ESTP
PARIS
L'ÉCOLE DES GRANDS PROJETS

International Student's Guide

Exchange Programs

Full Year - Fall Semester - Spring Semester

International Double-Degrees

ESTP Paris - Direction des Relations Internationales

Juillet | 2021

ESTP Paris – International Student's Guide

Contents

	I. Prior to arrival	3
A.	Address and contact information	3
B.	Territorial organization in France	4
C.	ESTP Paris Higher Education system	4
D.	Calendar	5
E.	Online registration at ESTP Paris	5
F.	CVEC (Contribution de vie étudiante et de campus)	5
G.	Visas and residence permits	6
H.	Accommodation	7
1.	How it works	7
2.	Housing benefit (CAF)	7
	II. Practical matters	8
A.	Social security	8
1.	EU students and non-European students coming from EU institutions	8
2.	Non-European students	8
3.	Going to the doctor	9
4.	Buying medicine	9
B.	Supplementary health insurance	10
C.	Transports	10
1.	RATP	10
2.	Vélib'	12
D.	Liability insurance	12
E.	Food	12
1.	University cafeterias	12
2.	Restaurants, fastfoods & food trucks	12
3.	Supermarkets	12
F.	Opening a bank account	13
G.	Telephone and Internet	14
H.	Sample monthly budget	14
I.	Financial aid	15
1.	Scholarships	15
2.	Student jobs	16
J.	Emergency situations in France	16
1.	Useful phone numbers in France	16
2.	Losses or thefts	17
	III. At ESTP Paris	17
A.	Welcome meeting	17
B.	HiStudent club	17
C.	Other associations at ESTP Paris	17
D.	Administrative documents	18
E.	Computing facilities	18
1.	Network	18
2.	Computers	18
3.	Printers	19
4.	The BVE (*bureau virtuel des élèves*/ virtual student office)	19
5.	ecampus	19
6.	Timetables	19
F.	Exchange students: choice of lessons	20
G.	Teaching and assessment	20

1. Types of lesson 21
2. Tests and examinations 21
3. Mark scale 21
4. Teaching units 22
5. Optional lessons 22
6. Compulsory languages and language tests 22
7. Optional languages 24
A. Internships and the TFE (end-of-studies work placement) 25
B. Absences 25
C. The Documentation Centre and other libraries 26
1. ESTP Paris' Documentation Center 26
2. Other libraries 26
D. Where to go for advice or to ask questions? 26
IV. Activities in/from Paris and its suburbs 27
A. Useful links for a cultural life near ESTP Paris 27
B. Tips for a cultural life as a student in France 28
C. Travelling from Paris 28
1. …and discovering France 28
2. …or discovering Europe 28
D. The national press 29
V.Useful information 29
A. Useful addresses near the campus 29
B. Public holidays in France 29
C. Useful websites 30

CONGRATULATIONS! You have been selected to study at Ecole Spéciale des Travaux publics, du bâtiment et de l'industrie (ESTP Paris), **campus of Cachan**[1], as part of an international programme. We are delighted to welcome you to our institution and encourage you to read this guide carefully so as to make the best possible preparation for your stay.

The guide contains precious information to help you during enrolment and throughout your time at ESTP. Make the most of it!

I. Prior to arrival

A. Address and contact information

ESTP Paris 28 avenue du Président Wilson 94234 CACHAN cedex Tel.: +33 (0)1 49 08 56 50	Opening hours: Monday-Friday: 7:00 am – 10:00 pm Saturday: 7:00 am – 2:00 pm **NEVER OPEN ON SUNDAYS**

Getting to our campus

- By RER (suburban train)
  From Paris: Take **line B** (direction: ROBINSON/St REMY les CHEVREUSE/MASSY PALAISEAU). Get off at the **station ARCUEIL-CACHAN.** Exit the station at the end of the platform (front end of the train). Exit 2 "Marché Carnot". The campus is 5-minute walk from the station.

- By bus
  Take **bus 187** at Porte d'Orléans. Get off at **Arcueil-Cachan**. The campus is 5-minute walk from the bus stop.

- By car
  Entrance at 43 rue Marcel Bonnet 94230 CACHAN

  It is forbidden to park cars on the campus. You will have to use the paying parking near ESTP Paris.

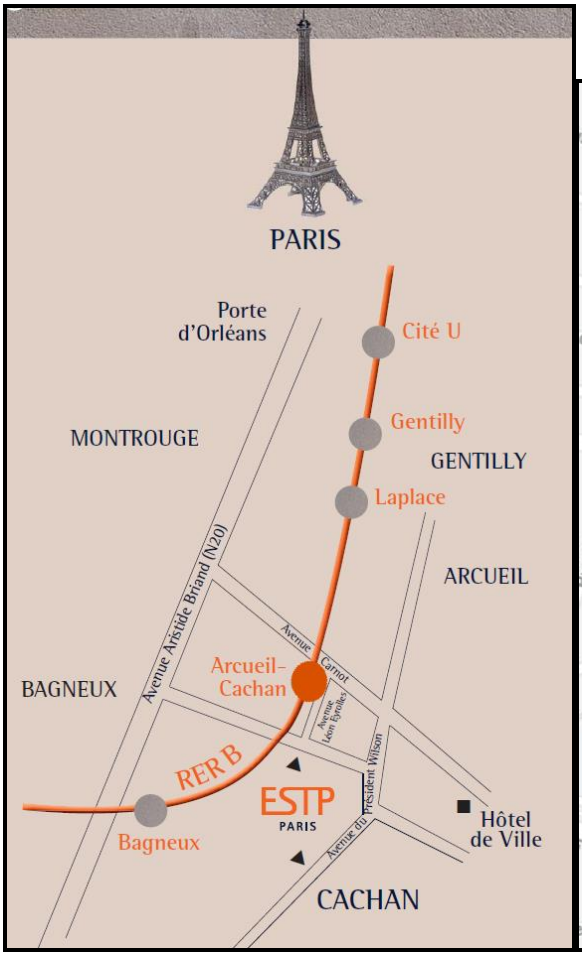
Bikes and motor scooters are allowed on the campus but on the responsibility of the owner.

Main campus entrance: 28 avenue du Président Wilson.
Entrance closest to the RER station: 41 rue Marcel Bonnet (closed every night at 10:00)

Your main contact:

Léonie Paris
International Relations Service
Espace international, ground floor
+33 (0)1 49 08 24 44
lparis@estp-paris.eu

[1] If you have been selected to study at the campus of Dijon, please, contact Mrs CHEFIRAT schefirat@estp-paris.eu
If you have been selected to study at the campus of Troyes, please, contact Mrs PROST lprost@estp-paris.eu



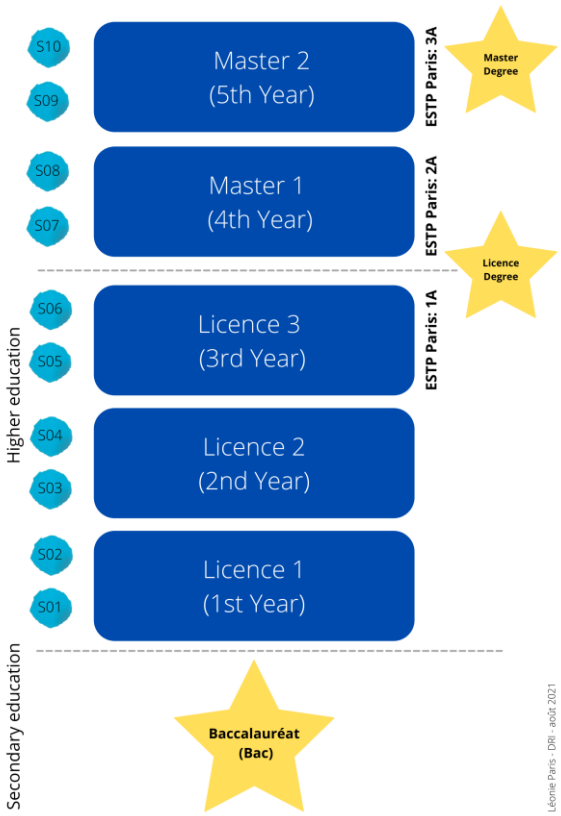
B. Territorial organization in France

Régions > Départements > Cities >(Arrondissements)

Ile-de-France >	*Val-de-Marne* >	*Cachan* >	*0*
Ile-de-France >	*Paris* >	*Paris* >	*1 - 20*

C. ESTP Paris Higher Education system

ESTP Paris trainings are based on the LMD system: Licence – Master – Doctorate. Thus, the degrees delivered are recognized at French and European levels thanks to a system of ECTS credits attributed to each course/Teaching Unit validated.



