



# / GUIDE FOR INTERNATIONAL STUDENTS

2015-2016

## / A WORD FROM THE DIRECTOR

How can I present in a few words the École normale supérieure? I should remind its tradition, name some of its most famous students (from Césaire to Bourdieu, Sartre, Foucault or Jacqueline de Romilly, from Kastler to Cohen-Tannoudji, Ngô Bao Châu and Jean-Pierre Serre); I should mention the charm of its legendary buildings (a school of the French Republic hosted in a kind of medieval cloister); I should also mention its singularity, because in spite of its small size (2,400 students, doctoral students and international students included) the ENS shines as one of the very best world universities; I should also mention its situation at the core of a network of Parisian universities and institutions and its commitment in the setting up of PSL Research University; I should also go back over its tremendous growth during the last decades, thanks to its exceptional research centers in which students are directly in contact with the major issues of leading-edge research.

Nevertheless I think that, in spite of all these elements, the essential would be missed: intellectual freedom, customized courses, synergies between humanities sciences, ad hoc seminars, primacy given to the tutelage, the rich Parisian intellectual life, and, of course, those night-long discussions between the rosebushes and the pond of the Cour aux Ernest (its legends goldfishes)...

But the École is first and foremost what its students and researchers who work there make of it. About to enter this place for the first time (either for a six-month stay or a three-year cycle), you can be sure of it: you are deeply part of the community of our École, you will contribute to make it lively, to shape it, to enrich it through your eyes, your ideas, your expectations; and from now on, we rely on you: welcome to the ENS, you are at home!

**Marc Mézard**

# / SUMMARY

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# / THE ÉCOLE NORMALE SUPÉRIEURE



# WHAT IS THE ÉCOLE NORMALE SUPÉRIEURE?

## / A FRENCH GRANDE ÉCOLE

The *École normale supérieure* is a French *grande école*. It has been founded in 1774, during the French Revolution, and its first purpose was to train high-school teachers.

The present form of the *École* dates back to 1985, with the merging of the *École normale supérieure de la rue d'Ulm*, meant for young men, and the *École normale supérieure de jeunes filles*, meant for young women and founded in 1882 - its location was on the Jourdan and Montrouge campuses. Now the *École normale supérieure* is a mixed school preparing its students to teach and do research, but also to work in the administration and even in public firms.

The French *élèves normaliens* are remunerated during their four years of studies, but in return they have to work for the French state for six years after they have finished their studies at the *École*. Since 2005, the *École normale supérieure* recruits moreover each year 120 *normaliens étudiants*, based upon their application. Most of these students come from universities or the French *classes préparatoires*; they are not remunerated, but can be housed in the *École* on social grounds, and their studies last three years.

## / THE DIFFERENT STATUS OF THE INTERNATIONAL STUDENTS

The ENS counts **more than 20% of international students**, who contribute towards the vitality of the institution. The international students are divided into two groups: the students who study at the ENS in order to obtain a degree, and those who study at the ENS without obtaining an ENS degree.

The following students are considered as students who will obtain a degree:

- The *normaliens élèves* from the International selection: they are between 20 and 30 to be recruited each year, they are laureates of one of the two competitive examinations specific for international students, one for students in humanities, the other for students in sciences. The laureates receive a grant from the ENS, their studies last three years and they are housed on one of the *École's* campuses.
- The *élèves normaliens étrangers*: they are laureates of one of the national competitive exams for entering the *École*, whose tests are all in French. The laureates who have the nationality of one of the European countries benefit from the same status than the French *normaliens* and are remunerated. The extra-European receive a grant from the ENS; their studies last four years, and they are housed on one of the *École's* campuses.
- The *normaliens étudiants étrangers*: they are recruited upon application and motivation interview. Their studies last

three years, they are not remunerated but they can be housed on one of the Écoles's campuses on social grounds (and upon availability of the rooms).

- Students who are enrolled in the École's masters courses.
- The Ph.D. students who prepare a Ph.D. at the ENS, within the context of a doctoral school carried by Paris Sciences et Lettres Research University: Physics in Île-de-France doctoral school, Transdisciplinary humanities/sciences doctoral school, Astronomy and Astrophysics doctoral school.

The following students will not obtain a degree of the ENS and do not have to validate ECTS credits:

