legal action against the borrower.



# BUDGET

## 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 200€ to 500€ depending on the surface area (9m<sup>2</sup> 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 500€ outside Ile de France, in Paris it's difficult to rent one for less than €800 (around €600/665 for an attic room).

### 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. If you are – and it's often the case – a smartphone fan and a heavy consumer, this budget can easily double.

### The meals

All students with scholarships based on social criteria, as well as non-scholarship students who demonstrate serious financial difficulties as determined by the social services of the Crous (Centres régionaux des œuvres universitaires et scolaires), can benefit from a full meal in university restaurants at the rate of 1 € dr. Student grocery stores are developing, which is a good way to get food at a low cost.

### Cleaning and personal hygiene

Between €50 et €100 per month.

### Public transportation

Depending on the city and the distances traveled, the range can be very wide, from 20 to 50 €. For the Paris region, the price for Imagine R passes is about 375€ per year.

### Various (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 2024-2025 was 103€. To find accommodation, there are more possibilities in Paris but they are always more expensive. Accommodation, food, going out...

#### WORTH KNOWING :

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.

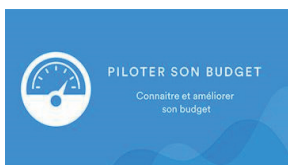


## Manage your budget in real time!

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. Let us guide you and save with Bankin': track your spending, manage your budget and discover the Coach's recommendations!



# BUDGET



## Linxo

With all its features, Linxo is more than just your bank's application. You take control of your spending and savings. 100% secure technology, approved by the Banque de France. Linxo can be synchronised with over 320 banks.



## Tricount

Share expenses easily with your friends or flatmates. Tricount is the simplest way to track and pay for expenses shared between friends. The application allows you to split the amount due or receivable over the total balance.



# 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! Anyway, having a good estimation of your income and your resources will help you to manage your budget with less worry.

### 2- Get information about scholarships and Financial Aid

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.

### 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.

### Need advice?



**Contact or make an appointment  
with our financial advisors:**

<https://outlook.office365.com/owa/calendar/NEOMABSConseillresBoursesetAidesfinancieres%4oneoma-bs.com/bookings/>



# SOCIAL SERVICES

## REIMS

**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

Crous Social Services in Reims - 14b allée des landais - 51100 Reims

By appointment only:

<https://mesrdv.etudiant.gouv.fr/fr>





# SOCIAL SERVICES

## ROUEN

**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

For students by appointment only.  
Appointments and information at Crous de Rouen Normandie

135 boulevard de l'Europe

76100 Rouen

02 32 08 50 89

ou en ligne sur :

<https://mesrdv.etudiant.gouv.fr/fr>





# SOCIAL SERVICES

## PARIS

### Crous social services

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 Paris

<https://mesrdv.etudiant.gouv.fr/fr>

By public transport: RER B arrêt Port Royal



les Crous



# EMOTIONAL





## Managing stress

How can you manage stress? Emergency situations, exams, public speaking... Here are a few solutions for living calmly and relieving the stresses of everyday life. How do you get rid of stress and anxiety? Do you have anxiety attacks? Do you have trouble sleeping? Do you find yourself in stressful situations? It doesn't have to be that way. Learning to manage stress sometimes just means changing some of our bad habits to turn bad stress into good stress. Difficulty in managing stress and emotions is often the result of certain sudden changes. Here are a few anti-stress methods to help you maintain your well-being.

### What can stress do to you?

What is chronic stress? Chronic stress is a long-term condition that can lead to physical and psychological exhaustion. The effects of chronic stress on the body include high blood pressure, nervousness, fatigue and even depression.

It can have an impact on both your physical health (digestive problems, blood pressure, headaches, etc.) and your mental health in your day-to-day life.

### How can you manage chronic stress?

So how can you manage chronic stress quickly and naturally?