D. Calendar

You should familiarise yourself straightaway with the calendar for your stay. The academic year calendar will be sent to you. It will indicate the dates of the beginning and end of lessons, along with holiday dates and examinations, and resit dates.

Lessons begin between the middle and end of September; the date is different for each class.

You must attend the welcome meeting for international students that will take place shortly after lessons begin. The exact date of the meeting will be announced in advance.

E. Online registration at ESTP Paris

You will have to apply and then register online on ESTP Paris platform: OP ESTP (alcuin.com)

WARNING:
Please note that you will have to memorize your ID and password because you will need them for all the different steps.

F. CVEC (Contribution de vie étudiante et de campus)

WARNING:
If you are an **exchange student** from an ESTP partner institution, the following paragraph does not apply to

you: you are automatically **exempted** from paying the CVEC. You have nothing to do on this website.
It concerns Double-Degree students and international students entering directly at ESTP Paris as full-time students and outside any partnership.

In order to enrol at the ESTP Paris, students must first pay the CVEC. **Unless you are exempted, you MUST provide proof of CVEC payment during enrolment/re-enrolment.**

The CVEC – an annual fee for students in France – was introduced in 2018 and **is fixed at €92** for the 2021/2022 academic year. The aim of the fee is to '*improve social, health, cultural and sports provisions for students and to consolidate student health education and health risk prevention schemes*' (*Article L. 841-5 of the Education Code*).

In certain cases students can be exempted from payment for other reasons.

For more information and to pay the CVEC, please go to the CVEC website.

Short videos to better understand how it works:
French version with English subtitles
French version with Spanish subtitles

G. Visas and residence permits

WARNING:
The following section only applies to students who are not citizens of the European Union, Switzerland, Lichtenstein, Norway or Iceland. **Note:** it DOES apply to students whose home institution is located in a European country but who are of non-European nationality.

Once you have been accepted by ESTP Paris you should contact the **Campus France office** (https://www.campusfrance.org/fr) closest to your place of residence. The office will put you in touch with the French consulate.

You can file a visa application on your country's Campus France website using the Etudes en France application.

If there is no Campus France office in your country then you should contact the French consulate directly. You will have to apply for a student visa.

Either way, obtaining a visa will be relatively straightforward since you are participating in a specific international programme.

You will receive a **VLTS (*visa de long séjour valant titre de séjour*)** visa.

WARNING:

As the maximum duration of this visa is one year, those remaining at ESTP for over a year will have to **renew** their visa at the end of the year with the "L'Haÿ-les-Roses sous-préfecture" on this online platform. You don't have to go back to your country of origin to go through this process, you can do it in France. Your main contact at the International Relations Service of ESTP Paris can help you with this process.

The embassy or consulate staff will give you an **OFII form**. You must keep this form safe as it will be needed for administrative procedures once in France.

After your arrival in France you will have to validate your VLTS visa at the OFII (Office français de l'immigration et de l'intégration). You have 3 months to do so, but do not wait until the last moment. Once you have arrived at ESTP, **please inform your main contact at the International Relations Service of ESTP Paris so he/she can help you with this**.

When your first residence permit (VLS-TS) expires, you can apply for a multiannual stay permit. It a separate document in the form of a plastic card.

WARNING:
You have to go through all your processes with the *Préfecture* at least 2 months before the expiry date of your previous permit.

H. Accommodation

As it is difficult to find accommodation in Paris, you should begin searching as soon as possible. The international relations service at ESTP Paris is available to offer assistance. In order to help you, you will receive a document with the main housings near the campus. Feel free to contact your main contact at the International Relations Service of ESTP Paris.

If you want to apply for an accommodation of one of the housings given in the document you will receive, please inform your main contact at the International Relations Service of ESTP Paris so that he/she can confirm that you are an ESTP Paris student and support your application.

1. How it works

Very frequently to rent a room in France, you will be required to have a guarantor, meaning a person residing in France able to pay for the rent in case you become unable to do so. This person has to own sufficient financial resources.
As it can be difficult as an international student to know someone in France willing to commit himself/herself, there are other solutions, such as:

- VISALE: this organization offers a complete and free guarantee for students from 18 to 30 years old. More information here.
- Directly paying a large part of the rent for the total period upon entry into the housing.

In any case you will also be required to pay a security deposit, called "caution". Generally, it is the equivalent to one month's rent (excluding charges). The aim is just for the owner to have the necessary amount to repair if you cause damages in the room. If there is no damages, you will have this money back within the 2 months following your departure from the accommodation.

In any accommodation you will find, the owner and yourself will have to sign a lease ("bail" in French).
Please note that it is very important that you sign yourself if you want to apply for housing benefit (CAF).
Generally, in France, rents are to be paid at the beginning of the month. Make sure to receive a proof of your payment, called "quittance de loyer".

You will also be required to subscribe to a home insurance policy. In France it is mandatory to cover the risks of fire, water damage, theft, etc. When you go to the bank to open a bank account, you can ask for "multirisques habitation" policy, for instance.

2. Housing benefit (CAF)

The CAF (Caisse d'allocations familiales) offers financial aid towards housing costs for those meeting certain eligibility criteria. The amount will be calculated according to your resources. International students are usually eligible for and successful in obtaining funds from the CAF. You can find out more at www.caf.fr. Applications must be made directly on the CAF website.

Once you have found accommodation you should apply for aid (via the CAF website) as soon as possible so as to receive payments quickly. **You should apply even if you do not yet have all the documents since the start date for payments depends on your application date.**

If your application is accepted you will need to open a French bank account to receive payments.

II. Practical matters

WARNING:

To make your administrative procedures easier, **we recommend you bring with you to France a number of documents that will be needed for administrative purposes** here: your passport (or your ID card for EU students) currently valid, several photocopies of your passport and visa, **your birth certificate along with a sworn translation into French,** your health record, your academic diploma and transcripts along with a sworn translation, your certificate of registration at ESTP Paris, etc.

Good to know: for EU students there are multilingual birth certificates at your disposal. You need to request them instead of paying for a translator.

It is not useful to make passport type photos in your country because there is a risk they will not be accepted for official documents in France. No worries, there is plenty of photo booths ("photomatons"), in metro or RER stations, for instance.

A. Social security

Students must have social security coverage. This should be arranged as soon as you arrive in France.

Social security, through the "Assurance maladie" reimburses medical expenses based on agreed rates from 35 to 80%.

1. EU students and non-European students coming from EU institutions

Before leaving your home country you should obtain a **European health insurance card**. You do not have to register for the French student social security programme. After arrival, you will have to register in France with your European card. Find the closest agencies here.

Europeans do nonetheless have the right to register for the French student social security programme if they wish so.

