



# WELCOME BOOKLET

[www.francophonie-nantes.fr](http://www.francophonie-nantes.fr)

Tel : +33.2.53.78.26.44

Passage de la Poule noire-44000 NANTES

[maude.saleiro@francophonie-nantes.fr](mailto:maude.saleiro@francophonie-nantes.fr)

Updated date: 08/02/2024



## Message from the team

Since 1991, Institut Francophonie has welcomed students from all over the world and supported them in their language learning: French language and culture and now English, Italian, Spanish and Chinese.

In a continuous goal for quality, our team is at your disposal throughout your course in order to offer you a course adapted to your expectations and needs.

We hope that your experience at Institut Francophonie will allow you to achieve your objectives and experience unique moments.

The administrative and educational team

## Passage de la Poule noire - 44 000 NANTES

Tramway access: Line 2 or 3, Hôtel Dieu or Aimé Delrue

Chronobus C3, Hôtel Dieu

- Reception : Monday, Tuesday and Thursday from 10am to 4pm
- Telephone reception Monday to Friday from 10 a.m. to 6 p.m
- Opening hours to students : Monday to Friday from 9am to 4pm



# COME TO THE INSTITUTE

You can contact reception, on site or by phone for any questions regarding:

- Registrations/renew of your courses
- Exams : registration and certificate
- Complaint : In the event of a complaint, you can send us an email. We will respond as soon as possible.

# RECEPTION

# Institut Francophonie team

## MAUDE SALEIRO

President, French teacher,

Educational manager

Disability representative

Speaks French, English and Portuguese

[maude.saleiro@francophonie-nantes.fr](mailto:maude.saleiro@francophonie-nantes.fr)

[Tel: 02.53.78.26.44](tel:02.53.78.26.44) / [0.7.74.2](tel:07.74.20.45)

## EMMANUELLE LARTILLEUX

General Director

Administrative referent

Speaks French, English, Spanish

[emmanuelle@francophonie-nantes.fr](mailto:emmanuelle@francophonie-nantes.fr)

[Tel: 02.53.78.26.44](tel:02.53.78.26.44) / [06.19.94.20.45](tel:06.19.94.20.45)

## French teachers :

Maëva MOTTAIS, Elodie LE GRAND,

Xavier RICARD, Timothée PIGEON,

Juliette MASSIN.

English teachers : Brooke STIENS ROY and Michelle CRISTY

Italian teacher : Emanuela STOMPANATO

Chinese teacher : Jue WANG



3 classrooms



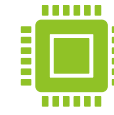
Wifi and  
student space



Library



Microwave and  
fridge



Computer and  
copy machine



Coffee machine (50cts)



Institut  
Francophonie can  
accommodate  
people with  
reduced mobility

ACCESSIBILITY

—REGISTER

# AT YOUR DISPOSAL AT THE INSTITUTE







Respect the instructions of safety, hygiene and civility.



Get involved in your course and do your homeworks



Justify and notify your absences by email to the administrative service.



Be present and follow the course until the end.



Respect schedules and adopt a respectful behaviour towards others.



Carefully read and respect our internal regulations and our general registration terms conditions.

GENERAL  
REGISTRATION  
CONDITIONS

INTERIOR  
REGULATIONS

# YOUR COMMITMENTS



Since December 2021, Institut Francophonie has been certified Qualiopi in the Training Action category.

This quality certification attests to the professionalism of our Institute and the involvement of our entire teaching team to provide a quality training offer.

This quality approach commits you and our Institute to:

- offer quality language training based on a recognized benchmark, the CEFR, and provide a personalized support to our students.
- include our practices in a process of permanent progress, fueled by a regular collection of the satisfaction of all stakeholders (students, instructors, companies and training funders)
- work with teachers who are experts in their field: qualified and experienced
- welcome our students in a school accessible to all and comply with the current rules.

[CONSULT OUR QUALIOPi CERTIFICATE](#)



La certification qualité a été délivrée au titre de la catégorie d'action suivante :  
**ACTIONS DE FORMATION**

## OUR QUALITY COMMITMENT

Ask on site or by email (Maude or Emmanuelle), your :

Registration  
letter

Final  
certificate

Level  
certificate

Grade report

*Certificat de  
scolarité*

# YOUR DOCUMENTS

OFFICIALIZE your level in French!



**Test CLOE**

Online

All year  
long

Information on  
site or by email  
(Maude)

**DEL F,  
DAL F, TCF**

At Nantes  
University

2 sessions  
per year

See calendar on  
site or ask it by  
email (Maude or  
Emmanuelle)

YOUR EXAMS

# IN CASE OF EMERGENCY

## NOTIFY ON-SITE STAFF:

1. Emmanuelle

2. A teacher

Medicine kit accessible to all, in the teachers' cupboard.

European universal emergency number (medicine, police, firefighters) :

**112**

FIREMEN	18
POLICE	15
Hospital/Emergency	17
(Nantes hospital)	02 40 08 33 33
Prefecture	02 40 41 20 20
Electricity/Gaz	30 22
Water service	02 40 18 88 00





Suire Fabrice Bakery 9, Chaussée la Madeleine. 6-7€/pers.



La Madeline Bakery. 43, Chaussée de la Madeleine -6/7€/pers.



Crêperie La Machîne à crêpes. On site or to take away. 11, Chaussée de la Madeleine -10- €15/person.



Le coup du lapin. Restaurant. Lunch formula chicken/fries lunch.10-20€/pers.



Terra Vega. Organic and vegetarian restaurant . 22, rue Baron. 20/30€/pers.



Crepizz. An innovative concept combining pizza and crepe. 11, avenue de la Maison rouge. 10/20€/pers.

# LIVING IN NANTES

*Eat near the Institute*

# LIVING IN NANTES

## Cultural and tourist activities

Nantes TOURISM OFFICE advises  
you on activities and excursions in  
Nantes and its region  
9, rue des Etats  
Website

### CINEMA ET THEATRE



Katorza Cinema.  
Author cinema.  
3. rue de Corneille



Cinema GAUMONT,  
Commerce



Cinéville, rue Marie  
Curie St-Sébastien Sur  
Loire. From 4€



Theater nLe Grand T,  
68 rue du Général  
Buat



TNT Theater, 11  
allée de la  
Maison Rouge



## SPORT

### **Guide to sports events Nantes**

Directory of sports associations and others in Nantes.

Do sport freely in the Nantes metropole

## INTERCULTURAL MEETINGS

**Practice your French and meet new people :**

Meetup, Outings and meetings in Nantes,  
Nantes associations.

# LIVING IN NANTES

*What to do ?*

FOLLOW US,  
LIKE, SHARE,  
REACT !



**REFER A FRIEND!**

**Benefit from a**

€25 discount on your next  
course  
and your friend benefits from a  
€20 reduction!



INSTAGRAM



LINKEDIN



FACEBOOK



TIK TOK



YOU TUBE