- Say yes to herbal teas and essential oils: there are many herbal teas, peppermint and camomile infusions, for example, are very effective. It's also a good idea to put a drop of lavender essential oil on your wrists, which has relaxing properties.
- Disconnect one day a week: television, computers and smartphones can be intrusive and therefore stressful. In fact, they increase the level of cortisol, a hormone linked to stress, which can contribute to a reduction in life expectancy. Spend time with loved ones or engage in regular physical activity that does you good.
- Laugh: Laughter reduces levels of cortisol, a hormone associated with stress. In addition to these hormonal benefits, laughter promotes muscle relaxation, improves breathing and can even boost the immune system.

### What can you do to manage stress better in emergency situations?

- Acute stress can result from an unpredictable event or a situation that is beyond our control.

Managing stress in an emergency is a priority, and you can do it. Here are some tips for dealing with peak stress:

- Breathe the right way: abdominal breathing relieves anxiety, chest breathing reduces pressure and cardiac coherence relieves tension.
- Relax in a different way: practise simple exercises such as 'hand yoga' (mudra) to calm yourself, or listen to appropriate music to clear your head.
- By focusing on the positive aspect of breathing, these techniques can not only bring immediate relief, but can also help you manage stress better in the long term.

### Stress management: how can you de-stress before an exam?

Your studies are an important but temporary step. To manage your exam stress and put things into perspective, here are our recommendations to apply before and after.

### How to manage stress before an exam:

To manage your stress before an exam, you need to focus on self-confidence, a healthy lifestyle and organisation.

- Above all, don't skip meals: they give structure to your revision day and enable your body to get the energy it needs. The night before an exam, opt for a light, healthy meal to aid digestion throughout the night, such as pasta or rice with vegetables, accompanied by a portion of meat or fish.

- Don't stay up all night revising: without rest, your brain won't be able to function properly. For a good night's sleep before an exam, avoid sodas or drinks containing caffeine. Go to bed before midnight: the first sleep cycle is the most restorative.

- Switch off all your screens an hour before bedtime and create an environment that helps you fall asleep and relax. Your brain needs to know that it's time to switch off and get some rest. Screens have harmful effects on your body and are a stress factor, preventing you from falling asleep quickly.

### **Managing stress during an exam:**

Managing stress during an exam is sometimes difficult, but necessary for your concentration and performance.

- Ignore your surroundings: don't think about other people, think about yourself, and don't let the outside world disturb you.

- Take a snack to avoid feeling drained: a piece of fruit, a handful of almonds and a bottle of water will recharge your batteries and give you a 'pleasure' break from the mental exertion.

- Don't forget your lucky charm: take along something that you hold particularly dear and that will reassure you during the tests.

### **Combating stress at work: our tips for reducing it**

Get organised every day. Draw up a schedule and clearly list your priorities for the week.

- Avoid procrastinating and working in a hurry.

- Set limits and don't let your work take over your personal activities.

- Manage conflicts that may arise in the workplace. Don't let a situation get out of hand and talk directly to the person concerned.

### **How can you combat stress when speaking?**

Worried about speaking in public? If you follow these 4 steps, managing your stress when speaking will become child's play.

- Rehearse several times out loud ( if possible, record yourself using a Dictaphone). This will enable you to correct any mistakes or speech tics.

- Call on your friends and family: it's an opportunity to rehearse a situation and get their feedback and advice.

- Prepare an outfit in which you feel comfortable and confident.

- Adopt the rule of 4: your voice, by adjusting your timbre; your gaze, fixed overhead; your breath, with deep, belly breathing; and finally, your posture, with your head straight, shoulders back and feet firmly planted on the ground.





**Stressed?**



**Breathe in**



**hold your breath,  
then exhale**



**you're  
relaxed!**

### **How to stop stressing: a few tips for calming stress**

There are some effective tips for managing stress on a daily basis.

- Take up sport: regular physical activity is good for stress management and mental health. Sport releases endorphins and serotonin, hormones that contribute to your body's sense of well-being.

