

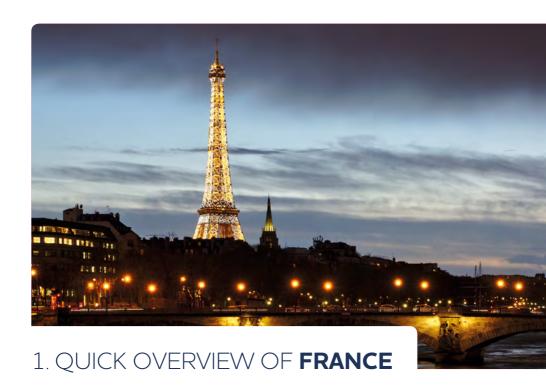
WELCOME TO FRANCE!



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# WELCOME TO **FRANCE**!



# **CLIMATE**

France enjoys a temperate climate, which is typically pleasant. Four climate zones divide the hexagon-shaped country: an oceanic and humid climate with cool summers to the west of the Bayonne-Lille line; a semi-continental climate with rough winters and hot summers in Alsace, Lorraine, along the corridor of the Rhône and in the large mountains (Alps, Pyrenees, etc...); medium climate with cold winters and hot summers in the north (the Parisian and central regions); Mediterranean climate with mild winters and scorching summers in southern France.

http://www.meteofrance.com/FR/index.jsp http://www.meteoconsult.fr/ http://www.lachainemeteo.com/ International forecast: http://www.weather.com

# **HOLIDAYS**

France has 10 public holidays where banks, offices, stores, and the majority of all businesses are closed: January  $1^{\text{st}}$ , May  $1^{\text{st}}$  and  $8^{\text{th}}$ , Easter Monday, Ascension, Pentecost, July  $14^{\text{th}}$ , August  $15^{\text{th}}$ , November  $1^{\text{st}}$  and  $11^{\text{th}}$ , and December 25.

Generally – especially in small towns – businesses are open from Tuesday to Saturday (and Sunday mornings for certain ones such as bakeries, newsstands...).



# 2. **KNOW HOW** TO LIVE IN FRANCE

# **SMOKING**

Smoking is forbidden in public areas (museums, monuments, movie theatres...) as well as in public transportation systems in France. It is also forbidden to smoke in bars, restaurants and night clubs. Also, smoking is forbidden in the classrooms and lecture halls of EPF, as well as in the administration building.

# **CELL PHONES**

As a sign of respect around other people, it is recommended to use cell phones sparingly in public places, and to avoid calls while dining out. Certain restaurants prefer that cell phones not even be switched on while you are in the establishment.

In public transport, cell phone usage is tolerated as long as the ring tone and the conversation are kept discrete. In addition, it is officially forbidden to phone while driving, and you incur heavy fines if you are caught.

At EPF, cell phone usage is forbidden during classes (lecture hall or class room); no matter the type of class (TD, TP, French language class). It is asked that cells phones be turned off before every class.







Founded in 1925 by Marie Louise Paris, EPF was one of the first "Grandes Ecoles" in France to teach female engineers.

EPF is a state-approved foundation, placed under the guardianship of the National Minister of Education and Research and the diplomas are recognized by the **Commission des Titres d'Ingénieurs**.

In 1993, EPF was integrated into the **UGEI** (Union des Grandes Ecoles Indépendantes). Although the school has been co-educational since 1994, the school is still proud of its history and actively encourages the integration of women in engineering.







# **SCEAUX CAMPUS**

**EPF is located in Sceaux, in the suburbs south of Paris**. The town is 20 minutes from Paris by train and conveniently served by the RER line B. It is bordered on the north by Fontenay aux Roses and Bagneux, on the east by Bourg la Reine, on the south by Antony and Châtenay Malabry and on the West by le Plessis Robinson.

Sceaux is a quiet medium sized town with a walking street that brings together a number of businesses. In the town centre, a market (food and clothing) can be found two times a week, Wednesday and Saturday mornings.

The school is located close to a magnificent park covering 152 hectares and boasting a number of ponds and fountains, as well as a beautiful castle.

The castle welcomes a classical music festival and other numerous cultural activities each summer (outdoor operas, for instance).

"Le Département des Hauts de Seine" — where EPF is located — is the largest industrial centre in the "lle de France" (Paris region) and in the country. At first, the department comprised many businesses in the automobile, aerospace, and arms sectors, but today all sectors are represented.

**The Sceaux campus is made up of three sites**. These three "campuses" are situated a short distance from one another and are accessible by RER. The first — and the oldest — of these sites is located at 3 bis rue Lakanal (close to the RER Bourg la Reine or Sceaux) and has administrative buildings as well as lecture halls and computer rooms. The second site is located 2 allée de Trévise (close to RER Bourg la Reine or Parc de Sceaux), and not far from the Château de Sceaux. It has laboratories as well as classrooms. Finally, the most recent site is located at 46 rue du Lycée (close to the RER station Sceaux). It is the site for the dual degree curricula (with Munich) as well as specialization classes for "Structures & Materials".

# **TROYES CAMPUS**

The EPF Troyes building located next to the UTT campus and has a surface of 3,000 sq. meters spread over 3 levels and an innovative architecture.

