

Sommaire:

Page 1: Welcome message

Page 2: Preparing your stay

- a. Check-list before and at your arrival
- b. Visa for non-European students (* flash news from Campus France)

Page 5: At your arrival

- a. How to get to Versailles (map & Plan ÉNSA V)
- b. Accommodation (CROUS, CAF)
- c. Mandatory insurances
- d. Bank account
- e. Student public transport card
- f. Administration procedures (résidence permit, sécurité sociale)
- g. Cost of live: prepare your budget

Page 9: Getting to know ÉNSA Versailles

- a. ÉNSA Versailles study organization
 - (1) Type of classes (TD, CM, Studios, Projects)
 - (2) French notation
 - (3) Courses and projects registration (specific: P45, IUR, C2a, E31, H31)
 - (4) French classes (FLE)
- b. Stay connected with ÉNSA Versailles intranet tools (Taïga, eforge, mailbox)
- c. Student card
- d. Study advice and help
- e. Calendar (exams per semester, public holidays)

Page 16: ÉNSA Versailles student life

- a. Multimedia library
- b. IT and FabLab
- c. La Maréchalerie Art Center
- d. Student Associations (activites)
- e. Medical assistance & inability

Page 22 : What to do in Versailles

- a. Versailles Calendar events
- b. Market place
- c. Famous historical points

Page 24: Useful addresses and phone numbers

- a. useful French administration web sites
- b. Emergency calls (police station, fire station, night drugstore)
- c. Covid19 instructions

Dear students,

Welcome to ÉNSA Versailles!

Founded in 1969, it's recognized as the second school of architecture in France and one of the twenty public schools under the supervision of the Ministry of Culture. It reflects a historical and cultural heritage of great value.

As part of the Chateau de Versailles, the school is located in the Petite Écurie, a building classified as a historical monument created by the architect Jules Hardouin-Mansart, which housed the king's carriage horses and coaches at the time of royals and courtship.

Versailles has a lively and enchanting cultural side with a pleasant climate between the metropolitan side of Paris and the rural side of suburbs and is surprisingly quiet and calm, with lots of green space and slower pace of life - though it's just 30 minutes from Paris!

With a quality of multi-disciplinary teaching and an excellence of research, ÉNSA Versailles is also a strong point in the curriculum of very known professionals, such as Nicholas Michelin and Anne Demians.

However, we are conscious that you will need some time and help to settle and adjust in this pace of living and studying. That's why this guide is designed for you, to give you practical information that will help you in your first days at ÉNSA Versailles and quickly integrate into the school student life.

Our wish is to make your stay here at ÉNSA Versailles a great success that fills you with memorable moments, and that you find with us the ideal setting for your international experience.

The ÉNSA Versailles International office team,

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Preparing your stay:

Check-lists before and at your arrival

CHECK LIST PRE-ARRIVAL

- Get your [visa](#) *in time
- Review ÉNSA Versailles academic calendar to book your plane ticket
- Book your CROUS residence hall online or private housing before departure

DOCUMENTS YOU MUST KEEP DURING YOUR STAY

Exchange related documents	<input type="checkbox"/> acceptance letter <input type="checkbox"/> learning agreement « before mobility » signed document <input type="checkbox"/> id photos (for your student cards) <input type="checkbox"/> a portfolio of your home workshop and projects (for projects application)
ID Card	<input type="checkbox"/> For EU students : EU id card <input type="checkbox"/> For non-European students : a validated passport
Healthcare	<input type="checkbox"/> For EU students : EU healthcare card <input type="checkbox"/> For non-European students : registration to French healthcare system is mandatory at your arrival
Multi – insurance « mutuelle étudiante »	<input type="checkbox"/> It is mandatory for exchange students to obtain private or supplement insurance known in French as " mutuelle étudiante " which enable you : <ul style="list-style-type: none">➤ to cover the expense of your medical fee (30%) that is not reimbursed by the French healthcare system➤ to cover your housing (mandatory for every rental housing)➤ to cover your civil ability, damages that you may cause to others during your study in France (mandatory)

*Visa for non-European students

The VLS-TS student visa allows you to pursue studies in France for a period of four months to one year. It must be validated upon your arrival in France. It entitles the holder to:

