GUIDE **FOR**









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We are pleased to welcome you to IAE Nancy and hope that you will enjoy your stay and your studies there.

Arriving in a new country may be stressful, especially if you do not know much about the culture, the language and the people. That's why this guide is there to help you in your future French life. It will help you with the various administrative and educational formalities awaiting you before and after your arrival. On the following pages, you will find a general description of the University of Lorraine and its campuses, some practical advice before leaving your own country, information about your arrival in Nancy, accommodation, French language courses, libraries, sport and other university services.

We hope that this information will be helpful and we would like you to know that we are always at your service to help make your stay in France a unique and unforgettable experience.

The IAE NANCY team

FRANCE IN BRIEF



The French Republic (in French "République Française") is a Western European country with several overseas regions and territories. The flag is blue, white and red, the national motto is "Liberty, Equality, Fraternity" (in French "Liberté, Egalité, Fraternité") and the official language is French. The capital is Paris and the French population is about 66,991,000. The currency is the euro.

Calling code to France: +33

Emergency telephone numbers in France:

- **17** Police
- 15 Ambulance
- **18** Fire Department
- **112** European emergency number, to be used in case of fire, traffic accident, theft, violence, burglary etc.

CITY OF NANCY

Nancy is located in the North East of France, in the "Grand-Est" region (formerly the Lorraine region). Nancy has a population of 105,000 inhabitants; 450,000 inhabitants including its urban area known as "le Grand Nancy". It is 1:30 from Paris by TGV and not far from the Belgium, Germany and Luxembourg.

Nancy has an important historical and cultural heritage, including the famous Place Stanislas, a royal square built in the 18th century by order of Stanislas Leszczynski, at the time King of Poland and Duke of Lorraine. It is considered one of the most beautiful squares in Europe.

Nancy is one of the most famous French student towns with 50,000 students. The city offers many training courses in various fields. You will not be bored – there are plenty activities and places to enjoy yourself: parks, pubs, nightclubs, museums, cinemas, bowlings, concert halls and events.



about IAE NANCY & THE COURSES

IAE NANCY is a school of management within the University of Lorraine, one of France's top universities. Its programmes cover a range of subjects including management, business and public administration, social sciences.

The courses are run both for higher education and executive training. A few courses are offered in English, so depending on the courses you choose, you can follow some of them in either language. Please have a look at "Preparing your Learning Agreement" for more details about the programmes offered.

To set up your learning agreement and organize your schedule, you need to meet the International administrator, Virginie Jasmin. Please have a look at the "Before your arrival" section of this brochure to prepare the meeting.

LEARN FRENCH AS A FOREIGN LANGUAGE DURING YOUR EXCHANGE SEMESTER

The DEFLE Nancy provides courses of French as a foreign language.

https://defle-nancy.jimdo.com

Some courses are provided on the "Letter Campus" (in French "Campus Lettres") for intra-European Erasmus students. These will be explained at the Welcome Day, when you arrive. Intra-European Erasmus students who follow these courses may earn 3 ECTS credits.

Non-EU Erasmus + (or other exchange programmes) students can also follow French language courses but they would have to pay fees. However, for students studying within the Master of Business Management Programme/Master d'Administration des Entreprises, French language courses are sometimes funded by the IAE Nancy. Non-EU students can ask Ms Nassima BEL HADRI at the IAE NANCY, for further information about this.

UNDERSTANDING THE DIFFERENCE BETWEEN A SEMINAR (TRAVAUX DIRIGÉS "TD") AND A LECTURE (COURS MAGISTRAL "CM")

A CM is a lecture in an amphitheatre. It lasts at least one hour and may last for three hours – with one or two short breaks. The number of students attending a lecture varies from about 10 (in Master's programmes) to about 250 (in the first year of the Bachelor programmes).

In lectures, it is usual for the professor to do the talking while students keep quiet and take notes: French students tend to write down everything the professor says. So you have to concentrate hard! A good way to survive a CM is to ask people around you to help, by giving you their notes – try to make friends with students who take notes on their computer, it will be easier. The CM lectures are not compulsory - there is no check on attendance, but you are strongly advised to attend, because your exams will be based on what is said in the lectures. Usually, there is just ONE exam for each CM – so everything is based on just ONE mark. Keep that in mind before choosing to stay in bed rather than going to a lecture in the morning!