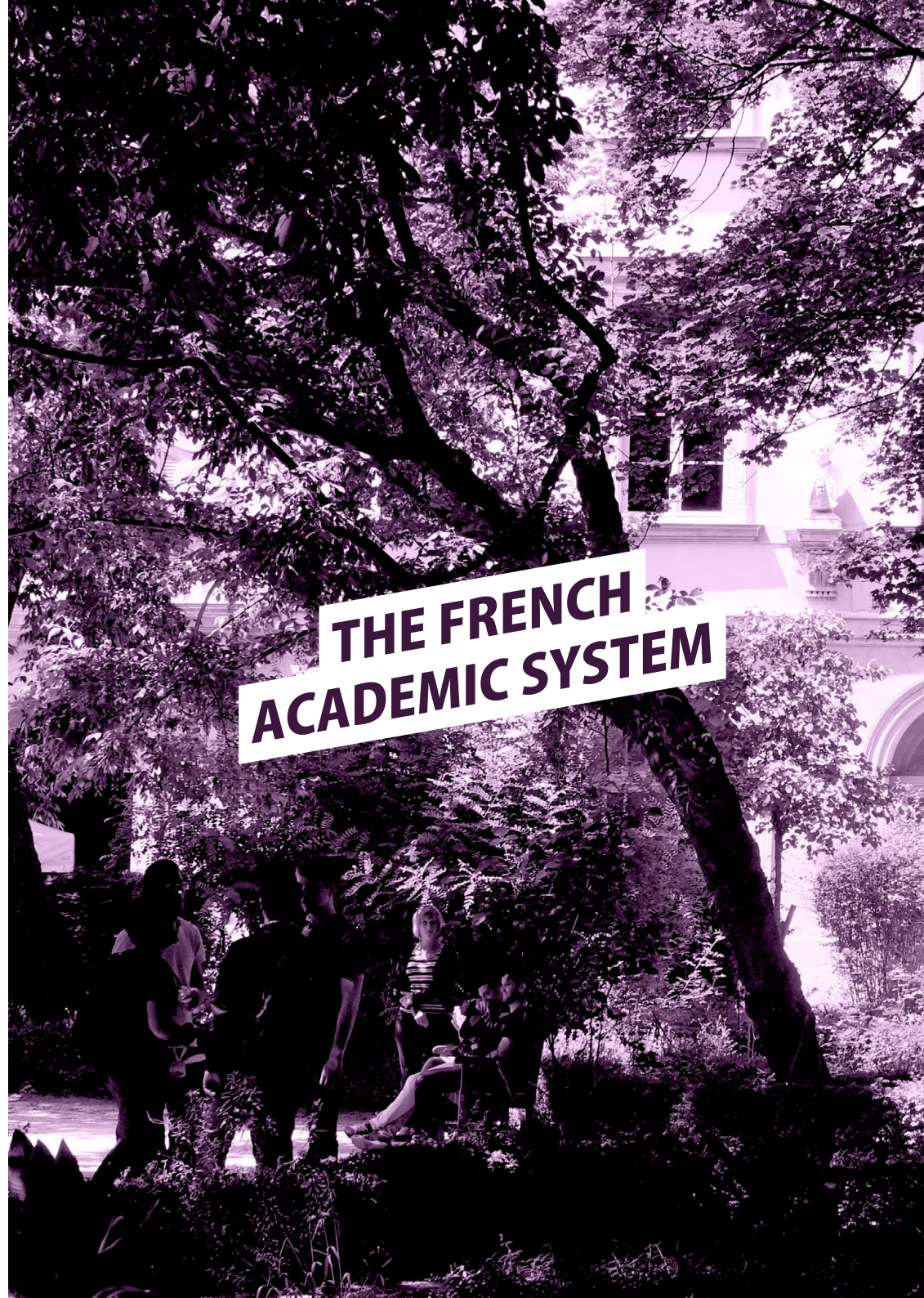
- The *pensionnaires étrangers*: these students (about 100 per year), are already enrolled in a degree course in their university of origin, located abroad, and stay at the ENS for six months minimum and one year maximum. They come to the ENS on the basis of an exchange program. They are hosted on one of the École's campuses.
- The *auditeurs étrangers*, who are at the École for one semester or one year on the basis of an exchange program or without any exchange program.
- The post-doctoral researchers, who come at the ENS after having obtained their doctoral degree.

The following students will not obtain an ENS degree and have to validate ECTS credits, on the basis of an agreement with their university of origin:

- The ERASMUS students and interns (about 30 per year)
- The students enrolled in the master *History and literature* of Columbia University (about 10 per year).
- The students of the University of California (about 10 per year).



# THE FRENCH ACADEMIC SYSTEM



## / LESSONS AT THE UNIVERSITY

The French academic system is made up of a large number of actors, and among them two are prominent: the universities and the *grandes écoles*. The *grandes écoles* select their students on the basis of the knowledge of a particular field, while universities are made up with different streams, which are generalist or specialized.

The *École normale supérieure* has the particularity to be a *grande école* working with the university. The ENS students are selected upon competitive examination or upon motivational interview, but they have to imperatively attend courses at the ENS and also to be enrolled on a national degree at the university. Only the *pensionnaires étrangers* who come on the basis of a specific bilateral agreement with the ENS do not have to go to the university.

Students in Humanities have to follow a whole program at the university, as soon as they enter the ENS. They thus obtain a Bachelor degree and then a Master degree. Scientific students, for their part, benefit from a tailored program which allows them to validate their Bachelor degree with the courses they attend to at the ENS. Afterwards, they attend their first year of Master courses at the ENS in accordance with the university, while during the second year of Master they are at the university and will obtain both a degree from the university and the ENS.

## / LICENCE, MASTER AND DOCTORAT

There are three French national university degrees: the *licence* (bachelor), the master and the *doctorat* (doctorate). French people consider each year separately and count since the obtention of the *baccalauréat* (high school degree): thus the *licence* is called “Bac +3”, the *master* “Bac +5” and the *doctorat* “Bac +8”. The licence and master programs are strongly differentiated. According to the Bologna process, each validated semester brings in 30 ECTS credits (European Credits Transfer System); consequently, each academic year brings in 60 credits. Thus the *licence* degree is made up of 180 credits and the *master* degree is made up of 120 additional credits.

- The *licence* is prepared in three years after obtaining the *baccalauréat*. It is composed of three strongly differentiated years: thus people talk about L1 (first year of *licence*), L2 (second year of *licence*) and L3 (third year of *licence*). The aim of this program is to give students the fundamental basis in a discipline. Most of the students who enter the first year of the ENS already have obtained the L2 and prepare their L3 while being at the ENS; nevertheless some first-year *normaliens* enter directly in master 1. Universities offer two types of *licence*: generalist *licences* and *licences professionnelles* (professional *licence*). Nevertheless, ENS students mustn't enroll in a *licence professionnelle*.
- The *master* is prepared during two strongly separated years, called M1 (first year of *master*) and M2 (second year of *master*). In humanities, students have to attend lessons each year and most of all write a research paper of about a hun-

dred pages, under the supervision of a dissertation director. At the end of each academic year, students have to present their works. The M2 research subject is in most cases the same as the one in M1, yet it is still possible to change subject and even the field of study between the two years of *master*. In sciences, students have to attend lessons during the first semester and go on an internship, in France or abroad, during the second semester.