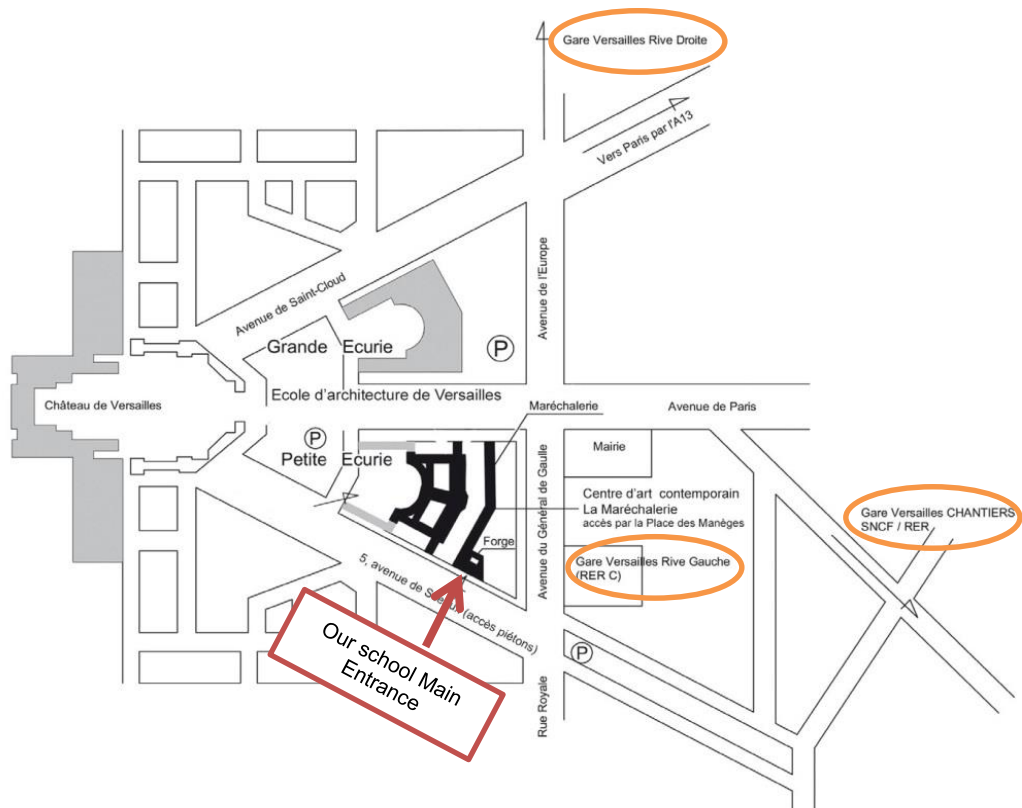
- travel freely in all the countries of the Schengen Area;
- work 964 hours per year, i.e. 20 hours per week, to supplement their financial resources;
- use the VISALE, the free security deposit service for students,
- receive a rental subsidy from the CAF, the family allowance fund (caisse d'allocations familiales),
- extend their stay beyond the period of validity of the issued residence permit.

All students who wish to study in France for more than 90 days must follow the [Campus France procedure](#) before applying for a visa.

At your arrival:

a) How to get to Versailles

From the airport	<ul style="list-style-type: none"> • Train RER B via St Michel At St Michel: Train RER C to Gare de Versailles rive gauche • Train TGV to Gare Versailles Chantiers 	<ul style="list-style-type: none"> ▪ 10 – 14€ ▪ 25 €
By Train from Paris	<ul style="list-style-type: none"> • Train RER C: Les Invalides to Versailles rive gauche • Transilien N: Montparnasse station to Versailles Chantiers • Transilien L: St Lazare station to Versailles rive Droite 	<ul style="list-style-type: none"> ▪ 3 – 5€
By bus	<ul style="list-style-type: none"> • Bus 171: Pont de Sèvres (Boulogne-Billancourt) to « avenue de Paris » bus stop 	<ul style="list-style-type: none"> ▪ 1,90€
By car	<ul style="list-style-type: none"> • A13 Highway, exit to Versailles-Château • A86 Highway, exit to Versailles-Château 	<ul style="list-style-type: none"> ▪ 30 – 50 min