2. Non-European students

You **MUST** register for the French student social security programme.
You must register online via the social security for foreign students website:
www.foreign-student.ameli.fr

COVID-19 INFO: because of the pandemic, students coming from "red countries" have to go through this process **before arrival**!

When you complete your online registration you will be required to submit a number of documents (a copy of your passport, your birth certificate accompanied by a sworn translation into French, a copy of your visa, your ESTP Paris enrolment certificate, the details of the French bank account you have opened on arrival in France).

Make sure you complete all the procedures correctly: create your online account, download your proof of registration and choose your primary care doctor (*médecin traitant*). The various steps will be explained as you work through the online registration.

It is essential that you complete the procedure since you are required to have social security coverage throughout your stay. Moreover, various organisations will ask for proof of social security registration, e.g. companies hosting you for an internship.

Short videos to better understand how it works:
French version with English subtitles - French version with English subtitles
French version with Spanish subtitles - French version with Spanish subtitles

Please note, if you are a student of over 28 years of age, staying in France for more than 3 months and unemployed, you will be required to apply for the Universal Health Coverage, called CMU (Couverture Maladie Universelle).

3. Going to the doctor

When choosing your primary care doctor (médecin traitant), please pay attention to the address: make sure it is not too far from where you live in France.
Please note, the price of the consultation varies depending on the sectors. Go on the Assurance maladie's website before going to a doctor, in order to be aware of the prices and reimbursement rate.

If you want to find a doctor in Cachan, you can visit this website.

4. Buying medicine

In France, only pharmacies can sell medicine. Some of the medicine can be sold only upon presentation of a doctor's prescription.
Medicine delivered upon presentation of a doctor's prescription only can be reimbursed by the Social security.

Pharmacies are generally open from Monday to Saturday between 9:00 a.m to 7:00 p.m. Outside these hours, you must go to a pharmacy "on-duty out-of-hours", called "pharmacie de garde" in French. To know which one is open, you can consult the list on the doors of all pharmacies.

Pharmacies close to ESTP are the following ones:

La pharmacie Janis 7 avenue du Président Wilson 94230 Cachan	La pharmacie Guichard 10 rue Guichard 94230 Cachan
La pharmacie du marché 30 avenue Carnot 94230 Cachan	La pharmacie Tchaparian 171 avenue Aristide Briand 94230 Cachan

B. Supplementary health insurance

Every student under 28 years of age has the possibility to subscribe to a supplementary health insurance, called a "mutuelle" in France. It is not mandatory, but highly recommended to benefit from better reimbursements. When you will go through the Social security process, you will be given all the information you need on this topic.

C. Transports

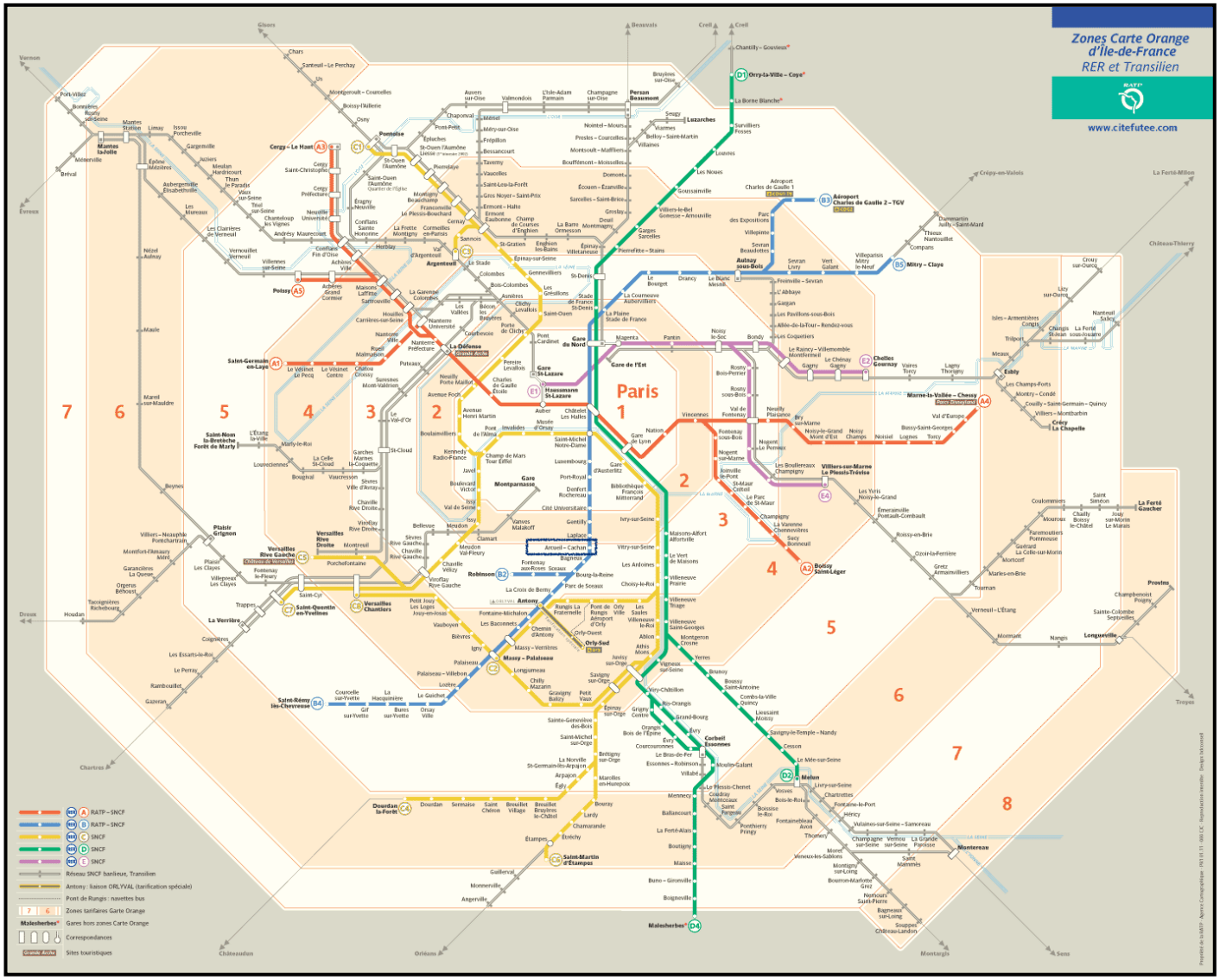
1. RATP

In Paris area you can take trains between 5:30 a.m to 00:30 on weekdays and 1:45 on Friday and Saturday nights (as well as on the eve of public holidays). Check the exact times on this website.

There is also a network of night buses and metro called "le Noctilien". Find more information here.

You should purchase a **'carte Imagine'R'** – a reduced-rate transport pass for students. The pass is only available for those under 26. If you are over 26 you will have to purchase a standard-rate pass – a 'carte Navigo'.

The Paris region is divided into several transport zones. **The city of Paris constitutes zone 1. Cachan is in zone 3.**



From 2015 onwards, the price of travel is the same, regardless of zone. The price of an annual Imagine'R pass for 2021/2022 is €350.

You can buy your Imagine'R pass online here. The instructions are clear and easy to follow.

Here is a short video demonstrating the procedure.

You will receive your transport pass within 21 days at most.
Those living in the Val-de-Marne *département* (94) (ESTP is located in Val-de-Marne) are sometimes entitled to a 50% reimbursement of the price of your pass. Conditions apply. Please check the website of the local council here.

Whilst you are waiting to receive your pass, or if you are only staying with us for a short time, you can buy a 'Forfait Navigo Mois et Semaine' pass. The card itself costs €5; you can then purchase weekly or monthly subscriptions that are added to the card.