A TD is a course a class room in small groups (between about 10 in Bachelor, and about 40 students in first or second year). The aim is for students to practice what they learn in the lectures, so TDs are more practical, more interactive, and you can ask questions. Sometimes, in TDs, you may be asked to make a presentation or prepare a paper. Your TD grade is usually based on at least two marks or more.

EXAMS



International exchange students (e.g. Erasmus +, BCI, or other exchange programmes students) can use a bilingual dictionary during written exams.

They can also ask the professor to substitute a written exam for an oral one. Most professors accept this, but they have the right to say no.



UNDERSTANDING THE MARKING SYSTEM

All exams and courses are marked out of 20. The pass grade is 10/20. However, many international students do not understand that in France, you do not have to pass each exam/each course to pass the semester or even the year.

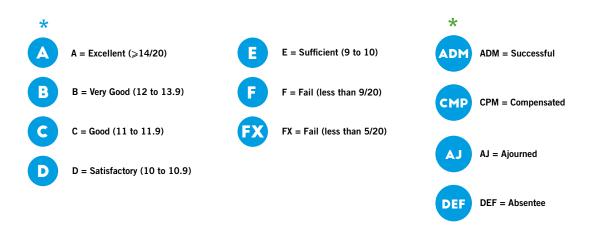
This is because a good grade in one subject can compensate for a bad one in another. For instance, if you get 8/20 (fail), it would be compensated by a 12/20 (2 above the pass mark).

If you take four course units in a semester, and each unit has several courses, you don't have to have 10/20 in all of them as long as your average grade is 10/20.

See the example below of a transcript: you can see the grades in red are the exams the student has failed. Then, thanks to the other (higher) marks, he/she passed the semester. Students who do not pass (those whose average grade falls below 10/20) can do a retake, usually in June.

Course unit code	Title of the course unit	Local grade	ECTS grade*	Results *	ECTS credits
UE 1011	Information and control system	8.25	F	CMP	6
	Management control and performance management	9			
	Management info systems	7.5			
UE 1012	Management Strategy	13	В	ADM	9
	Management simulation game	12			
	Luxury Management	16			
	Labour and Employment relations	11			
UE 1013	International Management	10	D	ADM	9
	Contempory Economic Debates	5			
	International Management and Mobility	15			
	Consumer Culture Theory	10			
UE 1014	French and European Environment	11.5	С	ADM	6
	European /International Business law	9			
	French Politics	14			

Semester average	10.687	ADM



French

Citizens from EU/EEA do

not need a visa. Non-EU

citizens must apply for a

visa if they intend to stay

more than 3 months. The visa application should be

submitted to the French

Embassy in your country.

or

Consulate

BEFORE

HOW TO APPLY?

If you are an exchange student, before your arrival, you need to get an official confirmation by your home university that you are selected as an international exchange student, either under the Erasmus + programme, or under another international programme.

Once you are confirmed, you would have to register online with the following link:

http://welcome.univ-lorraine.fr/en/studies/ erasmus-exchange-programs and then

https://mobilite.univ-lorraine.fr/incoming/

At this stage, you would be offered to book a student room with the CROUS Lorraine (see below, Accomodation).

> Register before May 31 (for an arrival in September) or Oct 31 (for an arrival in January).

If you are not an exchange student, please get in contact with the local CampusFrance agency in your country. This Agency would receive and transfer your application. You can't register without a confirmation that you are accepted as a student at IAE Nancy.

Also, you may have a look at the online student helpdesk of the university that presents the required documents for registration:

http://welcome.univ-lorraine.fr/en/studies/ students-helpdesk

HEALTH INSURANC

Incoming students must have a full health insurance for the entire period of their stay in France, EU/ EEA citizens are entitled to the European Health Insurance Card (EHIC), which they must bring with them. This card is valid in France and gives access to free medical care in a state medical centre. Students from non-EU/EEA countries should purchase health insurance in their home countries before departure.