The students benefit from EPF's excellent teaching methods on a modern, spacious university campus in a pleasant, affordable environment, just 1 1/2 hours from Paris.

They take the same coursework as at Sceaux, with the benefit of cutting-edge infrastructures, exemplary sports facilities, and an innovative research dynamic. They can then transfer to EPF Sceaux or Montpellier depending on their chosen specialisation, or continue their engineering studies in Troyes.



EPF - Troyes Campus 2, rue F. Sastre 10430 ROSIÈRES-PRÈS-TROYES Tel: +33 (0)3 25 70 77 19



21. boulevard Berthelot

34000 MONTPELLIER

Tel: +33 (0)4 99 65 41 81

# **MONTPELLIER CAMPUS**

To broaden the diversity of its students and to enrich its specialisations and research, EPF opened a new campus at the heart of Montpellier that specialises in water, energy and environmental technologies.

EPF occupies a 3,500 m² renovated building with numerous facilities, including lecture halls, computer rooms, laboratories, a language lab, a "project" room, a media library, and a club area.

The school is located at the heart of the city, ten minutes from the train station and the Place de la Comédie, in a district with many shops, sports facilities, student residences, etc.

Famous for being one of the best French cities for students, Montpellier stands out for its warm ambiance and international appeal.



# THE SYSTEM OF "GRANDES ECOLES"

EPF is a "Grande Ecole." The word "grande école" describes high-level universities in the fields of engineering and commerce. The Grandes Ecoles can be private or public (the latter are dependent on the National Ministry of Education, the Ministry of Defense, or even the Ministry of Industry...). The entrance requirements to the Grandes Ecoles are very selective (entrance after a competitive exam) and the diploma awarded at the end of 5 years of study (2 years of preparation + 3 years of engineering studies) is equivalent to a Master's level degree.

# **STUDIES AT EPF**

EPF is a general engineering school in 5 years. Each class has about 200 students. In the course of their studies, students must complete internships in business and many students choose to do these internships abroad. Students also choose a specialization at the beginning of the fourth year. They have to choose between 8 majors:

~^	
₩ AERONAUTICS AND SPACE	SCEAUX
	SCEAUX
ENGINEERING & DIGITAL TECHNOLOGIES	SCEAUX
ENGINEERING & MANAGEMENT (taught in English)	SCEAUX
F ENGINEERING & HEALTH	SCEAUX
© ENERGY AND ENVIRONMENT (partly taught in English)	MONTPELLIER
DATA ENGINEERING (taught in English)	MONTPELLIER
BUILDINGS & ECO CITIES	TROYES

In addition to these possibilities of internships abroad and international programmes, 25% of EPF students work towards a second diploma at one of these six institutions:

Hochschule Munich (Germany)
Tecnológico de Monterrey (México)
Universidad del País Vasco (Spain)
Université du Québec Chicoutimi (Canada)
Hochschule Karlsruhe (Germany)
Université de Liège (Belgium)

In their 5<sup>th</sup> year, EPF students also have the possibility to join the MSc Innovation, Creativity & Entrepreneurship. This 2 semester programme, entirely taught in English, is followed by a 6 month internship. The subjects combine design, engineering and management topics. The programme is also open to international students who want to obtain a Master of Science (but it's not open to exchanges).

# THE ACADEMIC CALENDAR

Each academic year is divided into 2 semesters (from September to end of January & February until end of June).

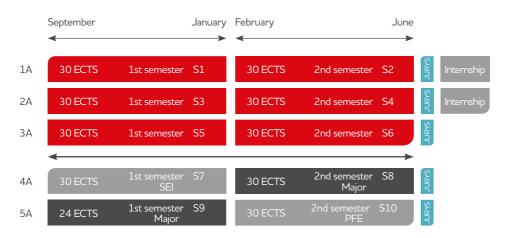
During the first 3 years, courses can last one semester or 2 semesters (in this case, each semester can be considered as independent and exchange students can stay one or 2 semesters without difficulties).

In the  $3^{rd}$  year, elective courses are proposed at the end of the  $1^{st}$  semester, as well as a project during the  $2^{nd}$  semester.

Students have to choose their major at the end of their 3<sup>rd</sup> year.

The choice is done according to the students' skills and taste but also according to the state of the job market and the industry's needs. The specialisation will determine the beginning of the young engineer's career, but the education received at EPF allows our graduates to perform in most of the engineering and managerial fields.

The 5<sup>th</sup> year programme is divided into two parts: the end of the specialization courses from the beginning of September until the end of January, followed by a final project internship of 6 months. Exchange students at EPF usually follow courses in the majors (but cannot do the internship).



# 4. STRUCTURE OF THE OFFICE OF GLOBAL ENGAGEMENT AT EPF

# **OVERVIEW**

The Office of Global Engagement at EPF is made up of five people, on the Sceaux campus, each having a particular function.