- Breathing: when you're stressed, belly breathing has an immediate effect on stress. Breathe in deeply by expanding your belly, hold it for a few seconds and then slowly exhale the air from your belly.

- Listen to music: Music is a relaxation technique. Certain types of music, such as classical music, slow your heart rate, reduce stress hormone levels and help you to clear your head.

- Eating well: eating a healthy and varied diet provides the energy your body needs on a daily basis, and is an effective way of keeping your body running smoothly and staying in good health.

- Meditation: sit down in a quiet place. You can close your eyes if you wish. Breathe in and out deeply, and you'll feel your body calm down instantly.

- Sleep well: don't neglect your sleep! Switch off your screens, read a book and settle into an environment that is conducive to calm and falling asleep. The brain needs to know that it's time to rest.

As you can see, managing stress effectively is above all about knowing where it comes from and what the stress factors are, so you will be better equipped to stay calm in all circumstances and avoid repercussions on your health, at work or in your personal life.

## Self-confidence

Self-confidence and self-esteem are not innate qualities, and a lack of them can lead to significant psychological suffering and consequences in our love, professional and social lives. «Will I succeed in my studies? «Can I seduce this person I like? «Am I capable of achieving anything in life? These questions are typical of cases where we lack self-esteem. So here are a few tips and tricks to boost your self-confidence and help you realise your full potential!

### Know what self-confidence is

No, being self-assured and confident doesn't mean being a show-off, pretentious person who thinks the world revolves around them. Self-confidence is simply a quality that allows you not to put yourself down unnecessarily, that allows you to see yourself at your true worth, to be at ease in many situations and to interact with your environment with greater serenity. Self-confidence is therefore also the fruit of our experience, the ways in which we experience and interpret our failures, successes and difficulties in life.

### Take action

It's very simple: if you don't act, you'll think instead, and that's the whole problem. Inaction will generate thoughts that will provoke fear, an overestimation of the risks, false justifications for not acting and thus a waste of time that could have been used to increase your self-confidence. The best way to overcome the fear of others, of work, of love or of anything else, is therefore to go and get an objective and real view of the situation, and no longer be imprisoned by your fears and anxieties.

### Make contact

Don't worry, most of us are a little nervous about making contact with someone we don't know. But there's a difference between striking up a conversation with someone to ask them for a little information, and doing so to ask for their telephone number. So let's say you're out and about, and you want to know where the station is. You can use your smartphone, but you can also voluntarily ask someone to tell you, just to get used to talking to people. Making contact for little things that no-one says no to will help you take the mystery out of approaching someone you don't know, and make you feel more at ease and comfortable in public.

### Don't avoid eye contact

When you're chatting to someone, you may feel more comfortable if you look away while you're talking to them. This feeling is justified by the fact that when you are talking, the slightest expression on the other person's face can be interpreted as a negative judgement on what you are saying. But be aware that looking away is not likely to improve your communication or the person's judgement of you, and that on the contrary, a confident look will only reinforce their positive opinion.



### **Adopt positive thoughts**

The Coué method, based on positive thinking, is obviously not a miracle recipe for solving ego problems, but it does at least have the positive effect of depriving you of its opposite: negative thoughts, which have a truly devastating effect: «I'm rubbish», «I won't succeed», «I'll get the sack». If you can't be totally convinced that you're fantastic, the Coué method will at least have the merit of silencing the belittling thoughts that prevent you from moving forward.

### **Accept compliments**

And not just compliments, accept gifts and attention too. Many people suffering from low self-confidence are embarrassed when someone compliments them (because they don't believe it) and even more embarrassed when someone gives them a present (because they think they don't deserve it). Instead, get into the habit of thanking people for their attentions, and seeing them as proof that you clearly have qualities that deserve to boost your self-confidence and self-belief!