DRIVING LICENSE

If you want to drive in France, please bring your European or international driving license and if you come with your own car, do not forget to bring all car documentation and an international car insurance card.







LANGUAGE REQUIREMENTS

Students do not have to speak French fluently to come to France for a period of study, especially if they are involved in a programme in English. However, it would be a good idea to know enough to speak in everyday life. The French always appreciate it when international students try to learn their language.

To follow courses in French you need a B2 level. Similarly, to follow courses in English, you need a B2 level in English. If students do not have the required level, they will be unable to participate in class or in social life, so their experience will not be successful.

Please note: Students applying for a Master of Business Management must have a level of English equivalent to a TOEIC score of 780 or a TOEFL score of 90 points minimum.





ACCOMODATION

There are a lot of types of accommodation in Nancy. You can find accommodation either through renting privately or with the CROUS (Centre régional des œuvres universitaires et scolaires). This is a regional organisation providing student bursaries, university halls of residence, international students reception, student cultural activities student restaurants. more information about CROUS accommodation, see their website (in English):

http://welcome.univ-lorraine.fr/ en/studies/students-helpdesk/ students-accomodation



PREPARING YOUR LEARNING AGREEMENT



2 On our website, click on the "Nos formations" tab to get to the page of all our training offers. You can choose courses from L1 (First year of Bachelor) to M1 (first year of Master's) as well as courses in the Master of Business Management programme.

http://iae-nancy.univ-lorraine.fr

Your leaning agreement has to be prepared before your arrival. When you arrive in Nancy, please go to the IAE Nancy international office to see the person in charge of international student exchanges. She will prepare a personnal schedule for you.

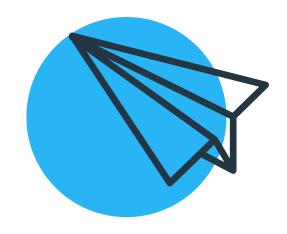
If you are a bachelor level exchange student spending the spring semester in Nancy, you can choose courses in English for 15 ECTS from the MAE master (Master Administration des Entreprises/Master of Business Management).

The English semester of the Master of Business Management is taught from the end of Januray to May each year. It includes the following subjects

Module	ECTS Credits	Nb/Hrs
Information and Control Systems		24
Management Control and Performance Management	4	12
Management Information Systems		12
Management Strategy	6	45
Management Simulation Game		12
Strategic Management/Organization		12
Luxury Management		9
Labour and Employment Relations		12
International Management	6	51
Contemporary Economic Debates		12
Intercultural Management and Mobility		12
International Marketing		15
Consumer Culture Theory		12
French and European Environment	5	42
French for non-French Natives		18
European or International Business Law		12
French Politics		12
Master's Thesis		9
Management Research Methods	9	9
Masters' thesis & Internship or Professional Activities		

Remember the difference between CMs and TDs when you choose your courses.

ARRIVAL

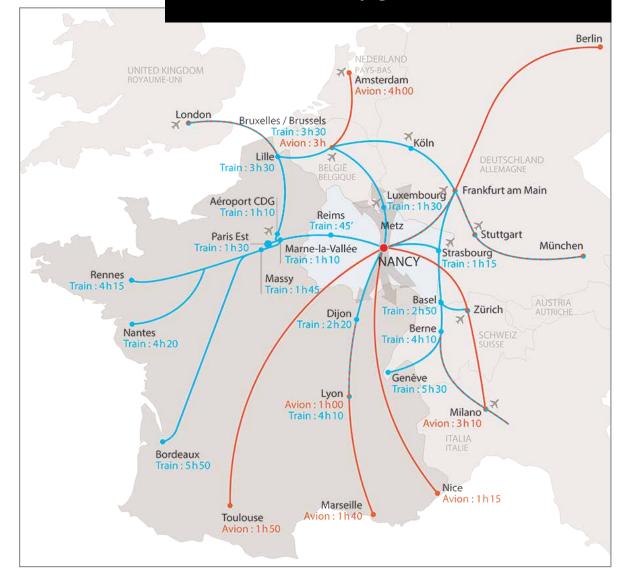


GETTING IN NANCY

Nancy is easily reached by road, train or plane. It has its own airport (Aéroport Régional de Metz-Nancy-Lorraine) 35km from the city. Below you can see how to get to Nancy from a large number of European cities (blue by train and red by plane). Depending on your budget, you could for example fly to Paris CDG and then take a TGV to Nancy. It's up to you to find the cheapest way to get there!