# Stefan SEILER

Director

Tél.: 33-1 41 13 29 80 Email: Stefan.seiler@epf.fr

# Sophie TELLIEZ

Deputy Director

In charge of North America and Oceania

Tél.: 33-1 41 13 01 91 Email: Sophie.Telliez@epf.fr

# Laurence DE LA SERRAZ

In charge of Africa and Middle East

Tél.: 33-1 41 13 01 81

Email: laurence.de-la-serraz@epf.fr

# Sylvie LENOIR

In charge of Europe Tél.: 33-1 41 13 01 81 Email: Sylvie.Lenoir@epf.fr

# Gemma ALEGRIA PADRO

Point of contact for the Global Engagement

Office - Montpellier Campus Tél.: 33-4 99 65 31 16

Email: gemma.alegriapadro@epf.fr

# 5. OTHER SERVICES

The EPF offices are typically open every day except the weekend (Saturday and Sunday) from 8:30 am until 6:00 pm.

These hours vary according to the office and the person. In general, there is always one person present for each service.







# **VISA**

**Before starting any process**, you should go to the France Visa website <a href="https://france-visas.gouv.fr/en\_US/web/france-visas/student">https://france-visas.gouv.fr/en\_US/web/france-visas/student</a>. You will find all the necessary information and explanation (if you need a visa or not, and which process you should follow).

International students – coming from outside Europe – who come to France for more than three months must have a **"visa long séjour"** (also called VLS TS).

You **must** obtain this visa before your departure because it is not possible to apply for it from France.

Holders of long stay visas for France (3 months +) are exempted from applying for a residence permit (carte de séjour) at the Prefecture. The "student long stay visa"; is a multiple entries visa valid from 3 to 12 months, depending on the length of the studies.

Holders of those visas are free to travel in all Schengen States (up to 3 months within the validity of the visa).

# The application file must be composed of:

- A valid passport
- An official letter of acceptance from EPF
- Proof of accommodation
- Proof of resources (stating that you have the equivalent of 615 €/ month to live)
- Long stay visa application form: http://www.diplomatie.gouv.fr/fr/IMG/pdf/11. Formulaire\_visa\_ long sejour document no11 -3.pdf)
- OFII form: http://www.ofii.fr/IMG/pdf/Formulaire-de-demande-d-attestation-OFII-recto-verso-Version-du-17-09-2018.pdf

# You may also be required to supply:

- Medical Certificate
- Proof of insurance
- A round-trip plane ticket
- Vaccination information

Or any other necessary document.

If you have any doubt, contact the nearest French Consulate, or check the France-Visa website https://france-visas.gouv.fr/en\_US/web/france-visas/ai-ie-besoin-d-un-visa.

A list of French Consulates and Embassies is available on the following site: https://www.diplomatie. gouv.fr/en/the-ministry-and-its-network/directory-and-addresses-of-the-ministry-for-europe-andforeign-affairs/

Nationals of the European Union are not required to have a visa.

When they arrive in France, students have to bring the OFII form with them and be sure that their passport is stamped when they enter France.



**SOCIAL SECURITY** 

Before leaving their country, European students have to ask for the European Insurance card, which will allow them to be reimbursed from their medical expenses while they are in France. http://ec.europa.eu/social/main. isp?catId=559&langId=en

They can also apply for the S1 form https://europa.eu/youreurope/citizens/ work/social-security-forms/index

Students from Québec to ask for a special form from their home social security office (SE 401 Q 104, Q 105 ou Q 106).

# **CVEC**

The "Student success and orientation" law (loi "ORE") presented by the government in 2018 has established a student life and campus contribution (CVEC) of 92 € per year. The amount is due for all the students enrolled in higher education studies (except exchange students, who are exempted). This amount has to be paid to the CROUS via the website: http://cvec.etudiant.gouv.fr (the website is in French for the moment).

# 2. UPON ARRIVAL

# **RESIDENCY CARDS**

The long stay Visa (VLS TS) has to be validated within 3 months after the arrival in France and it's now possible to do it online on the following website <a href="https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/">https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/</a>.

# Necessary information:

- Passport with the visa
- Date of entry in France
- Address in France (housing certificate to be provided later)
- Credit card to pay the fees

RENEWAL

Students staying in France 2 years in a row have to apply for a "carte de séjour", at least 2 months before the end of their visa validity.

# The documents to be provided are (to be checked <a href="http://accueil-etrangers.gouv.fr/demande-de-titre-de-sejour/1">http://accueil-etrangers.gouv.fr/demande-de-titre-de-sejour/1</a>):

- Valid passport (copy of the pages mentioning the name, picture, validity of the passport, entrance date...)
- Former residency card or OFII stamp
- Birth certificate (certified translation in English)
- 3 passport sized photos
- Certificate of Academic Enrolment
- Transcript
- Proof of financial resources (bank statements of the last 3 months, stating that you have a minimum of 615 € / month)
- Housing certificate (certificate from the residence or leasing contract)

Students coming for the second time at EPF (after one year back in their country) are considered as  $1^{st}$  application during their  $2^{nd}$  stay in France. Thus, they have to apply for a new VLS TS.

Students staying for more than 3 years in a row can apply for a multi-annual residence permit (covering the duration of their studies).

# SOCIAL SECURITY AND MEDICAL INSURANCE

### SOCIAL SECURITY

Since September 2018, non-European students have to register to the French general healthcare system.

Registration is free and completed online by logging in to the website of the health insurance dedicated to international students: <a href="https://etudiant-etranger.ameli.fr/#/">https://etudiant-etranger.ameli.fr/#/</a>.