- The *doctorat* is prepared in three years, sometimes four years. Students are called *doctorant* (or colloquially *thésard*) and have to write a doctoral thesis of about 300 pages about a specific subject. They conduct thorough research in a laboratory for scientific students and generally in a library for humanities students. The thesis is supervised by a thesis director and the *doctorant* defend the outcome of their research during the thesis defense. After the thesis has been submitted and defended, the *doctorant* becomes a *docteur* and is able to apply for post-doctoral positions or for *maître de conférences* (university lecturer) positions. Ph.D. students can either prepare a doctorate at the university or at the ENS.

There are different types of doctoral contracts. Some contracts offer remuneration to some doctoral students who have to give lessons, or are assigned to the dissemination of scientific information, or to the valorization of research results, or receive an expert mission. Doctoral students who do not have thesis remunerations are not eligible for doing these four kinds of missions.

It is also possible to prepare a Ph.D. thesis with an international cotutelle. In that case,

the thesis is supervised by two directors, one being in a French academic institution and the other being in a foreign academic institution. Doctoral students in cotutelle are enrolled in both institutions and prepare their thesis alternatively in each institution. The language of the redaction for the thesis has to be recognized as a redaction language in both institutions. After they have defended their thesis, the new doctors receive a double degree or two joint degrees, according to the institutions' policies.

Students can also sign a contract of thesis in partnership with a firm: these contracts are called *contrats Cifre* and are managed by the ANRT (*Association nationale de la recherche et de la technologie*, French national association for research and technology). Future doctoral students can at any time submit their applications for a scientific research project in a firm, an association, a French regional administration or a consular chamber, provided that the chosen structure is established in France. For the setting up of the contract, students have to address the *pôle contrat-recherche* of the ENS. Moreover, students from outside the European Union have to get a visa to obtain a “*scientifique-chercheur*” residence permit, valid for more than three months.



# / STUDIES AT THE ÉCOLE NORMALE SUPÉRIEURE

## TRAINING

All students enrolled at the École normale supérieure have the duty to take at least two courses per semester and one course of modern language per academic year.

The ENS offers a wide array of courses, spread out in 15 different *départements* in sciences or humanities: Biology, Chemistry, Cognitive science, Computer science, Earth sciences, Mathematics, Physics; Classics, Economics, History, History and theory of arts, Geography, Literature and languages, Philosophy, Social sciences.

There are several types of lessons, according to their type of public and the *département* which organizes them.

In sciences, lessons are mainly *cours magistraux*, ie lectures for a class of students, *travaux pratiques*, ie lab works, *travaux dirigés*, ie supervised practical works, and research seminars on a precise subject. Training through research is validated when students do a internship in a laboratory, under the supervision of the ENS or a partner institution.

In humanities, lessons can have various forms: introduction courses are for students, especially first-year students, wishing to become familiar with a general subject. Research seminars are about a specific subject upon which several speakers share their points of view. There also exist numerous lessons between these two types of lessons. Training through research in humanities is validated through the writing and defending of a research paper, during each year of Master.

The French scoring system is very different from the English-speaking one, as exercises are marked upon a system of 20 points. The lowest mark is 0/20, the highest mark is 20/20 and the average mark, which allows the validation of the exercise, the semester or the academic year, is generally 10/20; nevertheless it can be 12/20 in some cases. The minimal note for a research paper to be validated is 14/20.

Numerous foreign languages are taught, among them some rare languages: Arabic, Bambara, Chinese, Danish, English, French Sign Language, German, Modern Hebrew, Hindi, Icelandic, Italian, Japanese, Korean, Persian, Portuguese, Russian, Spanish, Swedish, Turkish, and Yiddish. Lessons of French as a Foreign Language are also taught for foreign students wishing to learn French or improve in this language.

The course description book, called *Brochure des enseignements*, is available on the ENS' website.

While the competitive examinations allow students to enter the ENS, their graduation with the *diplôme de l'École normale supérieure* (school's diploma) means the end of their studies at the ENS. The conditions for obtaining the diploma are the following: graduating students have to have been enrolled at least three times for the diploma, they have to already have obtained their Master degree and they have to have obtained at least 36 credits at the ENS. Among these 36 credits, at least 1/3 has to be in the same discipline as the *département* of affiliation and as the master degree.

## CONTROLLED CONDITIONS FOR DOING AN INTERNSHIP

The conditions in France for doing an internship is strongly controlled. Indeed, only students enrolled in a national university degree or in the *diplôme de l'École* have the possibility to do an internship supervised by the ENS, generally in a scientific laboratory, a public administration or a firm. Before beginning the *stage*, interns have imperatively to fill a form called *convention de stage*, signed by themselves, the Direction of the ENS and the hosting organizations. Interns have to be remunerated (they receive a gratuity and do not receive a salary) if the internship lasts for more than two months. Nevertheless, the amount of the gratuity never exceeds 500 euros per month.

It is impossible to do an internship outside these conditions because the *convention de stage* plays the role of insurance. In order to obtain a *convention de stage* students have to contact the *Service des admissions et des études* (SAE).

Students who are not administratively enrolled at the ENS and wishing to do an internship, in France or abroad, have imperatively to make their institutions of origin sign the *convention de stage*.