To book a train ticket, please consult

www.voyages-sncf.com



ORIENTATION DAYS

When international exchange students arrive (usually early September), a Welcome Day is organized to help them. This takes place before the start of the semester and is designed to help new exchange international students go through the formalities and settle into living in Nancy. It is highly recommended for all newcomers to participate in this event.

Thanks to the ESN (Erasmus Student Network), a sponsorship evening will be organized early September to give each student an ESN-Buddy who will help them while they are here, with their studies to show them around and get to know things to do in the region... and why not, end up being a friend!



STUDENT ID CAR

The IAE Nancy administration will issue you with a student ID card. That

means you get cheap rates on a large number events. outings etc (cinema, museums, sports halls, transport ...). It also enables you to borrow books from the library.



UNIVERSITY CANTEENS

The university has several canteens which in French are called "restaurants universitaires" or "Resto'U" or "RU"; they have preferential rates for students. Some of them are open both for lunch and in the evening, and others just for lunch (the meal costs €3.25 in the "chaîne traditionnelle" (the "normal choice") and can reach about €8 in the "brasserie" section where there is a bigger selection of starters, dishes and desserts).

If you want to have breakfast, you can have it in a "Facteria" which is a kind of cafeteria with sandwiches, paninis, hot beverages and of course croissants, pains au chocolat etc.

The main difference between the RU and the Facterias (which are generally on campus) is that Factérias do not serve meals.

u"



PORTS

If you want to do sport, you can get a good price with the SUAPS (sport university service). There are all kind of sports: team sports, individual sports, dancing, swimming, combat sports etc.



http://sport.univ-lorraine.fr

To register (early September only):

http://inscription.sport.univ-lorraine.fr/inscriptions.php

IT

The University of Lorraine has its own digital work space, known as called ENT (Espace Numérique de Travail).

When you join the IAE Nancy, you will get an email address with the extension @etu.univ-lorraine.fr. Teachers use this email address to communicate with students and give them homework.

There is also the ARCHE platform (tab "Pégagogie" - "Cours en ligne") where some lecturers post their courses and activities as well as documents to download.

LIBRARY

In the libray, you can borrow books, do your homework, search the Internet, print documents or just rest.

You can borrow books from the library with your student ID card. There are several libraries, one on the Management/Business Campus, one on the Law/Economics campus, one on the Languages & Literature campus (see below, "where do the courses take place?").



The courses take place in 4 different places.



PÔLE LORRAIN





CAMPUS ARTEM



90 rue du Sergent Blandan 54000 Nancy

PÖLE LORRAIN DE GESTION Management/Business

Campus



13 rue Michel Ney 54000 Nancy

CAMPUS DROIT & ECONOMIE

Law-Economics Campus



13 Place Carnot 54000 Nancy

CAMPUS LETTRES & SCIENCES HUMAINES

Languages & Literature Campus



23 Boulevard Albert 1er 54000 Nancy

COST OF LIVING

International students who are planning their budget for their stay in Nancy may need a general idea on the average cost of living. The information given here should be helpful. However, be aware that it is only an estimate and the real expenses depend on your lifestyle, personal needs and especially the type of accommodation you choose, so the real amount can be lower or higher than those specified as monthly expenses.

from €147 to €412 **ACCOMMODATION** with the **CROUS FOOD** €250 **ENTERTAINMENT** €50 **CLOTHING** €20 OTHER EXPENSES €30 TOTAL FROM **€498** ™ **€762**



SHOPPING

There are several shopping centres, supermarkets and hypermarkets in Nancy (centre St Sébastien, Auchan, Monoprix, E.Leclerc, Carrefour) that offer a wide variety of goods at competitive prices. There are also several discount store chains such as Lidl or Aldi and also some grocery stores.