As the process might take some time, it is highly recommended to buy a private insurance before leaving your country, covering you in case of sickness or accidents (for instance <a href="https://www.assurances-etudiants.com/en/5351-foreign-student-health-insurance.html">https://www.assurances-etudiants.com/en/5351-foreign-student-health-insurance.html</a>).

# SUPPLEMENTAL MEDICAL INSURANCE

This insurance is not mandatory but it is strongly recommended (if you consider playing sports, if you have dental or vision problems...).

The organizations of student social security offer supplemental contracts.

- SMEREP: https://www.smerep.fr/mutuelles-complementaires/mutuelles-etudiantes?locale=en
- LMDE : https://www.lmde.fr/mutuelle-sante/offre-sante-etudiante?

### CIVIL LIABILITY

Civil liability is mandatory. The civil liability coverage is included in the insurance package subscribed by EPF (cost included in the money you sent before arrival).



# REPATRIATION ASSISTANCE

This coverage is not provided by the student social security; however, it is highly recommended to purchase insurance that includes this type of guarantee.

# HOUSING INSURANCE

The housing insurance is compulsory, whether you live in an apartment or in a student's residence. You have different kind of coverage, some of them including civil liability.

This insurance will also be subscribed by EPF before you arrive.



Once you arrive in France, you have to open a bank account. It is highly recommended to contact a bank close to EPF, because they have agreements with the school and might allow you some special offers (free credit card, for instance).

You will obtain a French bank account with a visa card, and it is also recommended to ask for a check-book.

# **TRANSPORTATIONS**

## **TRAIN**

France has a highly developed train network, and it is possible to travel very fast from Paris to Marseille or Bordeaux (Fast train = TGV).

Young people and students have access to very interesting prices. There are plenty of cards available for young people and students so if you plan to travel often, you'd better buy a card ("17/28" for instance <a href="http://www.sncf.com/en/discounts/jeune-card">http://www.sncf.com/en/discounts/jeune-card</a>).

For more details on costs, schedules, cards, reservations etc... check the SNCF website: https://www.oui.sncf.

# PLANE

If you want to travel to Europe, the other solution is to take the plane. You have many low-cost companies offering cheap prices to travel around Europe.

The Sceaux Campus is located close to Orly airport (and on the B line of the RER, leading to the Charles de Gaulle Airport).

There's an airport in Montpellier: <a href="https://www.montpellier.aeroport.fr/vols-destinations/liste-vols-destinations-directs-montpellier/">https://www.montpellier.aeroport.fr/vols-destinations/liste-vols-destinations-directs-montpellier/</a>.

### BUS

It is also possible to travel in France or in Europe by bus. 2 main companies offer various destinations from Paris, Montpellier or Troyes (or area), from 5 to 50 €.

Ouibus: https://www.ouibus.com/destinations

Flixbus: <a href="https://www.flixbus.co.uk/">https://www.flixbus.co.uk/</a> Isilines: <a href="https://www.isilines.com/">https://www.isilines.com/</a>

# **RENTING A CAR**

If you need to rent a car for a weekend, or to move furniture, for instance, you should have a look at the different car rental websites

# **BUYING A CELL PHONE**

In France, you have 3 main telecommunication providers: Orange, SFR & Bouygues Télécom, each of them proposing different type of offers, with different range of prices.

SFR: http://www.sfr.fr/

Orange: <a href="http://boutique.orange.fr/">http://boutique.orange.fr/</a>

Bouygues Télécom: http://www.bouyguestelecom.fr/

This website will allow you to compare the different offers:

http://telecom.choisir.com/forfait-mobile/comparateur







# STUDYING AT EPF

# 1. HOW **TO APPLY** (EXCHANGE STUDENTS ONLY)

To study at EPF, your school should benefit from a partnership with the school, whether in the form of an exchange programme (Erasmus, GE4, CREPUQ...), or in the form of a bilateral agreement.

To find out if your school is in this group, contact your international services office.

If you have any doubts that your school does not have an agreement with EPF, contact **Sophie TELLIEZ**: Incoming.Students@epf.fr.

Once you have confirmed that you can participate in studies at EPF, and **after your official nomination by your university**, you should complete the online admissions application ("dossier de candidature") including the following documents:

- Classes to be taken
- List of classes to be taken at your university (with a small description of each)
- List of classes you have already taken at your university
- CV (resume) in French
- 1 identity picture
- Language certificates (B1 for the French level, B2 for the English level).

Once your application is accepted, the EPF Office for Global Engagement will send you an acceptance letter, which will allow you to obtain your visa.

# 2. **DOCUMENTS HANDED** IN AT ARRIVAL

An orientation session is organised end of August.

# PROGRAMME OF STUDIES

The Programme of studies you have chosen will be submitted to the academic directors of EPF who will confirm whether you may take the classes or not.

This document should be completed carefully and you must point out which classes are required by your home institution. Certain EPF classes are not evaluated, or the only grade is from an assigned project (sometimes in association with other classes). It is therefore very important to know – BEFORE the start of classes – if the student wishes to be graded.