UNIVERSITY									
Licence (Bachelor)			Master		Doctorat (Doctorate)				
1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	1 <sup>st</sup> year	2 <sup>nd</sup> year	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year		
1 <sup>st</sup> year	2 <sup>nd</sup> year	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year				
Preparatory classes		École normale supérieure							
	Competitive examination								



**EDUCATIONAL  
SUPPORT**

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Director of the *département* | Director of studies | Representative of the International relations office

In each *département* stands a representative for the International relations office. All foreign student have to imperatively present themselves to one of the two representatives of the *départements* they have chosen; they must also present themselves to teachers and researchers whose subject of research is close to what they work upon. The *pensionnaires étrangers* must take lessons and validate them, in accordance with their universities of origin, for the course they follow there.

All *normaliens*, wether French or foreign, have to choose a *tuteur* (tutor) from the teachers of his *département* (the *pensionnaires étrangers* are not subjected to this). They also have to fill each semester a *contrat d'études* (learning agreement) on the software called GPS.

The *Service des admissions et des études* is in charge of the relations with the *préfecture*, in particular for the visas and residence permits matters.



## / REMINDER OF THE ADVANTAGES THE PENSIONNAIRES AND INTERNATIONAL STUDENTS BENEFIT

- Free access to all the lessons and seminars of the ENS. Students also have the possibility to enroll in a French university (they thus have to contact the university for information about the lessons).
- Academic tutoring (called *tutorat*). All ENS students should have a tutor. Foreign students and pensionnaires have to contact at their arrival the representative of the International relations office, in order to find a tutor.
- Access to the libraries of the ENS. Students must fill the enrollment form of each library.
- Access to computer facilities (internet in the dormitories, e-mail address, computer room).
- Access to cultural, arts and sports activities organized by the students' union.
- Access to the restaurant of the ENS.



## /TEACHING AND RESEARCH INSTITUTIONS OUTSIDE THE ENS

Here is a non-exhaustive list of academic institutions in which the normaliens can take lessons, assist to seminars or undertake research.

Information such as the detailed lessons program or the opening hours of the library are to be asked for at each concerned institution.

### UNIVERSITIES AND HIGHER EDUCATION INSTITUTIONS

#### 🏛️ Paris I (Panthéon-Sorbonne)

12 place du Panthéon  
Paris 75005  
(law, economics, human sciences)  
[www.univ-paris1.fr](http://www.univ-paris1.fr)

#### 🏛️ Paris II (Panthéon Assas)

12 place du Panthéon  
Paris 75005  
(law, economics, social sciences)  
[www.u-paris2.fr](http://www.u-paris2.fr)

#### 🏛️ Paris III (Sorbonne Nouvelle)

17 rue de la Sorbonne  
Paris 75005  
(humanities)  
[www.univ-paris3.fr](http://www.univ-paris3.fr)

#### 🏛️ Paris IV (Sorbonne)

1 rue Victor Cousin,  
Paris 75005  
(humanities)  
[www.paris4.sorbonne.fr](http://www.paris4.sorbonne.fr)

#### 🏛️ Paris V (Université René Descartes)

12 rue de l'École de Médecine, Paris 75005  
(medicine, pharmacy, sciences and human sciences)  
[www.univ-paris5.fr](http://www.univ-paris5.fr)

#### 🏛️ Paris VI (Université Pierre et Marie Curie)

4 place Jussieu  
Paris 75005  
(sciences)  
[www.umpc.fr](http://www.umpc.fr)

#### 🏛️ Paris VII (Université Denis Diderot)

2 place Jussieu  
Paris 75005  
(humanities and sciences)  
[www.diderotp7.jussieu.fr](http://www.diderotp7.jussieu.fr)

#### 🏛️ Paris VIII (Université Vincennes Saint-Denis)

2 rue de la Liberté  
Saint-Denis (93)  
(humanities)  
[www.univ-p8.fr](http://www.univ-p8.fr)

#### 🏛️ Paris IX (Paris Dauphine)

place du Maréchal de Lattre de Tassigny,  
Paris 75016  
(economics and management)  
[www.dauphine.fr](http://www.dauphine.fr)

#### 🏛️ Paris X (Nanterre)

200 avenue de la République  
Nanterre (92)  
(law, social sciences and humanities)  
[www.u-paris10.fr](http://www.u-paris10.fr)

#### 🏛️ Paris XI (Université Paris Sud)

15 rue Georges Clemenceau  
Orsay (91)  
(sciences)  
[www.u-psud.fr](http://www.u-psud.fr)

#### 🏛️ Paris XII (Val-de-Marne)

61 avenue du Général de Gaulle  
Créteil (94)  
(sciences, social sciences and humanities)  
[www.univ-paris12.fr](http://www.univ-paris12.fr)

#### 🏛️ Paris XIII (Paris Nord)

avenue Jean-Baptiste Clément  
Villetaneuse (93)  
(sciences, social sciences and humanities)  
[www.univ-paris13.fr](http://www.univ-paris13.fr)

#### 🏛️ Collège de France

11 place Marcelin Berthelot  
Paris 75005  
(all disciplines)  
[www.college-de-France.fr](http://www.college-de-France.fr)

#### 🏛️ Collège International de Philosophie

1 rue Descartes  
Paris 75005  
(philosophy)  
[www.ci-philosophie.asso.fr](http://www.ci-philosophie.asso.fr)

#### 🏛️ EHESS (École des Hautes Études en Sciences Sociales)

54 bd Raspail  
Paris 75006  
(social sciences)  
[www.ehess.fr](http://www.ehess.fr)