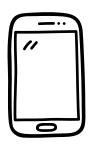
MOBILE PHONES

For your mobile phone, chose the best option for you. We advise you to look at the following (websites in French):

https://mobile.free.fr/subscribea/index.php

https://shop.sosh.fr/mobile/forfait-mobile-4G-international

https://www.red-by-sfr.fr/forfaits-mobiles/forfait-4g-100go-sans-engagement





TRANSPORT

You can use the transport network of Nancy which includes a multitude of bus lines that runs throughout Grand Nancy.

Do not forget to buy tickets to travel otherwise you will get a costly fine. There are several kinds of tickets: single tickets (\in 1.30), ten times tickets (\in 4.60), 31 times tickets (\in 16.20)... and also season tickets. The tickets are valid for one hour even if you use them twice to connect to another bus for example.

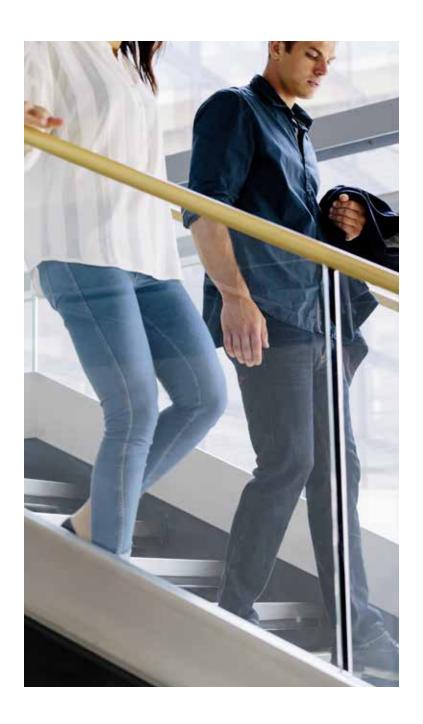
To buy your tickets, you can either go to the train station in the "Réseau Stan" shop (you can ask for a membership card there which is a cheaper option if you take the bus every day), or you can buy them just next to bus stations where there are usually ticket machines. If not, you can buy your ticket directly from the driver.



The SUMPPS (Service Universitaire de Médecine Préventive et de Promotion de la Santé) enables you to see a doctor in the CLSH (At the Maison des Etudiants, Batiment D., 23, boulevard Albert Premier) campus or in the IUT Nancy-Brabois and the consultations are free and confidential.

03.72.74.05.71 (CLSH) **03.72.74.05.51** (Vandoeuvre)

You can also see a general practitioner (about 25€) or a specialist (at least 30€) in town and be reimbursed afterwards by the Nationa Social Security System. EU students should use their European Health Insurance Card.



CULTURE & ENTERTAINMENT

APRIL THE FAIR

For one month, carnivals take possession of the Place Carnot. Children's attractions such as merry-go-rounds as well as shooting ranges and candy stands are waiting for you!

MAY AQUACITÉ/24 HEURES DE STAN'

Alternating with "Stan's 24 hours", all the schools in the city and surrounding area meet in the Pôle Nautique for a number of acquatic activities.

24 heures de Stan': Vehicles built by students from schools in Nancy race around the Place Carrière.

JUNE-SEPTEMBER SON & LUMIÈRE

Every evening in summer, at nightfall, the lights of the Place Stanislas go out and then... it's showtime! The buildings become giant screens showing a twenty minute history of the city of Nancy, from its creation to the present day. A historical and cultural fresco along the lines of king Stanislas' motto: "True happiness consists of making people happy".

SEPTEMBER LE LIVRE SUR LA PLACE

www.lelivresurlaplace.fr

A great literary event with authors coming to meet the public over a weekend to discuss their books and sign copies.

OCTOBER NANCY JAZZ PULSATIONS

www.nancyjazzpulsations.com

The NJP festival, initially devoted to jazz, has diversified over the years and now welcomes all music styles: blues, rock, hip-hop, French chanson, reggae, funk, electro, world music ... and Jazz of course! Free and paying concerts in the marquee of the Pépinière park, "pop-up" concerts in the streets and bars for 10 days.