Specialization classes evolve constantly to satisfy the needs of businesses, and therefore certain programmes could have been modified. Unfortunately, certain modifications are done at the last minute; you should therefore wait until classes have been finalized after your arrival in France.

After your arrival, an orientation session will take place with the academic directors, to approve your course of studies and to help you with your choices.

Once this programme is fixed and validated, it has to be sent to your EPF coordinator by email, within 2 weeks after the orientation meeting. After this date, it won't be possible to add a course.

After the registration of the programme, you still have one week to drop courses (September 15 is the deadline). After this date, it won't be possible to make any change (add or drop).

Attendance to classes is compulsory, and you will have to sign each time you start a class. It's also very important to be committed in each of the projects or group work included in the courses.

You will be able to check your schedule, exams, etc... on the MyEPF portal <a href="http://my.epf.fr">http://my.epf.fr</a>. Please check that you are correctly registered to all the courses you selected, and inform your EPF coordinator immediately if it's not the case.

# **CLASS SCHEDULES**

The schedules for the majors are quite easy to read. The number of students in each class is not very high and there are no divisions into groups or alternating classes such as with the first three years.

The class schedules are accessible on MyEPF (schedule for the whole class: <a href="https://my.epf.fr/ressourcesHelisa/emplois\_du\_temps/PROMOTIONS/empclajs.htm">https://my.epf.fr/ressourcesHelisa/emplois\_du\_temps/PROMOTIONS/empclajs.htm</a> or personal schedule <a href="https://my.epf.fr/ressourcesHelisa/emplois\_du\_temps/ETUDIANTS/calstajs.htm">https://my.epf.fr/ressourcesHelisa/emplois\_du\_temps/ETUDIANTS/calstajs.htm</a>; check it regularly, as it might change.

# **STUDENT ID CARD**

At the beginning of your stay, photos will be taken by a photographer, in order to prepare your student ID card. You will receive it a few weeks after your arrival.

This card will give you access to CROUS university restaurants and it helps receiving reduced rates for movies, museums

It also allows you to access certain special services (specialized travel agencies, subscriptions, purchase a cell phone, transport passes...).

# CERTIFICATE OF ACADEMIC ENROLMENT

This is an official document that guarantees that you are taking classes at EPF; it will be useful for different organizations (prefecture, bank, university residences...). Upon arrival, you will receive several copies of this document, but it will also be possible to download it from your personal space.



# 3. **ORGANIZATION** OF CLASSES AND TESTS

At the beginning of the year, all EPF students receive a copy of an internal rule, which they must sign, and follow or accept the consequences. Certain rules and regulations also apply to exchange students

# **CLASSES**

# LECTURES (COURS MAGISTRAUX)

Class attendance is required since you will not have any books to follow. All information will be given to you during the classes and you must take notes. The teachers occasionally hand out copies of documents (called "polys") that complete what has been said during the class. It is therefore very important to attend all classes if you wish to pass the exams.

In addition, it is also important to be on time for class. If you arrive very late, it is better to wait for the break to enter the class, so as not to disturb your classmates (unless the class takes place in a lecture hall).

Lectures take place for the most part in the lecture halls (amphis) and the entire class is pre-set for them (about 180 students). Sometimes, the class is divided into several groups (a, b, c and d), which are also divided for certain classes (ab, ac, ad, etc...).



# **EXERCISE SESSIONS AND LABS (TDS AND TPS)**

The TDs and TPs take place for certain subjects in 1st, 2nd or 3rd years, in complement to the lectures. TD - Travaux Dirigés: working out exercises with the help of a teacher ("chargé de TD"). TP - Travaux Pratiques: Work in a laboratory (electronics or electricity, for example).

# LANGUAGE CLASSES

French classes take place twice a week at EPF. They are mandatory (unless you are already bilingual) and you will have one or more tests during the course of the year. Your French grade will be included in your transcript.

If you apply for an EPF diploma programme, you will have to study English and French.

Attendance for these classes is also mandatory and graded tests are taken.

# **EXAMS**

# TYPES OF EXAMS

At EPF, you can receive a grade from one of four types of tests:

L'interrogation (called "interro"): It only takes about 20 minutes at the beginning of a TD and is written (this does not concern specialization courses).

Colle: an oral exam that takes place in the evening (this is solely for the Dynamics and Maths courses of the first three years).

Partiel: A written exam lasting two hours (sometimes longer). Dictionaries and calculators are allowed in certain cases.

Projet: A project. This may be done singly or in groups and handed to the teacher on a certain date.

# HOW TO SIGN UP FOR TESTS

You are automatically registered for the exams. The test schedule is available at the beginning of the year and it is very important to find out very early when you will have a written test.

# HOW TO PRESENT YOUR TEST

The presentation of test pages is very important. You must write in pen (black or blue ink) and never with a pencil.

Do not forget to put your name and nationality in the top left corner of the page, as well as the date and exam subject. (See model)

You run the risk of being penalized if your test is crumpled or scribbled on (if you make a mistake use white out rather than cross stuff out). Also, write on the lines rather than across them.

For "partiels" where you must compose paragraphs, clearly indicate your nationality so that the teacher can understand that French is not your native language. You will not have additional time to understand the tests paper, but you can in certain cases bring your French-Native Language dictionary.