#### 🏛️ EPHE (École Pratique des Hautes Études)

45-47 rue des Écoles  
Paris 75005  
(sciences and social sciences)  
[www.ephe.sorbonne.fr](http://www.ephe.sorbonne.fr)

#### 🏛️ École Nationale des Chartes

19 rue de la Sorbonne  
Paris 75005  
(medieval studies)  
[www.enc.sorbonne.fr](http://www.enc.sorbonne.fr)

#### 🏛️ Institut catholique de Paris

(private university)  
21 rue d'Assas  
Paris 75006  
(sciences, social sciences and humanities)  
[www.icp.fr](http://www.icp.fr)

#### 🏛️ Sciences Po (Institut d'études politiques et Fondation)

27 rue Saint Guillaume  
Paris 75007  
(political sciences)  
[www.sciences-po.fr](http://www.sciences-po.fr)

#### 🏛️ INALCO (Institut national des langues et civilisations orientales)

2 rue de Lille  
Paris 75007  
(foreign languages)  
[www.inalco.fr](http://www.inalco.fr)

## LIBRARIES AND ARCHIVES

### **American Library in Paris**

10 rue du Général Camou, Paris 75007

### **Archives nationales**

60 rue des Francs-Bourgeois, Paris 75003  
(French national archives)

### **Bibliothèque Forney**

1 rue du Figuier, Paris 75004  
(fine arts)

### **Bibliothèque de l'IEP - Sciences Po**

27 rue Saint Guillaume, Paris 75007  
(political sciences)

### **Bibliothèque de l'INHA (Institut national d'histoire de l'art)**

4 rue Vivienne, Paris 75002  
(history of arts)

### **Bibliothèque Mazarine (Institut de France)**

23 quai de Conti, Paris 75006  
(manuscripts)

### **Bibliothèque de la MSH (Maison des sciences de l'homme)**

54 bd Raspail, Paris 75006  
(human and social sciences)

### **BNF (Bibliothèque nationale de France)**

11 quai François Mauriac, Paris 75013

### **BNF**

58 rue de Richelieu, Paris 75002  
(maps, engravings, manuscripts, medals, music scores)

### **BNF**

1 rue Sully, Paris 75004  
(arts and theaters)

### **BPI (Bibliothèque publique d'information du Centre Pompidou)**

19 rue Beaubourg, Paris 75004  
(all disciplines)

### **Bibliothèque Sainte-Geneviève**

10 place du Panthéon, Paris 75005  
(humanities)

### **Bibliothèque de la Société de l'histoire du protestantisme français**

54 rue des Saints-Pères, Paris 75007  
(French protestantism)

### **Bibliothèque de la Sorbonne**

1 rue Victor Cousin, Paris 75005  
(humanities and social sciences)

### **Bibliothèque de l'UNESCO (Organisation des Nations unies pour l'éducation, la science et la culture)**

7 place de Fontenoy, Paris 75007

### **IRHT (Institut de recherche et d'histoire des textes)**

40 avenue d'Iéna, Paris 75016  
(manuscripts)

## / PRACTICAL SHEETS

# THE RENTRÉE IN SEPTEMBER

We are very pleased to welcome you during your stay in Paris, and we hope that the information you will find in this short guide will help to make it a profitable and enjoyable one.

The academic year for the *normaliens élèves* and *normaliens* of the International selection starts on **Wednesday 3<sup>rd</sup> and Thursday 4<sup>th</sup> September**.

The academic year for the *pensionnaires étrangers*, *auditeurs étrangers* and ERASMUS students of the International selection starts on **Monday 14<sup>th</sup> September**.

Those students must register on **Monday 14<sup>th</sup> September** to the following hours:

- 8h30-11h: students housed on Ulm campus
- 11h30-15h00: students housed on Jourdan campus
- 15h-16h00: students housed on Montrouge campus
- 16h00-17h30: ERASMUS students and other foreign students

NB: The three campuses open for accommodation from **Monday 1<sup>st</sup> September**. You can thus arrive from this date, unless you inform of the date of your arrival to the following address: [hebergement@ens.fr](mailto:hebergement@ens.fr) and [claire.gacioch@ens.fr](mailto:claire.gacioch@ens.fr).

Your room key will be left at the reception office of your housing campus.

## ORGANIZATION OF THE ACADEMIC YEAR AT THE ENS

- **First semester:** from the 28<sup>th</sup> September to the 9<sup>th</sup> January
- **Toussaint holidays:** during the week of the 26<sup>th</sup> October
- **Christmas holidays:** from the 19<sup>th</sup> December to the 03<sup>rd</sup> January 2016
- **Second semester:** from the 25<sup>th</sup> January to the 14<sup>th</sup> May
- **Winter holidays:** during the week of the 29<sup>th</sup> February
- **Spring holidays:** one week between the 16<sup>th</sup> April and the 2<sup>nd</sup> May
- **Summer holidays:** variable dates, begins from end June or July



# BEFORE YOU ARRIVE: FOR NEW STUDENTS

## / ADMINISTRATIVE FORMALITIES

### RESIDENCE PERMIT

Applications for the residence permit are filled out at a meeting at ENS organized by the *Service des admissions et des études* (Admission and Studies Office).

Since the beginning of the 2003 academic year, **all students who receive their first residence permit must pay a fee of €58** (this may increase) and must take a medical examination by order of the préfecture. This fee must be paid on the date on which the permit is granted: approximately one month and a half after the start of the academic year.

If you are renewing your residence permit made out by the Admission and Studies Office, you must pay a **fee of €50** directly to the préfecture, when you collect the permit.

NB: A biometric residence permit has been launched since June 2013. You will be requested to supply a fingerprint in order to obtain this.