This is a useful temporary travel solution for those who are arriving in July or August, since the Imagine'R pass is only available from September onwards. Find more information here.

Good to know: if you don't want to climb the escalators, please stand on the right.

2. Vélib'

Bikes self-service stations are at your disposal on a 24 hour/7 day basis. The first 30 minutes are free. You can subscribe for a pass or pay for an hour, a day, etc. Please note that stations are located only in Paris and its nearest suburbs. Don't forget to check if there is a station near your destination. More information here. The same concept exists with cars. See here.

D. Liability insurance

In France, it is mandatory to subscribe to a civil liability insurance ("assurance responsabilité civile"), covering you in case you accidentally cause harm to a third party. Banks are able to cover you, ask for it when you go and open a bank account. Make sure you do not pay twice for it!

E. Food

1. University cafeterias

Your student card entitles you to **eat meals in all the university cafeterias in Paris and Cachan**. More information here (click '*restauration*'). The Crous cafeteria in Cachan is just a few 500 meters away on the same street than ESTP Paris. There are other university cafeterias at the Cité universitaire internationale. Your student card entitles you to a reduced meal price of €3-4.

There is a CROUS cafeteria on ESTP Paris campus of Cachan.

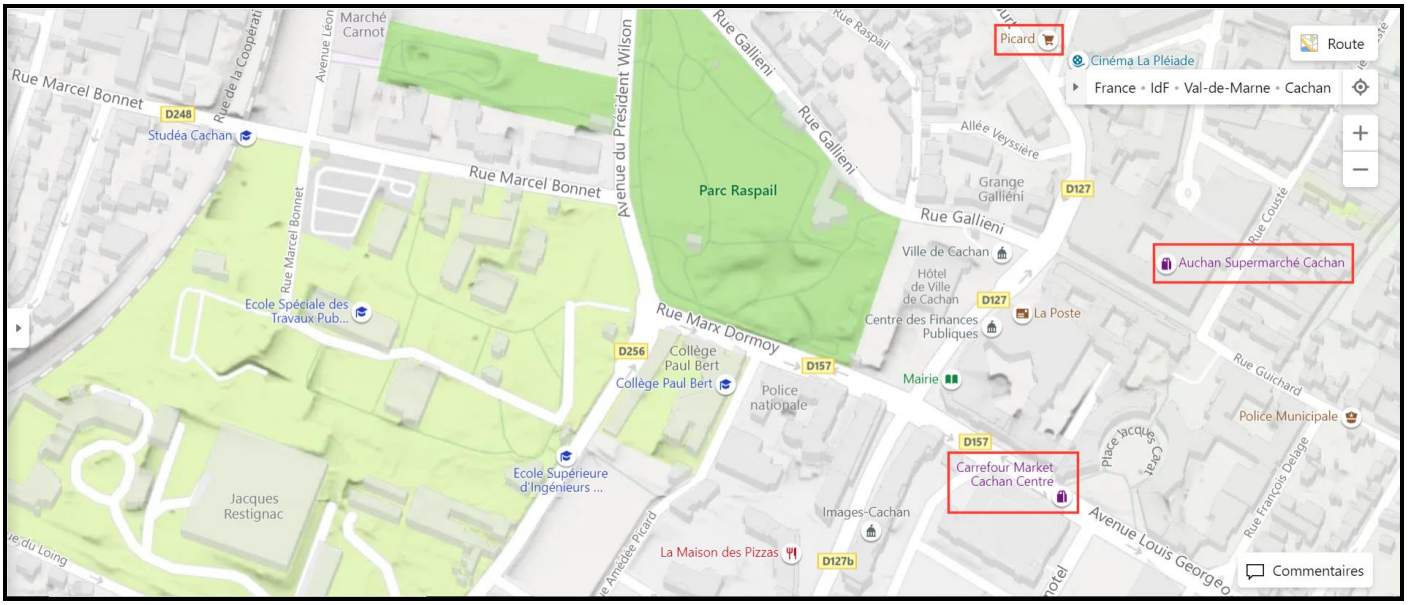
2. Restaurants, fastfoods & food trucks

There is plenty of restaurants and fastfoods in Cachan town center and near Arcueil-Cachan train station. On the campus of ESTP Paris, you can buy food from food trucks on Tuesday and Friday.

3. Supermarkets

Not far from ESTP Paris, near Cachan town hall, there are several supermarkets.

- **AUCHAN**
  24 rue Cousté
  Open until 8:00 pm
- **CARREFOUR MARKET**
  15-17 avenue Louis Georgeon
  Open until 8:00 pm
- **CORA & CARREFOUR**
  (Hypermarkets)
  Few bus stops from ESTP Paris
- **Place Carnot's Market**
  On Wednesday afternoons and Saturday mornings



Please note that a post office and a police station are also located near the campus.

In France, post offices are generally open from Monday to Friday – 8:00 am – 7:00 pm and on Saturday – 8:00 am – 12:00. All the prices are available here.

F. Opening a bank account

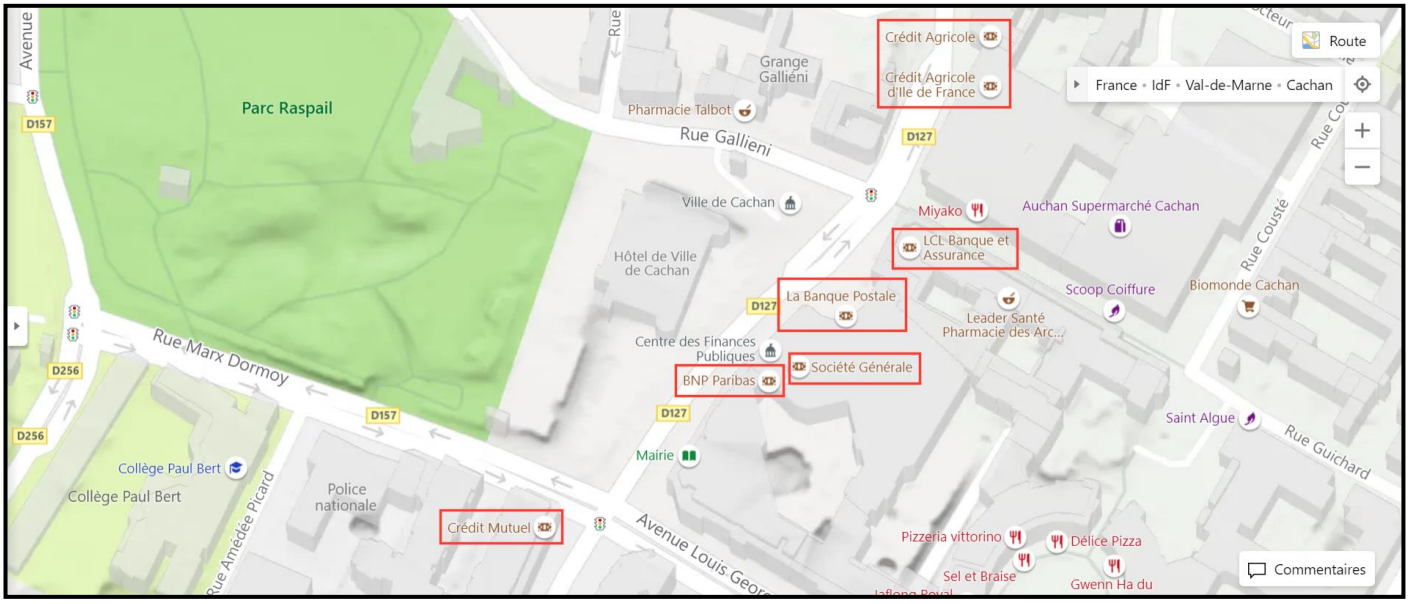
Before your arrival, make sure that your credit card allows you to withdraw money from cash machines in France. Otherwise, don't forget to come with a sufficient amount of cash money that you will convert into euros in the money exchange offices ("bureaux de change") in France.