Attention: Certain teachers can count your level of French or the presentation of your test paper in the grade they give you. It is therefore very important to make sure that your paper is clean and well presented.

In addition, your test must be completed in French and not in English or your native language (even if the teacher indicates that he speaks another language).

# IS IT POSSIBLE TO RETAKE AN EXAM OR TO CHANGE THE DATE?

The test dates are determined in advance for the entire class. Therefore, it is not possible to change a test date.

If you miss an exam (because you were not is France, for example), it would be impossible to retake it. In addition, if you do not obtain the note expected, you cannot retake the test in this case either.

## WHAT HAPPENS IF YOU ARRIVE LATE TO AN EXAM?

If you arrive during the first half of the exam, you are authorized to enter, but you must hand in your test at the same time as the others. If you arrive later than that, you cannot take the test. Example the exam lasts two hours -> if you are 30 minutes late you can enter, if you are 1 hour 10 minutes late you cannot.

# WHAT HAPPENS IF I DON'T SHOW UP TO THE EXAM?

# Exchange students

If you have registered for an exam, and if you don't take it, then you will get a zero, mentioned on your transcript. If your absence is for a serious reason (excused by a medical certificate) your case will be examined.

# Double degree students or graduating students

In case you miss an exam (absent) you will obtain a zero. If you've been sick (and you have a medical certificate), you will be able to retake the exam later on.

# AM I GRANTED MORE TIME TO DO THE EXAM?

The extra time is allowed during the  $1^{st}$  semester of studies for the exchange students and for the whole  $4^{th}$  year (for the N+I students).

If the exam takes place in the morning, those students will start their exam before the regular hour. If it takes place in the afternoon, they will end the exam after the regular hour.

# WHAT CAN I USE DURING THE EXAM?

During some exams, the use of documents is allowed (notes, polycopies...) and most of the time, calculators are also allowed.

It is often mentioned before the exam-

In any case, cell phones (even if they are turned off) are not allowed (music players neither).

# **CLASS REPRESENTATIVES**

In France, the idea of "Student governing" does not exist. At the beginning of the year, the students choose a representative for their class (or their option). This is the class representative.

This representative is the intermediary between the students and the administration or the teachers, for everything that is related to the students. If you have a question about a class, ask the representative concerned.

# INTERACTION WITH TEACHERS AND ADMINISTRATORS

At the beginning of each new class, it is recommended that you introduce yourself to the teacher, this is so that he can identify you and take note of any difficulties (especially with understanding the language). It is asked that you address your teachers and all of the administration that you meet as "vous". Do not use the "tu" form of address unless the person clearly asks you to do so (it is not because a person addresses you as "tu" that you can automatically address them in the same fashion).



# **GRADES**

At the end of your stay, a transcript will be sent to your university. It will include all the grades you have received while in France, and also takes into account your French grade (even if this class is optional in your university).

In France, grades are given between 1 and 20 (1 being the worst and 20 the best). It is very hard to receive a grade of 20, and a grade of 13 is considered a very good grade, depending on the subject in question.

More information on our webpage <a href="https://www.epf.fr/en/studies/teaching-methods">https://www.epf.fr/en/studies/teaching-methods</a>

Before determining your level, we will look at the average grace of the class, the highest grade and the lowest grade. If necessary, comments can be added to justify a poor result.

# **ORIENTATION MEETING**

An orientation session is organised end of August. It is **compulsory** for every new student (exchange or degree-seeking students).

The first part of the meeting will consist of a presentation of EPF and its organization (classes, exams, schedules, etc...) and also to take care of all the administrative process.

During the  $2^{nd}$  part, you will meet with the professors in charge of the specialisations, in order to finalise your programme of courses and discuss about the courses you will have to take.

# **HOLIDAYS AND NATIONAL HOLIDAYS**

At the beginning of the year, you will receive the calendar for the academic year, mentioning all the holidays.

# Those are the main periods of holidays:

- Toussaint (for the 1st, 2nd and 3rd year students): 1 week, end of October
- Christmas (for everyone): 2 weeks, from Friday just before Christmas, to Monday right after the 1st of January.
- Winter: 1 to 2 weeks end of February
- Spring: 1 to 2 weeks in April

# During the year you will also have national (bank) holidays:

- New Year: January 1st
- Easter: Monday, in March or April (depending on the year)
- Labor Day: May 1st
- World War II: May 8
- Ascension: One Thursday, in May
- Pentecôte: One Monday in May or June
- Bastille Day: July 14
- Assomption: August 15
- Toussaint: November 1
- World War I: November 11
- Christmas: December 25

Sometimes, when a day off is a Tuesday, or a Thursday, it can happen that the Monday or Friday will also be off, for a long week-end.

Of course, you are not allowed to take extra holidays outside of the planned schedule (for instance you cannot take holidays if it's a national or religious holiday in your country).





# 1. **EPF EMAIL** ACCOUNT

At your arrival, an EPF account will be set up for you, allowing you to connect on the EPF network (computers, but also wifi). It will also allow you to connect on the EPF portal (https://my.epf.fr), or to your EPF email.