### VISAS

Nationals of countries in the European Union and the Swiss Confederation do not need a visa. In application of the law of 26<sup>th</sup> November 2003, they no longer need a residence permit.

**Students from other countries must request a type D long-term student's visa (CESEDA R311-3 6°) from the French Consulate in their country of origin or residence. The consulate will give you a VLSTS (long stay visa which acts as residence permit), and an application form for an attestation from the OFII (French Office of Immigration and Integration) which you must take to the Registrar's office when you register. (Take the letter sent by the Head of International Relations at ENS to your consulate).**

### LANGUAGE ASSISTANTS

If you intend to ask for a position of language assistant in a secondary school (which is sometimes the case in exchanges with British or American universities), you should contact the French Embassy in your country and ask for a **language assistant visa which you must take to the Registrar's Office on your arrival. They will take care of the application procedures.**

We remind you that your first salary will not be paid until three months after you take up your position.

## /WHAT TO BRING WITH YOU

### PAPERS AND DOCUMENTS

Please bring the following documents which must be handed in to the Admission and Studies Office (SAE):

- Passport.
- Birth certificate (not applicable for nationals within the European Union): this must be translated into French and be certified exact by an official body (the parents' full names must be included).
- Long-stay visa: the visa stamped on your passport must be a type D long-stay student's visa or a language assistant's visa (only for language assistants in schools or universities). On your arrival in France, the ENS will take charge of obtaining your residence permit. This permit is compulsory except for nationals of European Union countries or Switzerland.
- Documents from the French Consulate (OFII).
- Grant certificate or personal or family means test (translated into French).
- Recent identity photos that are an exact likeness: bring at least 4 (taken from the front, head uncovered, format 3.5 x 4.5 cm). There is a photo machine in the ENS.
- Letter(s) of recommendation from your university.

ONLY for registration for the ENS Diploma and/or in a university, you must provide:

- the originals of diplomas (from high schools and universities).
- their photocopies certified exact by a qualified body.
- their translation into French, done by a sworn translator.
- the corresponding grade sheets.
- their translation into French, done by a sworn translator.



## /INSURANCE: VERY IMPORTANT!

### MEDICAL INSURANCE

- Essential EXCEPT for students who receive French state grants.
- **You must take out insurance in your country** (university or family insurance), **BEFORE you leave.**
- Make sure you know the terms of cover and reimbursement, especially if there is an agreement between France and your country. **Remember to bring the certificate translated into French.**

NB: If you cannot take out insurance in your country, it is sometimes possible to register with the French social security system **provided that you register for a degree course in a Paris university (age requirement: under 28).**

### THIRD PARTY INSURANCE

It is **COMPULSORY** to take out insurance covering risks of accident (and fire, etc.). You must do this on the day you register at ENS.



# PROCEDURES FOR ERASMUS STUDENTS

## / BEFORE YOU ARRIVE

The Erasmus agreement coordinator or the representative of the International relations office receive ERASMUS applications in spring for a 1<sup>st</sup> semester stay (**deadline April 30<sup>th</sup>**) and in autumn for a 2<sup>nd</sup> semester stay (**deadline October 30<sup>th</sup>**).

The Erasmus agreement coordinator or the representative of the International Relations Department validates the applications with the International Relations Office. This takes place by **May 30<sup>th</sup>** for a 1<sup>st</sup> semester stay and by **November 30<sup>th</sup>** for a 2<sup>nd</sup> semester stay.

## / WHEN YOU ARRIVE

On arrival, ERASMUS students must go to

- The Admission and Studies Office (SAE) to confirm their registration.
- The International relations to have their attendance sheet signed; there will be someone in the International relations office and students will be informed by email of the date and time. ERASMUS students must also contact their ERASMUS coordinator or representative of the International relations department to finalize their study program.

All ERASMUS students must ask their professors to send an email to the International relations office ([dri@hippo.ens.fr](mailto:dri@hippo.ens.fr)) with the title of the lessons and seminars attended, the grade obtained and the number of ECTS. This email must reach the International relations office **no later than two weeks before the student's departure**.

## / BEFORE YOU LEAVE

**One week before leaving**, ERASMUS students must go to the International relations office to collect a statement of all the courses attended (grades and ECTS) based on the emails received from the professors, addressed to their university of origin.





# HOW TO COME TO THE ENS

## /FROM THE AIRPORTS

### FROM ROISSY

Take the RER line B and get off:

- for **45 rue d'Ulm**: at Luxembourg
- for **48 boulevard Jourdan**: at Cité universitaire
- for **1 rue Maurice Arnoux in Montrouge**: Line 4 of the metro, get off at Mairie de Montrouge.

### FROM ORLY

Take the ORLYBUS and:

- for **45 rue d'Ulm**: get off at Denfert-Rochereau (terminus), then take the RER B up to Luxembourg or the n° 38 bus to Auguste Comte bus stop.
- for **48 boulevard Jourdan**: get off at Tombe Issoire (opposite n° 48)
- for **Montrouge**: get off at 48 boulevard Jourdan (Tombe Issoire bus stop), then follow the route indicated for students arriving from ROISSY (see above).