It is generally useful, though not essential, to open a French bank account. You will need a French bank account, for instance, to be reimbursed by the CAF (housing aid) or the "Assurance maladie". It will also be easier to pay for your rent or transports.

Most of the major banks (Société Générale, BNP Paribas, LCL, etc.) offer student packages. In order to open an account you can go in person to a branch of one of the banks. At the beginning of the year some of the banks also visit the ESTP Paris to promote their packages to our students. There are bank branches in Cachan town centre, mostly along the rue Camille Desmoulins, opposite the Cachan town hall.

In order to make the choice easier, while you are still in your country of origin, you can ask your bank if it has partnerships with any French banks.

Good to know: credit cards are not free of charge in France, the price is between €15 and €40 per year. You can compare banks here.



In order to open a student bank account you will need to provide your passport (or identity card for EU students), your visa/residence permit, a proof of your address in France and an ESTP Paris enrolment certificate. You will also have to put a minimum of €15 on this bank account.

Generally, you will receive your credit card and cheque book (if requested) within 15 days.

Short videos to better understand how it works:
French version with English subtitles
French version with Spanish subtitles

G. Telephone and Internet

There are several French phone operators: Orange, SFR, Bouygues Telecom, Free. Visit one of their shops to find out about prices, ***conditions of termination***, the cost of international calls, charges applying if you go beyond your package's limits. These operators can also provide Internet services.

You can also purchase prepaid phone cards: Lebara, La Poste, Virgin.

By the way, don't forget to come with one or two adapters. Voltages in France are 220V.

H. Sample monthly budget

To avoid negative pressure during your stay, you must have sufficient financial resources to face the costs of living in France. Anyway, you will be required a proof of sufficient financial resources during your visa process.

Please note: the first month you will have to pay for a certain number of things, such as:

- A part of your tuition fees at ESTP Paris (unless you are exempted)
- If you come from a non-European Union country, student social security is mandatory (about €200)
- The OFII tax (French Office for Immigration and Integration) (about €50)
- A security deposit for your accommodation (generally corresponding to a month's rent excluding taxes)
- Settling in costs (sheets, towels, kitchen kit, etc.).
- Various sign-up fees depending on your needs/desires (telephone, Internet, sport, etc.).

Estimation du coût de la vie étudiante en France *Estimation of student costs of living in France*		
Poste de dépenses Item of expenditure	**Coût minimum (par mois)** *Minimal cost (per month)*	**Coût maximum (par mois)** *Maximal cost (per month)*
Logement (eau et électricité comprises) *Housing (water and electricity included)*	500 €	700 €
Transports	Imagin'R étudiant moins de 26 ans: *Imagin'R for student under 26 years old:*	Navigo (26ans+)
	29 €	75,20 €
	Plus d'informations et autres tarifs disponibles sur: *More details and other options on:*	
	https://www.iledefrance-mobilites.fr/titres-et-tarifs/liste?d=forfaits	
Repas *Meals*	Repas en restaurant universitaire CROUS: 3,30€/repas *Meals at CROUS student restaurants: 3,30€/meal*	Repas hors restaurant universitaire CROUS: *Meals outside CROUS student restaurants:*
	200 €	300 €
	https://www.crous-paris.fr/restauration	
Assurances (habitation, responsabilité civile, mutuelle) *Insurance (home, public liability)*	20,00 €	45,00 €
Assurance santé *Health insurance*	4,90 €	30,00 €
Telephone & Internet	20,00 €	40,00 €
Fournitures scolaires *School supplies*	40,00 €	60,00 €
Culture	0 €	30 €
Total par mois *(per month)*	813,90 €	1 280 €

I. Financial aid

1. Scholarships

You can apply, as soon as possible, for scholarships from:

- Your government
- The European Union
- Your university of origin
- The office for cooperation and cultural action at the French Embassy in your country of origin
- The French government
- International organizations
- ESTP Paris Foundation

Find more information on Campus France website

2. Student jobs

Do not rely exclusively on student jobs to pay for your expenses in France, it won't be possible. Please, consider this solution as supplementary income.
Furthermore, it won't be easy to find a student job from your country of origin. Therefore, it won't be a solution to prove for sufficient financial resources during your visa process.

- As a student coming from an **EU country** (excluding Croatia), the French labour legislation allows you to work within an annual limitation of 964 hours per year or around 20 hours per week.

- As a student coming from a **country outside the EU**, the French labour legislation allows you to work up to 60% of the amount of normal working hours in France, meaning 964 hours per year or about 20 hours per week.

- As a student coming from **Croatia**, you will be required to apply for a "UE – étudiant – toutes activités à titres accessoires" permit from the prefecture of the department in which you live in France.

- As a student holding a **short-stay visa**, you will be required to apply for a temporary work permit from the DIRECCTE (Regional Department of Businesses, Competition, Consumption, Labour and Employment) of the French region in which you live.

- As a student holding a **long-stay visa** equivalent to a residence permit, you have nothing else to do, this document (after validation from the OFII) will be sufficient for your employer to hire you.

- As a student from **Algeria**, there is a specific Franco-Algerian agreement and therefore you are required to request a temporary work permit from the DIRECCTE (Regional Department of Businesses, Competition, Consumption, Labour and Employment) of the French region in which you live. Then you will be allowed to work up to 822.5 hours per year, or 18.5 hours per week.

Please note that your internships count as part of the authorized 964 working hours (or 822.5 hours for Algerian students).

More information on your rights here.
Some websites gather the offers, here is a major one.

Technical vocabulary
"SMIC horaire": in France it is the hourly rate to regulate the minimum wage. It varies on a yearly basis.
See more information here.

J. Emergency situations in France

1. Useful phone numbers in France

- Medical emergencies: 112 (number valid throughout the European Union) or 15 (SAMU – Service d'aide médicale urgente)
- Police emergencies: 17
- Fire brigade: 18. Call this number in the event of an accident or danger concerning people or property (a fire, a gas leak, a road accident).

On the phone, please specify :
- **Who you are** (victim/witness) and give a phone number in case they need to call you back

- **Where you are** (precise address)
- **Why you are calling**

2. Losses or thefts

- **If you lose your bank card**

As quickly as possible (to avoid payments with it), call your bank to cancel it. If it happens out of your bank's opening hours, all banks have an emergency phone number. You will easily find the one corresponding to your bank on Internet.

- **If you lose an identity document**

As quickly as possible (to avoid identity theft) go to the nearest police station to report the loss of theft. You will be given a temporary identity document and you will need to contact your embassy.
In order for the process to be easier and faster, we advise you to scan your ID documents and/or keep photocopies that you will be able to present to the police station.

- **If you lose your phone**

As quickly as possible inform your telephone company to protect your line. They will guide you in the process.

III. At ESTP Paris

A. Welcome meeting

A welcome meeting for international students is organised in October. You must attend this meeting: you will be presented with essential information on your stay.

The meeting will be held by ESTP Paris directors and staff. The student organisation HiStudent, which is in charge of looking after our international students, will also be attending.

B. HiStudent club

HiStudent helps international students settle in at ESTP and in France. The club has a Facebook group: HiStudent.

You will be allocated a student mentor. Your mentor is an ESTP student whom you can contact if you have questions. He/she will help you to settle in at ESTP Paris.

Throughout the year **HiStudent organises parties, events, trips and outings** bringing together both international and French students. You will receive information on these events in advance.