OCTOBER NOCTURNES ÉTUDIANTES

www.nocturnes-etudiantes.fr

The "Nocturnes Étudiantes" is a big student event in Place Carrière, where FEDELOR (Lorraine Students Federation) associations and partners set up stands to showcase their activities. There are also plenty of concerts.

OCTOBER LE JARDIN ÉPHÉMÈRE

www.nancy-tourisme.fr

Every autumn, a garden is set up on Place Stanislas with different themes each year.



© Dominio



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DECEMBER

LA SAINT NICOLAS

www.saint-nicolas.nancy.fr

50 years ago, Saint-Nicholas was a bigger and much more important event than Christmas in Lorraine. Children received their gifts at the end of the year from him. According to the legend, the Holy Man resurrected three children who had been killed and then cut up by a butcher. The butcher now takes the shape of "Père Fouettard" who punishes naughty children, while Saint-Nicholas gives out candy during a parade. This is followed by a firework display to close the evening. Races also take place.

SPORTS

If you like sports, you can also see our famous basketball team Sluc Nancy Basket (www.sluc-basket.fr) or our football team ASNL (www.asnl.net).



ertrand Duperri

MUSEUMS

LE MUSÉE DES BEAUX-ARTS DE NANCY

http://mban.nancy.fr

Inaugurated in 1973, the Musée des Beaux-Arts brings together the greatest painters and sculptors from the 15th to the 19th century, as well as Lorraine artists such as Émile Friant, Victor Prouvé and French Gruber.

LE MUSÉE DE L'ECOLE DE NANCY

www.ecole-de-nancy.fr

The former property of Eugene Corbin-patron and collector - is entirely dedicated to the Art Nouveau from Nancy.

LE MUSÉE LORRAIN

www.musee-lorrain.nancy.fr

A journey through time to discover the artistic and cultural life of the region. Dedicated to the Gallo-Roman period, the Middle Ages and the Renaissance, almost 4,500 m2 of exhibition space are shared between the Ducal Palace, the convent and the Church of the Cordeliers.

LE MUSEUM AQUARIUM DE NANCY

www.museumaquariumdenancy.eu

Discover the animal world at the Nancy Museum-Aquarium, a site that specialises in promoting scientific and technological culture.

The newly renovated first floor has over six hundred animals on show in attractive, informative displays!



CINEMAS & THEATRES

CAMÉO

2 arthouse cinemas www.cine-cameo.com

KINÉPOLIS www.kinepolis.fr

UGC SAINT JEAN www.ugc.fr

LA COMÉDIE DE NANCY www.lacomediedenancy.fr

LE THÉÂTRE DE LA MANUFACTURE www.theatre-manufacture.fr

THÉÂTRE CA RESPIRE ENCORE www.ca-respire-encore.net

OPÉRA NATIONAL DE LORRAINE www.opera-national-lorraine.fr





NANCY REGION

Nancy is a conveniently situated city. It is close to the magnificent Vosges Region with its mountains, great lakes and wonderful landscapes. You can ski there in winter.



The "green lake" in winter, one of several lakes in the Vosges.



© Andrew -M- Whitma

The St Etienne Cathedral, known for its wonderful stained-glass windows, and the yearly Christmas market with its Ferris wheel.



Pompidou-Metz Center, a museum of modern and contemporary arts.

Metz is 40 minutes from Nancy. There are also plenty of things to do there. Metz is home to France's second Pompidou Centre, a gallery for contemporary art. There are only two: one in Paris and one in Metz!



© Dominique Salé

Ossuary of Douaumont

Verdun downtown

In Lorraine, there is also the world capital of peace: Verdun. Known for battles in the First World War, it is now a centre for history with a museum of WWI. You can visit the ossuary of Douaumont, the Fort of Douaumont, the Citadelle, and stroll around the town, which is pretty and quiet.



Colmar



© Andree & Edward

Strasbourg's Christmas market at the foot of the cathedral.