## /FROM PARIS

The different campuses are accessible via the following public transport means:

### 45 RUE D'ULM

- Bus 38: Auguste Comte bus stop
- Bus 21 and 27: Feuillantines bus stop
- Bus 89 and 84: Panthéon Mairie du 5<sup>e</sup> bus stop
- RER B: Luxembourg station

### 48 BOULEVARD JOURDAN

- Tramway T3: Montsouris stop
- Bus 28, 38 and 68: Porte d'Orléans bus stop
- Metro line 4: Porte d'Orléans station
- RER B: Cité Universitaire station

### 1 RUE MAURICE ARNOUX,

### MONTROUGE

- Bus 194 or 195: Dépinoy bus stop (the bus leaves from the Porte d'Orléans)
- Metro line 4: Mairie de Montrouge station

## /YOUR ARRIVAL AT THE STUDENTS' RESIDENCE

Please inform the person in charge of welcoming you of the date and approximate time of your arrival by sending an e-mail to any of the following addresses:

- By e-mail: [hebergement@ens.fr](mailto:hebergement@ens.fr)
- Depending on the students' residence you will be staying in:

### JOURDAN

Tel. +33 1 43 13 61 56

### ULM

Tel. +33 1 44 32 32 42  
Fax. +33 1 44 32 30 10

### MONTROUGE

Tel. +33 1 58 07 65 10  
Fax. +33 1 58 07 50 80

Finally, if necessary, you can also contact the Head of Logistics for the three campuses mentioned:

M<sup>me</sup> Isabelle PORTE - Tel. +33 1 43 13 61 00

### OFFICE HOURS

9:00-12:00

14:00-17:00

Monday to Friday inclusive

Outside the indicated office hours, you will find your room key at the reception (45 rue d'Ulm, 48 boulevard Jourdan or 1 rue Maurice Arnoux in Montrouge), provided you have informed the person responsible for your welcome in advance of your approximate time of arrival.

Before you arrive, feel free to write to the following e-mail address, to ask any questions you might have about your accommodation, restaurant opening dates, etc.: [hebergement@ens.fr](mailto:hebergement@ens.fr)



# ACCOMODATION

Only the *normaliens élèves* and the *pensionnaires étrangers*, and some *normaliens étudiants*, can benefit from an accommodation in one of the dormitories of three campuses of Ulm, Jourdan and Montrouge. The fee is **€315 per month**. Some *pensionnaires étrangers* do not pay the fee from September to July, but they have to pay it if they stay in July. Beware: housed students have to imperatively to subscribe a liability insurance and are strongly encouraged to open a bank account in a French bank.

For the French and foreign *normaliens étudiants*, the École disposes of around 60 rooms. For them, the rooms are attributed according to their resources during the selection of the files and in January between the two semesters. The room is attributed to these students for one year maximum; the room is on one of the three campuses of ENS or in a studio flat in a dormitory of the Crous (national-managed residences for students). Besides, it is still possible for the ENS to find an accommodation for students in dire straits, according to the level of emergency. Students in that case have to signal their situation to the Director of studies of their *département*.

Students who have to find an accommodation by themselves can call on the Crous residences (beware: they have to ask for an accommodation in March or April if they want an accommodation in September), in private student dormitories or in a private accommodation. Students can find on the website of the École the *housing vademecum / vademecum du logement*, which can help them to avoid some traps and find a proper accommodation. Foreign students have to provide their residence permit (for a period longer than 4 months) as soon as they have received it.

## / RECEPTION AT THE ENS

- The dormitories of the ENS are closed during the summer holidays. Reception is therefore not possible until **Monday September 1<sup>st</sup>** for the 3 halls. Beware, there is no possibility to collect your key during the week-end.
- International students receiving an accommodation grant from their university of origin **MUST** vacate their room by **June 30<sup>th</sup> 2016**. If they are only attending the first semester, rooms must be vacated by February 15<sup>th</sup> 2016.
- Only pupils and international students may live in dormitories. Any incident or accident caused by or to a person not living in the halls is therefore likely to incur the liability of the resident who invited the unauthorized person.

## COLLECTING YOUR ROOM KEY

When you arrive during opening hours and days, go to the reception desk at the hall of residence (Ulm, Jourdan, or Montrouge), where you will be given your key and all sorts of practical information.



## / EQUIPMENT

Rooms are furnished and the various campuses have a certain amount of equipment to meet most needs. If you intend to bring electrical or electronic appliances (razor, hair dryer, radio, etc.), you should know that domestic electrical current in France is 50 Hertz and 220 volts. Make sure you have the correct adapters (sockets).

In principle, you should have no difficulty bringing personal belongings into France. However, to avoid problems, especially if you bring valuable equipment (photography, video, computers, etc.), bring the original invoices which you can if necessary present to the customs authorities with your passport and your certificate of acceptance to the École.

**If you have to send heavy objects** (books for example), **be sure to arrange for them not to arrive at ENS before September 1<sup>st</sup>**: deliveries cannot be taken during the school holidays.

Please note that no parcels can be stored: you must therefore be present on the campus when your parcels are delivered.

The rooms are furnished (but do not have individual refrigerators). **Bed linen and towels are not provided**. A blanket is available on request from the logistics service.

All the bedrooms have cable (Internet access and e-mail): ask the student representatives or the computer department: [cri@ens.fr](mailto:cri@ens.fr)

**If on your arrival you notice anything wrong with your room, please inform the reception service immediately or send an email to:** [hebergement@ens.fr](mailto:hebergement@ens.fr) or [logistique@ens.fr](mailto:logistique@ens.fr)

## / EQUIPMENTS AVAILABLE ON THE DIFFERENT CAMPUSES

### ULM

- Washing machines and dryers
- Kitchens with refrigerators, hot plates and mini-oven (plates and kitchen utensils - saucepans, etc. - are not provided)
- Cafeteria
- Libraries (Humanities library and departmental libraries)
- Computer room (PC, Apple Macintosh and UNIX stations)
- Bédéthèque (library of comic books): see the COF (students' association)
- Sports room

### JOURDAN

- Washing machines and dryers
- Kitchens with refrigerators, hot plates and mini-oven (plates and kitchen utensils - saucepans, etc. are not provided)
- Cafeteria (with newspapers)
- Literature library (Humanities and Social Sciences)
- Computer room with PC, Apple Macintosh and UNIX stations
- Sports facilities at the Cité universitaire
- Television room: see the COF
- Pianos.