C. Other associations at ESTP Paris

- Genius ESTP
- Afro ESTP
- Classik ESTP
- Larssen
- Junior Entreprise
- Asie ESTP
- Dream's
- Les Fous de la rampe
- Le Bloc (BDE)
- Aumônerie
- La Circa ESTP
- Les Parpaings perdus

- ❖ LGBTP
- ❖ Rapiculture
- ❖ TEDx ESTP Paris
- ❖ Eole
- ❖ Aviron ESTP
- ❖ ESTP Paris Jumping
- ❖ Run for them
- ❖ Sky
- ❖ Maroc ESTP
- ❖ Rock'N'Dance
- ❖ Tournage
- ❖ Hilap
- ❖ Castors de Paris
- ❖ Fitfess ESTP
- ❖ Roselend
- ❖ Trek ESTP
- ❖ Mécène
- ❖ Sound ESTP
- ❖ Zik ESTP
- ❖ Bureau des Sports (BDS)
- ❖ Défi Voile
- ❖ Pompoms
- ❖ Skiclub
- ❖ Gourmet ESTP

Read more information on ESTP Paris website.

D. Administrative documents

Shortly after arrival you will **receive a student card**.

Whilst waiting for your card you should ask your main contact at the International Relations Service for your **enrolment certificate**. This will allow you to prove you are a student for administrative purposes.

Your main contact at the International Relations Service can also sign documents, or arrange for documents to be signed, if this is required by your home institution: proof of arrival and attendance, learning agreements, etc.

E. Computing facilities

1. Network

A WiFi network is available on the campus with your login and password.

You will receive your **network login information** through ESTP Paris registration platform. Your login details will allow you to:

- **use the computers** in the computer rooms at Cachan;
- **access the BVE (*bureau virtuel des élèves*/**virtual student office), which provides all the information you need on ESTP Paris.

An ESTP Paris email address will be created for you and you will receive it in September. You will need to check it very regularly.
Please note that your ESTP Paris email address is valid for life!

2. Computers

12 computer rooms are available on the campus of Cachan:

- 2 in Newton building (19 computers)
- 4 in Vauban building (6 to 8 computers)
- 3 in Belgrand building (108 computers)
- 1 in Galilée building (30 computers)

+ 9 computers in the Documentation Center

To have access to one of these rooms, please, ask to the Reception (Newton building).

Please note that it is forbidden to smoke, drink or eat in the computer rooms. You have to take care of the computers and follow the rules.

3. Printers

Some printers are also at your disposal on the campus (Newton and Belgrand buildings).
Each year each student can print for free the equivalent of €35. You can check how many euros left on the printers' screen. If you need to print more, here are the prices:

A4 recto……...€0,05
A4 recto verso……€0,08
A3 recto……...…€0,15
A3 recto verso……€0,22
A0 (per linear meter)……...€0,22
Other format……....€0,15

To add money to your printing account you need to go through your MyDigitalCampus personal account.

4. The BVE (*bureau virtuel des élèves*/ virtual student office)

The BVE gives you access to all the information you need on the ESTP Paris. You can access the BVE via the home page of ESTP Paris (www.estp.fr). Click on '*Espace numérique*' at the bottom of the page, then on '*BVElèves*'. Log in with the login details you received.

The BVE contains your personal email account.
It is also where important administrative announcements will be posted.
It contains your study plan and your marks/scores.

The BVE also provides access to the **information circulars (*notes de service*)**. These contain essential information on the functioning of our institution and its rules.

5. ecampus

- The BVE provides access to the **ecampus** platform. Ecampus is a student-teacher information exchange tool. Your teachers will use it to send you lesson handouts (*documents de cours*). These documents are available for each class. First select your class from the drop-down menu (do not choose ECHANG), then click '*documents de cours*'.

6. Timetables

The BVE also provides access to your timetable. The programme at ESTP Paris is quite intensive: you will have lessons every day during the week and sometimes on Saturday mornings.

- The time and location of lessons for each class are provided, as is the name of the teacher and the type of lesson. Lessons usually take place between 8 a.m. and 12.15 p.m. in the mornings and between 1:30 p.m. and 6.45 p.m. in the afternoons. Some lessons may be scheduled in the evening up until 9 p.m.
- Lesson dates are communicated approximately one month in advance.
- Classrooms are indicated by a letter and numbers. The letter refers to the building in which the classroom is located. The first number indicates the floor on which the classroom is located. For example, if you have a lesson in V13 then your lesson will be taking place on the first floor of the building 'Vauban'.

WARNING:
Note: you should check your timetable regularly, including just before each lesson, in order to be certain the time has not changed. As the vast majority of our teachers are also business professionals, their schedules are liable to change. It is therefore very difficult to draw up a firm timetable, and lesson times are likely to change regularly.

F. Exchange students: choice of lessons

WARNING:
This section only applies to students who are taking part in a university **exchange programme** involving an individual programme of lessons and a learning agreement.
It does not apply to double-degree students, N+i programme students and international students directly registered in ESTP Paris outside any partnership, who follow a fixed programme.

You need to design a study plan for your stay at ESTP Paris. You can choose lessons across the different classes, but you must follow a set of detailed rules.

Here is a summary of the main rules:

- You can choose lessons amounting to a maximum of **33 ECTS credits**.
- You can choose lessons across a maximum of **three classes.**
- You are strongly advised to choose lessons in only one class so as to avoid timetable overlaps.
- Certain subjects are not available. These will be crossed out in the list sent to you by your main contact.
- French as a foreign language (FLE) classes are compulsory unless you can prove you already have an adequate level of French. Your French lesson credits must be counted towards your total.
- Your individual study plan MUST be accepted by your home university as equivalent to their own programme requirements.
- Your choice of lessons must also be accepted by ESTP Paris.

a) Marks (scores)

ESTP Paris requires exchange students to obtain an average of at least 10/20 in a subject in order to obtain ECTS credits for that subject.
Any mark below 10/20 is automatically given an ECTS 'F' grade. In this case you will not pass the subject and will not receive ECTS credits for it.

Note that for exchange students each subject is taken independently of the others; they are not grouped into 'teaching units'. Consequently, a good mark in one subject cannot compensate for a poor mark in another subject.

However, you should also find out what your institution of origin's requirements are in terms of marks: is 10/20 considered sufficient, or are there other requirements (for example, a minimum mark of 12/20)?

b) Study plans and lesson plans

Study plans (*plans d'études*) list the lessons on offer. Lesson plans (*plans de cours*) give summaries of each lesson. You can ask them to the school.

G. Teaching and assessment

ESTP Paris uses a system of continuous assessment. This means that there are no final examination sessions; rather, students are given marks year-round for various types of assignment. Nonetheless, in reality a large number of written examinations (*compositions*) do take place at the end of each semester.

1. Types of lesson

Lessons can take various formats:

- **Lectures (*cours*)**: lectures focus on theoretical knowledge and are delivered to the whole class in a lecture theatre.
- **Applied sessions (*travaux dirigés)***: practical sessions generally last 2.5 hours; students are divided into groups and work on assignments under the supervision of the teacher.
- **Practicals (*travaux pratiques*)**: these are of varying duration and take place in a lab or workshop or outside (fieldwork); practical tasks are carried out in small groups.

2. Tests and examinations

The test format varies from one subject to another:

- Oral examinations (also known as *colles* in French)
- Homework
- Reports
- Projects (generally done in teams of two or three students)
- Defences: oral presentation and questions based on a report, visit, internship, project, etc.
- Supervised assignments: exercises or assignments carried out during applied sessions or practicals.
- Written examinations (*compositions*): final at-table examinations.
- **Resits**: students who fail a subject can sign up for resits, which are organised at the end of each semester (see the calendar). **Students may take a maximum of three resits per semester**. You should sign up for resits via the BVE during the appropriate sign-up period. Take care not to miss the deadline.