### **Set realistic goals**

If your only ambition is to become an Olympic champion, you risk having a hard time of it in the years ahead and suffering from a lack of confidence in yourself and your abilities. So adopt goals, beliefs and ambitions that are in line with your skills, your limits and your prospects for development. Don't hesitate to set yourself small intermediate goals. This will stimulate your dopamine, generate small successes that will lead to others, and increase your self-confidence.







### **Set realistic goals**

If your only ambition is to become an Olympic champion, you risk having a hard time of it in the years ahead and suffering from a lack of confidence in yourself and your abilities. So adopt goals, beliefs and ambitions that are in line with your skills, your limits and your prospects for development. Don't hesitate to set yourself small intermediate goals. This will stimulate your dopamine, generate small successes that will lead to others, and increase your self-confidence.

### **Learn to say No**

Systematically saying yes and constantly making efforts to please others can, intuitively, give us the impression that this will make our social relations easier. But it's not that simple: agreeing to do something we don't want to do puts us in a situation of constraint, of submission, and gives us the impression of not being in control of ourselves, of being inferior to others - in short, it reduces our self-confidence. If you learn to say «no», if you assert yourself and explain why you refuse to do something, you will stop putting yourself behind others, and those same people will stop considering themselves above you! Saying «no» can therefore be a good way of avoiding being put down and dominated by ill-intentioned people.

### **Accept failure**

You've taken the plunge, listened to all the advice on self-confidence and positive thinking, and unfortunately the person has turned you down, or you've failed your exam? The good news is that making mistakes is the best way to stop making them, because they allow you to identify things to improve or avoid, and they allow you to practise and do better next time! So accept that being imperfect is normal, and that it doesn't mean being rubbish, but it does mean that you'll be better next time, if you give yourself the means to do so.

# NUTRITIONAL





## EAT HEALTHY!

### 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.





## READY TO EAT ?

### 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).

### 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.

**Vegetables:** 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.



## 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.

## 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](http://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:

**Fruits 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.



## Anti waste!

### 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!**



# TIPS AND TRICKS !

## By loose products!

### 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.

## Food reduced for clearance!

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.



## Pick up leftovers at half price!

### 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!



Too Good To Go

# OTHER OPPORTUNITIES

At NEOMA, we care about your well-being and are aware that some of you may face financial difficulties, particularly when it comes to covering your food requirements.

There are several ways we can help:

**1 € meals offered by the CROUS:** This scheme allows students on grants or in precarious situations to benefit from complete and balanced meals at a reduced rate in partner university restaurants and cafeterias. To help students eat well-balanced meals at affordable prices on campus, the Crous are offering meals at 1 euro for students on grants or in situations of recognised hardship, and 3.30 euros for non-grant holders.

This government measure, which has been in force since the start of the 2020 academic year and has been renewed every year since, means that all grant-holders can benefit from the 1 euro price for a full meal in Crous university restaurants and cafeterias (with some exceptions).

Finally, subject to a social assessment, students in precarious situations, even if they do not have a grant, can benefit from the 1 euro offer. If you are in this situation, you should make an appointment with your crous' social services department to review your situation.

**Social and community grocery shops:** These shops, often run by student or local associations, offer food and hygiene products at nominal prices. They are present in several towns and cities and can be a valuable way of reducing your expenditure.

This assistance is designed to help you in your daily life while respecting your dignity and your needs. We encourage you to explore these solutions and not hesitate to contact CROUS services or local associations for more information on where and how to access this assistance.

A social and solidarity grocery shop is a structure that offers basic necessities, such as food, hygiene and cleaning products, at symbolic prices, often much lower than those charged in conventional shops. These grocery shops are generally designed to help people in precarious situations, including students, by enabling them to meet their basic needs while respecting their dignity.

They don't just sell products:

- They often offer a space where people can meet and exchange ideas, creating a support network for their beneficiaries.
- Some also offer workshops or advice on budget management, nutrition or balanced, economical cooking.