You will receive an email (on your personal email address) giving you your login and password. The password will have to be changed on your first connection (this has to be done on one of the EPF computers). Your EPF email address will look like the following first\_name.name@epfedu.fr. This address will have to be used for every correspondence during your studies at EPF (the administration will only contact you on this address). You can access your emails at this address: <a href="https://login.microsoftonline.com/">https://login.microsoftonline.com/</a>.

You can also get your EPF emails through Outlook.

# 2. MyEPF PORTAL

To access the EPF portal, you have to type this address: <a href="http://my.epf.fr">http://my.epf.fr</a>. On the portal, you will find all the important information related to your studies (schedule, grades, etc...). If you connect from outside, you have to type "education" before your user ID (you don't have to do so if you connect from EPF).

In the annexes, you will find a view of the portal's main page.

# 3 MOODLE PLATFORM

The Moodle platform allows you to download handouts provided by the professors, and also to have messages and updates concerning courses, exams, deadlines, etc.

To access this platform, you have to type this address: <a href="http://moodle.epf.fr">http://moodle.epf.fr</a>

You have to use your EPF user ID

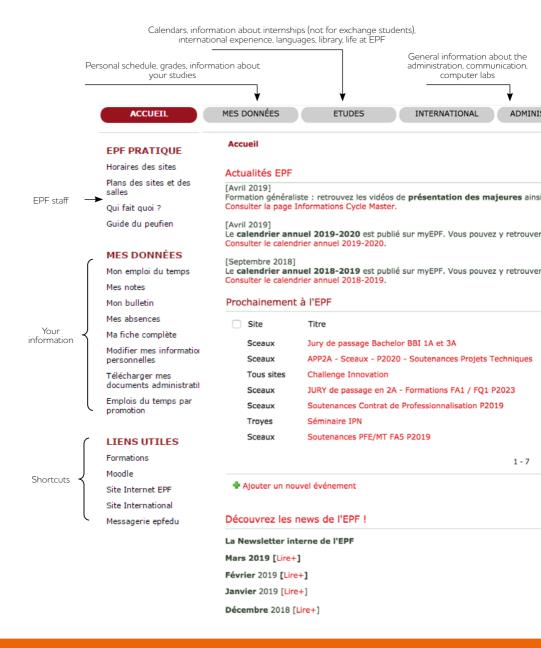


On the right side of the main page you will find the following information:



Under the "Mes cours" tab, you will find all the courses you will take, as well as the documents linked. Once you have been registered, you will have to check if you find all the courses you selected.

# The landing page of the MyEPF portal looks like the following:





les dates prévisionnelles de rentrée et les dates des vacances.		
les dates de ren	trée et les dates des vacan	ces.
	Heure de début	Heure de fin
	16/05/2019 16:00	16/05/2019 18:00
	22/05/2019 09:00	24/05/2019 17:00
	20/06/2019 10:00	21/06/2019 10:00
	20/06/2019 16:00	20/06/2019 18:00
	02/07/2019 09:00	02/07/2019 18:00
	04/07/2019 10:00	05/07/2019 17:00

12/07/2019 18:00

11/07/2019 09:00

que les possibilités de construire votre parcours.

# En direct de epf.fr

# **EPF Ecole d'ingénieurs**

La Junior-Entreprise "EPF Projets Sceaux" co-organisatrice du Congrès Régional de Printemps (CRP)

Paroles d'élèves et alumni : Paul BOUCHE, élève en MSc ICE pour sa 5ème année à l'EPF

S-Lean, une solution digitale pour démocratiser le lean management

Renouvellement de l'accréditation CTI de l'ensemble des diplômes d'ingénieur-e-s de l'EPF

4ème édition du Forum PME & Start-up innovantes

# USEFUL ADDRESSES AND WEBSITES

# **CONSULATES AND EMBASSIES**

**GERMANY:** 24, rue Marbeau - 75116 PARIS Tél: 01 53 83 45 00 - Fax: 01 43 59 74 18 http://www.allemagneenfrance.diplo.de

**US:** 2, rue St-Florentin - 75008 PARIS Tél: 01 43 12 47 08 - Fax: 01 49 27 92 65 https://fr.usembassy.gov/fr/

**ARGENTINA:** 6, rue Cimarosa - 75116, PARIS Tél: 01 44 05 27 00 - Fax: 01 45 53 46 33 http://www.efran.mrecic.gov.ar/fr

**BRASIL:** 34, Cours Albert 1° - 75008 PARIS Tél: 01 45 61 63 00 - Fax: 01 42 89 03 45 http://paris.itamaraty.gov.br/fr/

CANADA: 35, avenue Montaigne - 75008 PARIS Tél: 01 44 43 29 00 - Fax: 01 44 43 29 99 http://www.canadainternational.gc.ca/france/index. aspx?lang=fra&view=d

**CHINA:** 20, rue Washington - 75008 PARIS http://www.amb-chine.fr/fra

**COLOMBIA:** 22, rue de l'Elysée - 75008 PARIS Tél: (33) 1 42 65 46 08 - Fax (33) 1 42 66 18 60

**CAMEROON:** 73, rue d'Auteuil - 75016 PARIS Tél: (33) 1 46 51 89 00 - Fax: (33) 1 40 71 54 32 www.congencamparis.com

KOREA: 125, rue de Grenelle - 75007 PARIS Tél: 01 47 53 01 01 - Fax: 01 47 53 00 41 http://fra.mofa.go.kr/worldlanguage/europe/fra/main/index.jsp