### MONTROUGE

- Washing machines and dryers
- Fully equipped kitchens on each floor, where you can make breakfast and simple meals
- Science library

## EVERYDAY LIFE

### IMPORTANT NOTICE

You have to imperatively pass to the logistic service to obtain your multifunction card. This card gives you access to the buildings and the restaurants of the ENS, and includes you in the public directory. In case of an accident implying a person who is not included in the public directory, the École disclaims all responsibility. Moreover, each newly arrived person has to address the Computer resources center (CRI) in order to access the internet network of the ENS.

### / MEALS

The ENS has two restaurants, colloquially called *pôts*: one on the Ulm campus and the other on the Jourdan campus. All students, whatever their administrative status, pay **€3,80 for a meal**.

The two restaurants are open a noon from 11h50 am to 14h pm; in the evening, only the Ulm restaurant is open, from 18h15 to 19h30.

In the morning, the Ulm restaurant serves a breakfast from 7h30 to 9h20 am, at a cost of **€1,70**.

### / MAIL AND E-MAIL

All students of the ENS have a pigeonhole for mail on Ulm campus (between the *informatique* room (computer room) and the *bédéthèque* (libraries of comics)). The administration mails in this pigeonhole the forms to be return to the registrar's office (SAE).

The École communicates a lot by e-mail. All ENS students have to receive, as soon as they arrive, an e-mail address in the following form: [firstname.name@ens.fr](mailto:firstname.name@ens.fr).

As the administration and the départements essentially communicate by e-mail, you should check very regularly your e-mails.

It is important to **check it regularly** because ENS will send individual or collective messages there. If you do not, it will automatically be cancelled.



## /BANKS

You will very probably have to open a bank account in France. Most banks have a network of branches in Paris and in the provinces. You can open a non-resident's account without any particular formalities. If the bank in your country has a branch in Paris, opening an account and transferring money will no doubt be quicker than in another bank. Finally, international bankcards may be useful in that they enable you to withdraw cash easily.



## /PUBLIC TRANSPORT

If you are under 26, you can get several reductions (Carte jeune, billets BIGE, Inter-Rail Card). Ask at the SNCF or Air France about how to obtain reduced-price tickets.

If you intend to travel widely in France or in Europe, ask for information at an agency in **your country** specializing in conditions for using the Euro-pass.

### FOR TRANSPORT IN PARIS

2 season ticket systems are available:

- For people under 26: **Carte Imagine R** (approximately €300 a year): this will let you travel freely on the RATP networks (metro and bus) and the Paris section of the RER network (RATP and SNCF).
- For people over 26: **Carte Navigo** (approximately €700 a year, paid in monthly installments from your bank account): this will let you travel freely on the RATP networks (metro and bus) and the Paris section of the RER network (RATP and SNCF).

You can also buy tickets singly (about €2) or in booklets of 10 (about €14).

The **metro** runs from 5am until 1:15 am (and now until 2:15am on Saturdays).

In general the **RER** runs until 12:30 or 1:00 am.

Many **buses** however cease to run after 20:30 although certain lines run in the evenings and at night, others on Sundays. Just enquire!

**LIFE AT  
THE ENS**

## / ADMINISTRATIVE RECEPTION

Please get in touch as soon as you arrive with the international service of the *Service des admissions et des études*: [sae@ens.fr](mailto:sae@ens.fr) or +33 1 44 32 28 03

Go to the Service des admissions et des études, 45 rue d'Ulm, on Friday 11<sup>th</sup> September or Monday 14<sup>th</sup> September (**but never during the week-end**), to settle a few administrative matters and receive various documents.

- Receive the **ENS' «satchel»** containing all the useful information about classes and life at the School.
- Receive the **ENS multi-purpose card**.
- Prepare the application for a **residence permit**.
- Pick up your **certificate of accommodation** (necessary for example to open a bank account).
- Obtain an **ENS email address**: **COMPULSORY** Please consult your emails regularly throughout the year: [firstname.lastname@ens.fr](mailto:firstname.lastname@ens.fr)  
If you do not, it will be canceled automatically.
- Open a **bank account** in France.

## / THE STUDENT'S ASSOCIATION: THE COF

### WHEN YOU ARRIVE IN SEPTEMBER

You will meet the student of the ENS who is informally in charge of making you discover the ENS.

### THE INTEGRATION WEEK-END: THE MEGA

The COF organizes during the 3<sup>rd</sup> week of September a three-day tour in a place of France in order to make the newly arrived student meet.

The ENS is a very stimulating environment, with its open-access libraries, its numerous conferences of various subjects, and also its several students' clubs and activities! For further information, have a look at the billboards, read the student's journal, the Bocal, and go to the informal events organized on the Ulm campus in September.

### INFORMATION WEEKS

At the beginning of each academic year, the ENS organizes two information weeks for pupils from the 1<sup>st</sup> to the 4<sup>th</sup> year. Don't miss these, as you will learn a lot about classes and life at the École. There will be lectures as well as compulsory tours of the *départements*, laboratories and libraries.

WELCOME TO THE ÉCOLE  
NORMALE SUPÉRIEURE!



École normale supérieure - 45 rue d'Ulm, 75005 Paris  
Tel. +33 1 44 32 30 00 - Fax. +33 (0)1 44 32 20 99 - com@ens.fr

[www.ens.fr](http://www.ens.fr)