Run by associations, local authorities or community organisations, these grocery shops are a real way of helping students in difficulty to manage their day-to-day lives more effectively. It's a caring and respectful solution that enables everyone to deal with the ups and downs of life with practical and appropriate support.

To benefit from the services offered by the social and solidarity grocery shops, you need to go through a CROUS social worker. She will help you put together a file that will enable her to assess your situation and give you access to this aid.

# PHYSICAL







# SPORT AND HEALTH

## 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!

## 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!

## 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.

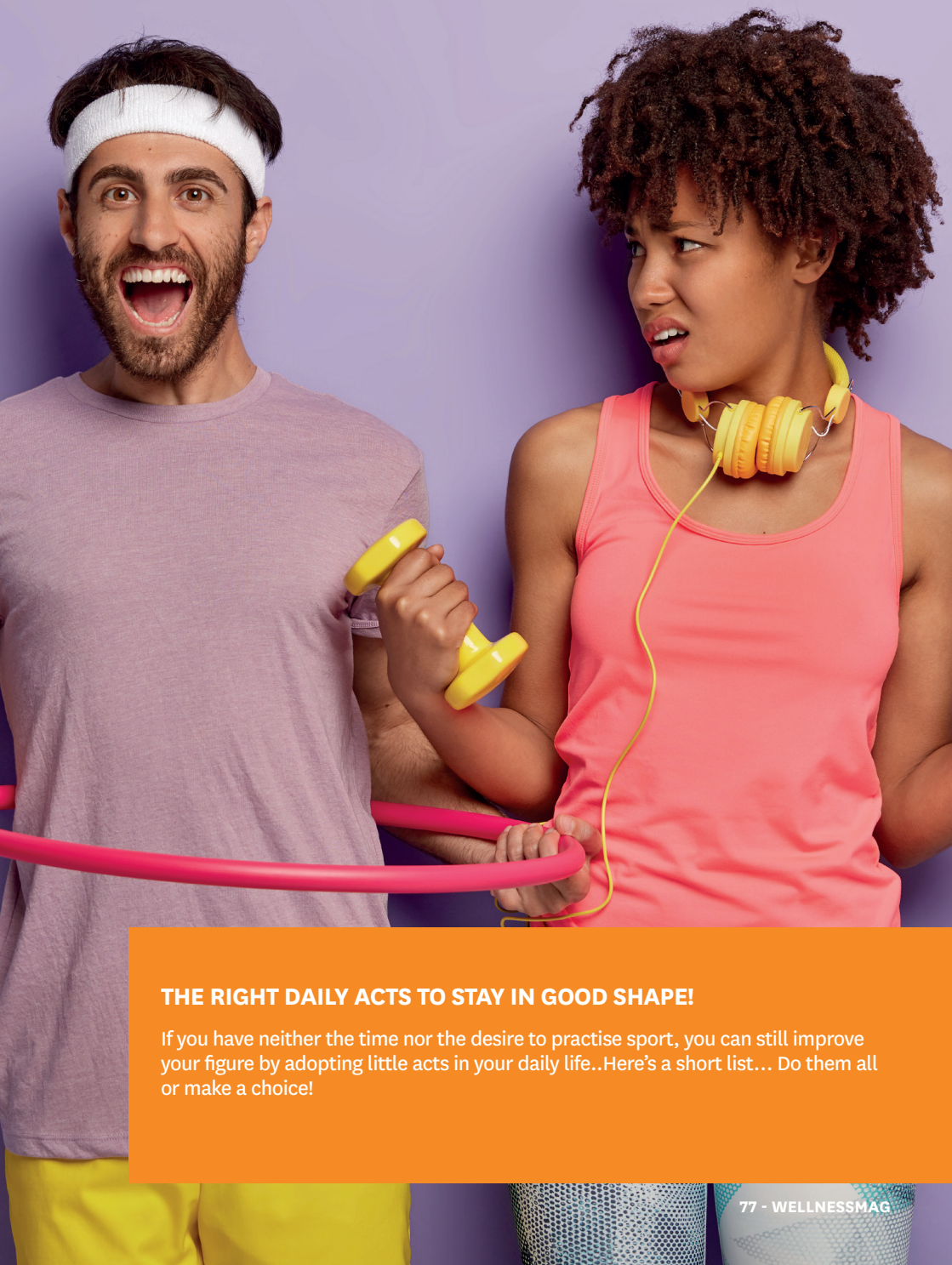
Indirectly, sport strengthens the links of social **allegiance and integration**. It is often used in rehabilitation therapy for people who are isolated from society. Indeed, whether it be a football team, a gym weight room, group activities (aerobics, dance...) sport unites different individuals with 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!