**CROATIA:** 7, Square Thiers - 75116 PARIS Tél: 01 53 70 02 91 - Fax: 01 53 70 85 80 http://fr.mvep.hr/fr/

**DENMARK:** 77. avenue Marceau - 75116 PARIS Tél: 01 44 31 21 21 - Fax: 01 44 31 21 88 http://frankrig.um.dk/fr.aspx

SPAIN: 22, avenue Marceau - 75008 PARIS Tél: 01 44 43 18 00 - Fax: 01 47 20 56 69 http://www.exteriores.gob.es/Embajadas/Paris/es/ Paginas/inicio.aspx FINLAND: 1, place de Finlande - 75007 PARIS Tél: 01 44 18 19 20 - Fax: 01 45 55 51 57 http://www.finlande.fr/Public/Default.aspx

INDIA: 13-15, rue Alfred Dehodencq - 75016 PARIS Tél: 01 40 50 70 70 - Fax: 01 40 50 09 96 http://www.amb-inde.fr/

ITALY: 51, rue de Varenne - 75007 PARIS Tél: 01 49 54 03 00 - Fax: 01 45 49 35 81 http://www.ambparigi.esteri.it/ambasciata\_parigi

**MEXICO:** 4, rue Notre Dame des Victoires - 75002 PARIS Tél: 01 42 86 56 20 - Fax: 01 49 26 02 78 Email: Consulmex.paris@wanadoo.fr https://embamex2.sre.gob.mx/francia/index.php/es/

**NETHERLANDS:** 7-9, rue Eblé - 75007 PARIS Tél: 01 40 62 33 00 - Fax: 01 40 62 34 56 http://ambassadeparijs.fr/



**POLAND:** 1, rue de Talleyrand - 75343 PARIS Cedex 07 Tél: 01 43 17 34 05 - http://paris.mfa.gov.pl/fr/

**CZECH REPUBLIC:** 15, avenue Charles Floquet - 75007 PARIS Tél: 01 40 65 13 00 - Fax 01 40 65 13 13

http://www.mzv.cz/paris

**TAÏWAN:** 78, rue de l'Université - 75007 PARIS Tél: 01 44 39 88 20 - Fax: 01 44 39 88 12 http://www.taiwanembassy.org/fr/

**TURKEY:** 16, avenue de Lamballe - 75116 PARIS Tél: 01 53 92 71 12 - Fax: 01 45 20 41 91 http://paris.emb.mfa.gov.tr/

**VENEZUELA:** 11, rue Copernic - 75116 PARIS Tél: 01 45 53 29 98 - Fax: 01 47 55 64 56 http://francia.embajada.gob.ve/

If you haven't found yours, check on this website: http://www.mfe.org/index.php/Annuaires/Ambassades-et-consulats-etrangers-en-France



# STUDYING IN FRANCE

Campus France: http://www.campusfrance.org/

Ministry of Education: http://www.enseignementsup-recherche.gouv.fr/pid24573/enseignement-superieur.html France Diplomatie: http://www.diplomatie.gouv.fr/fr/venir-en-france-22365/etudier-en-france-12794/

# Information about France:

http://www.france-pittoresque.com/

http://www.tourisme.fr http://france.fr/

## Info about Paris and Ile de France:

http://www.parisinfo.com/

http://www.nouveau-paris-ile-de-france.fr/

http://www.parisinconnu.com/index.htm

Info about Sceaux: http://www.sceaux.fr/

Info about Fontenay aux Roses: http://www.fontenay-aux-roses.fr/

Info about Bagneux: http://www.bagneux92.fr/

Info about Troyes: http://www.tourisme-troyes.com/ and https://www.ille-troyes.fr Info about Montpellier: http://www.montpellier-tourisme.fr/ and http://www.montpellier.fr/

# Going Out:

http://www.lafourchette.com/

http://www.restoaparis.com/accueil.html

http://www.sortirauresto.com/

http://www.restoparis.com

http://www.sortiraparis.com

http://www.theatreonline.com

http://www.billetreduc.com/

https://www.transilien.com/fr/page-de-liste-tourisme/tourisme-en-ile-de-france

## Transportation:

http://www.ratp.fr

https://www.oui.sncf/

http://www.fr.lastminute.com/sejour/

http://www.trivago.fr/

http://www.opodo.fr

http://www.expedia.fr

http://www.voyagermoinscher.com/

http://www.easyjet.fr/fr/reserver/index.asp

http://www.ryanair.com/site/FR/

http://www.vueling.com/fr

# Practical Info:

Phonebook: http://www.pagesjaunes.fr

Information about strikes: http://www.cestlagreve.fr//

# Legal advices:

http://www.legifrance.gouv.fr/

# Companies' directory:

http://www.kompass.fr

http://www.europages.fr/

## Online shops:

http://www.fnac.com

http://www.mistergooddeal.fr

http://www.cdiscount.fr

http://www.pixmania.fr





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