3. Mark scale

Marks run from 0 to 20 (0 is the minimum mark and 20 is the maximum mark).

For most subjects there will be several types of assessment throughout the semester; the final mark awarded is an average of the various marks obtained.

For each subject an ECTS grade will be automatically calculated and indicated on your mark sheet as follows:

A: in the top 10 % of students taking the subject (excellent)
B: awarded to the next 25 % of students (very good)
C: next 30 % (good)
D: next 25 % (satisfactory)
E: next 10 % (acceptable)
F: fail (mark < 10/20)

You should check with your home institution regarding its requirements in terms of marks.

WARNING:

Please note: marks cannot be negotiated with teachers or administrative staff. Attempts to do so may lead to a caution being issued.

4. Teaching units

WARNING:
This section does not apply to students who are taking part in a university exchange programme.
It only applies to double-degree students, N+i programme students and international students directly registered in ESTP Paris outside any partnership, who follow a fixed programme.

Subjects are grouped into teaching units (TUs). There are three teaching units per semester. In order to be accepted into the next year of their programme, students must pass all their teaching units. If this is not the case, they must repeat the year.

In order to pass a teaching unit, students must obtain an average of at least 12/20 across all the subjects in that teaching unit. This means that what counts is the TU average. If, for the subjects within a single TU, a student has several very good marks and one very poor mark, but the average across all subjects within the TU is at least 12/20, then the student passes the TU and does not have to re-sit any subject (although he/she can do so if he/she wishes to improve his/her mark).

5. Optional lessons

You are free to sign up for optional lessons. You can enrol in these lessons via the BVE ('*inscription en ligne*' section). Enrolment is only open for a short period of time, so you should be careful not to miss the deadline. Optional lessons are 'ING' (engineering) lessons. If you choose an optional lesson it will be added to one of your teaching units.

WARNING:
Please note: once you have enrolled in an optional lesson it becomes obligatory and you cannot unenroll. Your mark, whether good or bad, will be included when calculating your TU average. You should therefore think carefully before enrolling in an optional lesson.

Note: one-or two-semester exchange students cannot usually enrol in optional lessons, though exceptions are occasionally made.

6. Compulsory languages and language tests

a) English

For students wishing to obtain an ESTP Paris degree, English lessons are compulsory – even for students who have an excellent level at the beginning of the programme. A mark will be awarded and included in one of your teaching units.

b) French lessons

WARNING: knowledge of French

Unless you are enrolled in the Civil Engineering track, which is taught in English, the vast majority of lessons at ESTP Paris are taught in French. You are therefore strongly recommended to acquire a sufficient knowledge of French before arrival.

If you want to test or improve your level before arriving, do not hesitate to go on these websites of French cultural institutions that may be active in your country:

Home | Institut français (institutfrancais.com)

www.fondation-alliancefr.org

French lessons are **compulsory** for international students. If you have already obtained an adequate mark in one of the official French tests recognised by the ESTP Paris (ex: TFI), or if you have, for example, completed a considerable part of your education in a French-speaking institution, then you may ask for this requirement to be waived – you will have to provide proof. **Note:** if you do begin French lessons at the beginning of the semester then you will have to complete the whole semester.

French lessons are organised jointly by ESTP Paris and EPF. They take place on Tuesday and Thursday evenings at the EPF, 46 rue du Lycée, 92 330 Sceaux. You should take the RER B (direction: Robinson) and get off at **Sceaux**. The Department of French as a Foreign Language will provide you with all the necessary information in advance. The people in charge of the lessons are Magali Boutiot and Aury Rueda-Diaz (aury.rueda@epf.fr).

French language summer school

Intensive French lessons are organised jointly by ESTP Paris and EPF during July, August and early September each year. Students whose home institution is an ESTP Paris partner are very often (though not always) given a reduction. For more information please consult ESTP Paris website: click '*International*' > '*Venir étudier à l'ESTP Paris*' > 'FLE'.

a) Language tests

WARNING:

This section does not apply to students who are taking part in a university exchange programme.

It only applies to double-degree students, N+i programme students and international students directly registered in ESTP Paris outside any partnership, who follow a fixed programme.

Students wishing to obtain an ESTP Paris degree **must pass an English test**. For example, you will need a TOEFL score of 88, a TOEIC score of 805 or a IELTS score of 6,5.

International students from non-French-speaking countries **must pass a test in French as a foreign language**. For example, you will need a TFI (Test de français international) score of 710 or a TCF score of 450.

You should check the information circulars (*notes de service*) on foreign language requirements for detailed information.

7. Optional languages

WARNING:
This section does not apply to students who are taking part in a university exchange programme.
It only applies to double-degree students, N+i programme students and international students directly registered in ESTP Paris outside any partnership, who follow a fixed programme.

In additional to English, which is compulsory, students may also choose an additional language (Spanish, German, Italian, Portuguese, Russian, Arabic, Chinese or Japanese). The language chosen will be added to one of your teaching units. You can enrol via the BVE before the beginning of each semester.

WARNING:
Note: once you have enrolled in an optional language it becomes obligatory and you cannot unenrol before the end of the semester. Your mark, whether good or bad, will be included when calculating your TU average. You should therefore think carefully before signing up for an optional language.

A. Internships and the TFE (end-of-studies work placement)

WARNING:
This section does not apply to students who are taking part in a university exchange programme.
It only applies to double-degree students, N+i programme students and international students directly registered in ESTP Paris outside any partnership, who follow a fixed programme.

The ESTP Paris works closely with businesses, and our programme is designed to give students a large amount of professional work experience. For this reason, internships and an end-of-studies work placement are obligatory.

a) Initial internship (1st year)

The aim of this internship is to introduce you to the world of work. It lasts for six weeks. You are free to choose from a large range of positions, since the aim is to require initial experience. You must produce a report (for which you will receive a mark) on your internship.

It is essential to consult the information circular (*note de service*), available on the BVE, concerning the initial internship; it contains detailed information on the internship and its requirements.

ESTP Paris international students generally enter the second year directly and, for the most part, do not have to complete an initial internship.

b) Professional internship (2nd year)

The internship lasts for at least thirteen weeks. It must take the form of a real assignment that is directly linked to production (construction site, workshop, production planning department, etc.). You must produce a report (for which you will receive a mark) on your internship.

It is essential to consult the information circular (*note de service*), available on the BVE, concerning the professional internship; it contains detailed information on the internship and its requirements.

c) End-of-studies work placement (TFE, 3rd year)

The TFE lasts from five months to a maximum of six months. It is undertaken during the second semester of the third year. There are therefore no lessons during this semester: students attend their TFE full-time. The aim of the internship is for our student engineers to apply their knowledge on the ground, in real-life work situations, helping them to make the transition from their studies to the world of work.

Students must produce a report on their TFE and present it orally to an examination committee.

It is essential to consult the information circular (*note de service*), available on the BVE, concerning the TFE; it contains detailed information on the internship and its requirements.

B. Absences

Students are required to attend all their lessons at ESTP Paris, and attendance (on campus and/or on line) is mandatory and taken into account in the final mark for each subject. An excessive number of absences will result in a student's failing the year.

Nonetheless, there will be times during the year when students, whether for health or personal reasons, will not be able to attend a lesson. You therefore have the right to a certain number of absences without your attendance mark being affected. **You do not need to provide medical certificates or other documents to justify this small number of absences and such documents will not be accepted.**

You can find all the rules on absences summarised in the information circular (*note de service*) you will receive on this topic.

If you are going to be absent due to a particularity of **your programme at ESTP Paris or your study plan**, you must request permission in advance. You can do so by filling out the **form entitled 'Cursus particulier'**. The form is available on the BVE. It should be returned to your main contact at the International Relations Service of ESTP Paris as far in advance as possible.