## 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!

# SPORT AND HEALTH

**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

**Walk** 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





# MUST-HAVES





# SCREENING ADVICE

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.

## Screening in Rouen

### AIDES ROUEN

23 rue du Fardeau 76000 Rouen  
Thursdays, 6:30 pm to 8 pm

Other clinics are regularly organized in the city and the department.

Information and request for HIV self-test by post:

Tel: 02 35 07 56 56 / 07 62 93 22 27

Email: [rouen@aides.org](mailto:rouen@aides.org)

### CEGIDD screening center

Germont door G24,  
Hôpital Charles-Nicolle,  
37 boulevard Gambetta, 76000 Rouen  
02 32 88 80 40 Monday to Friday,  
8.30am to 4.30pm  
<https://www.chu-rouen.fr/demande-de-rendez/>

### 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](mailto:planningfamilial76@wanadoo.fr)

## Screening in Reims

### AIDES Reims

26 Rue des Capucins  
51100 Reims

Screening sessions at the local office:

- Thursdays from 6pm to 9pm
- 3rd Saturday of the month from 10am to 1pm

Information and request for HIV self-test by post:

Tel: 03.26.09.38.38

Email : [delegation51@aides.org](mailto:delegation51@aides.org)

### CEGIDD de REIMS

Screenings by appointment only.

Please contact us on :

03 26 78 45 70

or by e-mail: [cegiddreims@chu-reims.fr](mailto:cegiddreims@chu-reims.fr)

CeGIDD telephone answering service:

Monday to Friday, 9am to 4pm

### Le Planning Familial

Maison de la vie associative

122 bis rue du Barbâtre, 51100 Reims

03 26 83 97 23

[planningfamilial.reims@orange.fr](mailto:planningfamilial.reims@orange.fr)

## Screening in paris

Screening centers

<https://www.sida-info-service.org/annuaire/Centre-De-Depistage-VIH-Sida-paris-75>

Healthcare provision in Parisian facilities

<https://www.paris.fr/pages/l-offre-de-sante-dans-les-equipements-parisiens-22190>

CEGIDD - Groupe hospitalier universitaire Pitié Salpêtrière -

47/83 bd de l'hôpital - 75013 PARIS - 01 42 17 76 22

<https://pitie-salpetriere.aphp.fr/cegidd/>



# LEGAL ADVICE

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.

## Marne

### Tribunal de Grande Instance

2 quai Eugène Perrier  
CS60432  
51036 Châlons-en-Champagne Cedex  
Telephone: 03 26 69 36 96  
E-mail: [cdad-marne@justice.fr](mailto:cdad-marne@justice.fr)  
[www.cdad-marne.fr](http://www.cdad-marne.fr)

### CIDFF de la Marne

03 26 65 05 00  
15 rue Joseph Servas  
51007 Cedex Châlons-en-Champagne  
The Châlons-en-Champagne CIDFF is open from  
8.45am to 12.15pm and from 1.45pm to 5.15pm,  
Monday to Friday.  
[contact@cidff51.fr](mailto:contact@cidff51.fr)