Rives de Clausen, Luxembourg



Bruxelles

© Luc Mei

Our region is also close to the French region of Alsace. This is a very beautiful region to to visit with its historic cities like Colmar or Strasbourg.

Nancy is also 1:30 from Paris by TGV and close to the borders of Belgium, Germany and Luxembourg. In Luxembourg City you can visit the "Rives de Clausen", a street where there are only pubs and clubs in beautiful surroundings. Visit Brussels and taste the Belgian "fricadelle" with fries, or go to Germany to Treves, Freiburg im Breisgau, Frankfurt am Main or Cologne. Make the most of your stay and travel!

NANCY



© Alexey Matveichev



Ville Vieille



Place Carrière



© Alexandre Prévot

Parc de la Pépinière

TO DO LIST - BEFORE LEAVING

Do not forget to have your Attestation of Attendance signed by the International Office to collect the last payment of your scholarship. Stop your telephone and bus subscriptions and close your French bank account if you have one.

Check with the administration at the IAE Nancy that everything is OK and say good bye. Do not forget to leave an e-mail/contact address so that your marks can be sent to you and your university.

Arrange to re-take exams if you failed the first time.

DEPARTURE FROM NANCY



Good morning/Hello: Bonjour

Hi: Salut

Good evening: Bonsoir Good night: Bonne nuit Good bye: Au revoir

How are you?: Comment ça va ?/ça va ? I'm fine, thanks: Je vais bien, merci

Tired: Fatigué **Sad**: Triste

See you later!: A plus tard !/A plus !/ A tout à l'heure !

See you soon!: A bientôt! See you tomorrow!: A demain!

I'm sorry: Pardon/Désolé/Excusez-moi or excuse-moi

(if you know the person you're talking with)

Thank you: Merci Yes/No: Oui/Non

You're welcome: De rien/Je vous en prie or je t'en prie (if you

know the person)

With pleasure: Avec plaisir

Please: S'il-vous-plaît/S'il-te-plaît (if you know the person)

I'm from ...: Je viens de ...

What's your name? Comment tu t'appelles?

My name is ...: Je m'appelle...

I understand/I don't understand: Je comprends/Je ne

comprends pas

Can you repeat, please? Pouvez-vous répéter, s'il-vous-plaît?

A lot/A little: Beaucoup/un peu

I don't speak French: Je ne parle pas français

I would like ...: Je voudrais...

How much does it cost? Combien ça coûte? Student residence hall: Résidence universitaire

Faculty: Faculté (fac)

Student ID card: carte étudiante

Library: Bibliothèque

Book: livre

Bus ticket/train ticket: Ticket de bus/de train

Exchange office: Bureau de change

ATM: Distributeur

Money: argent – I don't have any money: Je n'ai pas d'argent



BASIC FRENCH VOCABULARY

USEFUL WEBSITES& CONTACTS

REGISTRATION FOR INTERNATIONAL STUDENTS

https://mobilite.univ-lorraine.fr/incoming

drie-info-contact@univ-lorraine.fr

The accommodation application is associated with registration.

Register **before May 31** (for an arrival in September) or **Oct 31** (for an arrival in January)

WELCOME DESK - UNIVERSITY OF LORRAINE

http://welcome.univ-lorraine.fr/en/ studies/students-helpdesk

IAE NANCY - WEBSITE & CONTACT http://iae-nancy.univ-lorraine.fr (see «International» pages)

INTERNATIONAL STUDENT ASSISTANT

Ms Virginie JASMIN virginie.jasmin@univ-lorraine.fr

Ms Jasmin will register you to the university & will prepare your schedule

ACADEMIC PROGRAMMES ADMINISTRATOR

Ms Nassima BEL HADRI nassima.bel-hadri@univ-lorraine.fr

BUDDY PROGRAMME WITH THE ESN

You can join the page of ESN (Erasmus Student Network) Nancy, an NGO that welcomes international students in the city.

www.esnnancy.fr https://www.facebook.com/Esnnancy/

Email: president@esnnancy.fr

IAE NANCY 13 rue Michel Ney BP 90862 54011 Nancy Cedex +33 (0)3 72 74 16 40