C. The Documentation Centre and other libraries

1. ESTP Paris' Documentation Center

ESTP Paris possesses a documentation centre located in the Pavillon du bois, at the upper end of the campus. The centre contains approximately 10 000 books and publications, mostly related to subjects studied at ESTP Paris. Students can borrow books or read them at the centre.

Opening hours: Monday-Thursday: 9:15 am – 6:45 pm and Friday: 9:15 am – 5:30 pm.

More information here or contacting the librarians (bibliotheque@estp-paris.eu)

2. Other libraries

In France libraries are free. You can consult documents and books on the spot free of charge. But if you want to borrow them and consult them at home, you will be required to have a library card.
See more information on the libraries in Val-de-Marne (94 – department on which there is ESTP Paris, campus of Cachan) on this website.

The city of Cachan itself has 3 libraries. More information here.

See more information on the libraries in Paris on this website.

In order to help you with your researches, you can go on this website.

D. Where to go for advice or to ask questions?

- Your main contact at the International Relations service of ESTP Paris is always available to answer to your questions.

- If you have questions concerning your lessons, your Transcripts of Records, resit exams, etc. you should first get in touch with the **study coordinators**. Each coordinator is in charge of one or more classes and acts as an intermediary between our students, administrative staff and teachers.
  A list of study coordinators may be provided to you.

- If you have questions about 1st or 2nd Year internships, you should ask Mrs. MATHIEU (smathieu@estp-paris.eu)

- If you have questions about 3rd Year internships, you should ask Mrs. OLIVO (lolivo@estp-paris.eu)

- If you have a technical problem, the IT department, located in Newton building, is open from Monday to Friday (8:30 am – 6:30 pm generally).

- If you feel unsecure, please call, as soon as possible Stéphane GRAS (sgras@estp-paris.eu) - +33 (0)1 49 08 53 21 - +33 (0)6 66 28 21 37.

- If you need to talk about any disability or complicated personal situation, you can freely talk to Béatrice BORTOLUSSI (bbortolussi@estp-paris.eu) - +33 (0)1 49 08 24 84

- You can also consult your mentor, your class representatives, called "Z de classe" or the other students.

IV. Activities in/from Paris and its suburbs

A. Useful links for a cultural life near ESTP Paris

- **The CIUP (Cité Internationale Universitaire de Paris):** the theatre of the CIUP offers theatre, dance, music and circus performances, etc. from the whole world.

- **Le théâtre national de la Colline:** this theatre offers modern plays.

- **La Maison des arts de Créteil:** particularly known for its use of digital technologies in the performing arts. Plus d'informations ici.

- **Le Musée d'art contemporain du Val-de-Marne:** more information here.

- **Les Quais de la Marne:** the banks of the Marne river offer many walks and traditional dances in "guinguettes".

- **Disneyland Paris:** the amusement park is accessible by train on RER line A (station "Marne-la-Vallée – Chessy"). More information here.

- **L'Officiel des Spectacles:** this publication, available every Wednesday, inform you on cultural events in Paris and the suburbs during the week. More information here.

- **Pariscope :** same purpose as the previous one. More information here.

- **Le Club International des Jeunes à Paris (CIJP):** the CIJP is a Paris-based club that organises events involving young people from France and abroad. A large number of activities are organised: trips, outings, language exchanges, cultural visits, debates, lectures, etc.
  Membership costs €15 per year.
  More information here.

- **Cinemas:** there are many cinemas in Paris. See here.

- **Lost in Frenchlation:** this start-up allows the international community in Paris to have access to the latest French films with English subtitles.
  This is also a place where international students can meet with French people.

More information here.

- **Cultural activities in Cachan city:** more information here.

Also, if you want to do some sports, you will find more information here (for Cachan) and here (for Paris).

B. Tips for a cultural life as a student in France

In France, many cultural centres are free of charge, or at a very low cost, for students upon presentation of their student's card.

If you are a student under 30 years of age, you can also benefit from the ticket office of CROUS Paris that offers special rates for high quality events. More information here.

The Paris National Opera offers young people its « Pass' Jeunes » and offers last minute seats (one hour before the beginning). More information here.

In every city you want to go to in France, you will have an « office de tourisme » to inform you on the different activities available on the territory. Find more information here.

C. Travelling from Paris

1. …and discovering France

By train
Book a ticket on the SNCF (Société Nationale des Chemins de Fer) website.
Good to know: SNCF offers a pass with unlimited TGV (Train Grande Vitesse) tickets.
Book low cost tickets on Ouigo (a few destinations only)

By bus
See on Ouibus website.

By car
For car sharing, visit Blablacar website.

You are allowed to drive in France with a permit issued in your country of origin as long as you have the minimum age required in France, your license is valid, written in French or accompanied by an official translation. More information here.

2. …or discovering Europe

1:30	From London
1:30	From Brussels
1:40	From Barcelona
1:45	From Rome
1:50	From Berlin
2:25	From Lisbon
3:20	From Amsterdam

By plane
Some websites help you to find the best price:

Liligo
Kayak

By train
To discover Eastern Europe (Brussels, Amsterdam, Cologne), visit Thalys' website.
To go to London, visit the Eurostar website.

By bus
Some companies offer to go to other European countries:
Ouibus (Blablacar)
Eurolines

D. The national press

The four major French newspapers are:
Le Monde
Le Figaro
Libération
Les Echos

Most of French newspaper are available in paper and electronic formats.

Free newspapers are also given or available at the metro and RER stations : Metronews, 20 Minutes, Direct Matin.

The regional press for Ile-de-France is covered by Le Parisien.
There are plenty of other newspapers to discover !

V. Useful information

A. Useful addresses near the campus

- Restaurant universitaire de Cachan
  Opening hours: 7:30 am-2:30 pm then 07:00 am-8:30 pm
  60 rue Camille Desmoulins
  94234 Cachan Cedex
- La sous-Préfecture du Val-de-Marne
  Opening hours: 9:00 am-4:00 pm (Monday-Friday)
  2 avenue Larroumès
  94240 L'Haÿ-les-Roses
  (RER B – station Bourg-la-Reine)
- Cachan Post Office
  Opening hours: 8:00 am-7:00 pm (Monday-Friday)
  8:30 am-12:30 (Saturday)
  3 rue Camille Desmoulins
  94230 Cachan

B. Public holidays in France

- January 1st: New Year's Eve
- Easter Monday : depending on the year, the day after Easter
- July 14th: National Day
- August 15th: Assumption

- May 1st: Labour Day (the only day when companies can't impose on people to work)
- May 8th: end of Second World War
- Ascension: 40 days after Easter
- Whit Monday: 50 after Easter
- November 1st: All Saints' Day
- November 11th: 1918 Armistice, end of WWI
- December 25th: Christmas Day

C. Useful websites

Campus France: it is your main contact with France in your university of origin's country. You will find all the answers to your questions about your studies in France, the administrative processes you have to go through to live in France.

French Ministry of Higher Education and Research: for a better understanding of the French Higher Education system.

French Ministry of Europe and Foreign Affairs: to keep updated on new processes you need to go through to be legal in France.

French administration's Website: if you have questions about your rights, you will find the answers here.

MesServicesEtudiant: here you can find all the information about scholarships, student housings, university restaurants and events of the CROUS.

Websites helping students with their search for housing, jobs, etc.
Two main websites:
Job étudiant, orientation, vie étudiante, logement étudiant - L'Etudiant (letudiant.fr)
Studyrama - Salons, Orientation, Fiches métiers, Logement étudiant

Weather forecast in France : to know how to dress day by day.

Have a good time at ESTP Paris!