**Maison de l'Avocat**  
17 place du Châpitre  
51100 REIMS  
03 26 47 30 20

### Tribunal de Grande Instance de Reims

Bureau n°21 - Accueil civil et pénal  
Place Myron Herrick - 51100 Reims  
Tél : 03 26 49 53 53

La Maison de la Justice et du Droit  
<https://www.cours-appel.justice.fr/reims/les-maisons-de-justice-et-du-droit-mjd>

## PARIS

### Free legal aid near you :

<https://www.paris.fr/pages/les-aides-juridiques-gratuites-pres-de-chez-vous-2081>

Whether you're a foreigner - facing problems of documentation or discrimination - or a social worker, partner or community activist, we invite you to get in touch with the national delegation in your region, or your local group, which will be able to point you in the right direction.

### La Cimade Paris

Regional delegation  
46 boulevard des Batignolles  
75017 PARIS  
Tel. 01 40 08 05 34  
<https://www.lacimade.org>



# LEGAL ADVICE

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.

## Normandy

### Maison de Justice et du Droit de Rouen

4 rue de Germont - 76000 Rouen  
Tél. : 02 35 12 29 20  
Courriel : [mjd-rouen@justice.fr](mailto:mjd-rouen@justice.fr)  
site web : <https://rouen.fr/adresse/maison-de-justice-et-du-droit>

### Maison des Avocats - Espace du Palais

6 allée Eugène Delacroix - 76000 Rouen  
Free consultations  
Monday, Tuesday, Thursday, Friday  
8.30am - 12.30pm no appointment necessary

### CIDFF de Seine-Maritime

02 35 63 99 99  
33 rue du Pré de la Bataille  
76000 ROUEN

The Seine-Maritime CIDFF is open Tuesday to Friday, 9:00am to 12:30pm and Mondays from 1.30pm to 5pm.

### La Cimade Rouen

Whether you're a foreigner - facing problems of documentation or discrimination - or a social worker, partner or community activist, we invite you to get in touch with the national delegation in your region, or failing that, your local group, which will be able to advise you on the appropriate steps to take and the appropriate contacts.

45 rue de Buffon 76000 Rouen  
appointment by SMS to 06 34 28 89 38  
[rouen@lacimade.org](mailto:rouen@lacimade.org)  
<http://lacimade.org>



## Emergency numbers

15

Ambulance

17

Police

18

Firebrigade

112

All  
emergencies



For hard of hearing  
or speech impaired people

- **Poison centres:** 0 825 812 822. In case of poisoning, doctors are on call 24h/24.
- **SOS Médecins (emergency doctors):** 3624

## Special numbers

- **Médecins généralistes de garde :**
  - Reims : 0821 21 15 15
  - Normandie : 116 117
- **Fil santé jeunes :** 0 800 235 236
- **Point écoute locaux :**
  - Reims : rue Eugène Wiet, 03 26 35 60 52
  - Rouen : rue Malouet, 02 35 78 00 50
- **Planning familial :** n° vert 0 800 08 11 11
- **SOS Dépression :** 0 890 88 89 89
- **Numéro national de lutte anti-suicide :** 3114

## > Addictions

- **Drogues info service :** 0 800 23 13 13
- **Alcool Info Services :** 0 980 980 930
- **Écoute cannabis :** 0 980 980 940
- **Tabac info service :** 3989

## > Violence towards women

- **Solidarité Femmes :** 3919  
<http://www.solidaritefemmes.org/>
- **La Fédération nationale GAMS**  
01 43 48 10 87
- <https://arretonslesviolences.gouv.fr/>

## Racism & discrimination

3928 - <https://www.antidiscriminations.fr/>  
**SOS Racisme :** [servicejuridique@sos-racisme.org](mailto:servicejuridique@sos-racisme.org)  
01 40 35 36 55

## > Blood donation

Reims : 45, rue Cognacq Jay, 51100 Reims  
0 800 10 99 00  
Rouen : 609 chemin de la Bretèque - 76230  
Rouen - Bois Guillaume  
02 35 60 06 39

## > Harassment and cyber harassment

- [www.arretonslesviolences.gouv.fr](http://www.arretonslesviolences.gouv.fr)
- **Clasches :** collectif de lutte antisexiste contre le harcèlement sexuel dans l'enseignement supérieur - <https://clasches.fr/>
- **Cybermalveillance :**  
dispositif d'assistance aux victimes  
<https://www.cybermalveillance.gouv.fr/>
- **Non au harcèlement :** 3018

## > Homophobia

- **SOS Homophobie :** 01.48.06.42.41  
<https://www.sos-homophobie.org/>
- **Centre LGBT locaux :**
  - Paris : 01 43 57 21 47  
<https://centrelgbtparis.org/>
  - Rouen : [www.fiertescolorées.org](http://www.fiertescolorées.org)
  - Reims : 03 26 86 52 56  
<https://exaequoreims.fr>

## > Support for victims

- **O8victimes :** 08 842 846 37
- [www.o8victimes@inavem.org](http://www.o8victimes@inavem.org)



In partnership with

**NEOMA**  
BUSINESS SCHOOL  
REIMS • ROUEN • PARIS



COMPLEMENTARY  
**HEALTH  
INSURANCE**



**CIVIL LIABILITY  
INSURANCE**

**TRAVEL  
HEALTH  
INSURANCE**



Enjoy  
10% DISCOUNT  
avec le code

**NEOMA-10**

100% DIGITAL, ONLINE SUBSCRIPTION



[protection.heyeme.care/neoma-bs-en](https://protection.heyeme.care/neoma-bs-en)

**+33 9 71 09 07 07**

From Monday to Friday  
9:00 am to 6:00 pm



# Associations liberate passions

Source of vitality, join the values and commitment, student life is a major asset at NEOMA.

**97** associations on our campuses

**3** campuses: Reims, Rouen and Paris

**500** events organized every year



## Join The Family



**Art, Culture and Multimedia**



**Business and Entrepreneurship**



**Sport and Adventure**



**Student Life**



**Responsible and Solidarity**

## Contacts :

[vie.associative.reims@neoma-bs.fr](mailto:vie.associative.reims@neoma-bs.fr)

[vie.associative.rouen@neoma-bs.fr](mailto:vie.associative.rouen@neoma-bs.fr)

[vie.associative.paris@neoma-bs.fr](mailto:vie.associative.paris@neoma-bs.fr)

You can find all our services at:



Intranet MyNEOMAgora



[www.neoma-bs.fr](http://www.neoma-bs.fr)



# Contact us !

**Matthieu LUCAS**  
Director of Student Activities

## REIMS - ROUEN - PARIS

**Christine CAZOR**

**Léa DECORDIER**

**Marine DUFOUR-GRUSON**

**Marine JOBART**

**Hind LAKHAL**

**Adeline LEBOUVIER**

**Marine LEROY**

**Karine TRIBOULT**

**Wellness, Health and Disability :**  
[wellness@neoma-bs.fr](mailto:wellness@neoma-bs.fr)

**Scholarships, financial aid and student services:**  
[bourses.aides.partenariats@neoma-bs.fr](mailto:bourses.aides.partenariats@neoma-bs.fr)



**Campus de Reims**  
59, rue Pierre Taittinger - CS 80032  
51726 Reims Cedex

**Campus de Rouen**  
1, rue du Maréchal Juin - BP 215  
76825 Mont-Saint-Aignan Cedex

**Campus de Paris**  
6, rue Vandrezanne  
75013 Paris

[www.neoma-bs.fr](http://www.neoma-bs.fr)



**Be passionate.**  
**Shape the future**

**NEOMA**  
BUSINESS SCHOOL  
REIMS · ROUEN · PARIS