TO DO LIST: BEFORE BEGINNING OF CLASSES

- Access to your assigned residence hall or private housing
- Make an appointment with the international office for a certificate of enrollment
- Buy your public transport card (with the ÉNSA Versailles certificate of enrollment)
- Subscribe to student multi-insurance "mutuelle étudiante" (for housing and civil liability)
- Register to [French healthcare system online](#) (for non-EU students only)
- Open a bank account, especially if you intend to ask for an APL (French Housing Rental Aid)

For every administration action you are about to take as here below, please remember to bring the documents here below:

- a certificate of enrollment at ÉNSA Versailles;
- id or passport card,

b) Accommodation

CROUS (as regional centers for student services in France):

The first choices of many students are CROUS residence halls for the advantages they offer:

- the monthly rent is low (400€ to 500€ in the Parisian region);
- occupants can be eligible for housing aid from CAF (France's family assistance fund);
- the buildings are close to campus and high education schools;

and the opportunities for social interaction with other students are plentiful.

ÉNSA Versailles has an agreement with CROUS to reserve a quota of studios in student residences for exchange students near Versailles. In order to reserve a studio, you are asked to send the request form to ÉNSA Versailles two or three months prior to your arrival in France.

PRIVATE HOUSINGS:

Many other choose the route to share space with other students or rent a room in local household, private apartments. Rooms and apartments are rented on the real-estate market in Versailles, either through an agency or directly from an individual property owner.

The prices are those that prevail on the open real-estate market. Expect to pay at least 500 to 800€ depending the place whether it's around Versailles or Paris.

You can find all student housings information and addresses on Campus France website:

<https://www.campusfrance.org/en/student-housing-france>

OTHER TIPS: exchange with ÉNSA Versailles outgoing students

Our outgoing students sometimes happen to release their rooms or apartments before their mobility departure. Our international office can put you in contact with our outgoing students who wish to exchange their accommodations with you.

CAF (Caisse d'allocation familiale): French housing financial aid

International students can be eligible for the CAF if you live and pay the rent of an apartment, a furnished rental, a studio or a flat share in France. Here follow you can find the conditions of application: [CAF Application flyer](#)

Before applying, you must open a French bank account to receive the CAF financial support.

c) Mandatory insurances

HOME INSURANCE

Whether you live in CROUS residence hall, a rental studio or in apartment, it is mandatory in France to contract a home insurance to cover or reimburse any damage that may be caused in your house during your stay. The landlord or the responsible of residence hall will ask you to provide a home insurance before signing your rental agreement.

CIVIL LIABILITY INSURANCE

Under French law, it is mandatory for students to have a civil liability insurance (known as "assurance responsabilité civile") to cover damage you may cause to another person or property in every situation. It is generally included with the home insurance and complementary healthcare insurance in french student insurances known as "mutuelle étudiante", but it is up to you to study closely and choose every insurance offer. You can sign up with:

- french student healthcare insurance "mutuelle étudiante"
- insurance companies
- banks
- your University or parents' insurance contract may also have a civil liability insurance for study abroad.

In any case, please provide a copy of your civil liability insurance to ÉNSA Versailles before the beginning of classes.

OPTIONAL: SUPPLEMENTARY HEALTHCARE INSURANCE

As the French healthcare system known as "Sécurité Sociale" consists of a free mandatory public healthcare insurance (cf 'Administration Procédures'), it covers your medical expenses on basis of 'agreed rates' (30 to 100%) in condition you ask the doctor to be your 'referent' one for every appointment. The supplementary healthcare insurance reimburses the complement amount that is not covered by the "Sécurité Sociale". This insurance is not compulsory but strongly recommended.

d) Bank account

Opening a French bank account is highly recommended for foreign students stay for more than 6 months of study.

It is very convenient and enables you :

- to pay bills (electricity, telephone, housing rent)
- to pay subscriptions (transportation, Wifi connection).
- to cash any wages you receive
- to be reimbursed immediately for healthcare expenses.
- To avoid international transfers and cash withdrawals abroad, which may vary noticeably from one bank to another.

Other services offered by French banks also include:

- home insurance
- civil liability insurance
- supplementary healthcare insurance.

e) Student public transportation card

The Paris region is divided into 5 zones and served by a wide public transport network: bus, metro, RER, tramway, Transilien

trains.

- Buses start from Monday to Saturday around 7 a.m. to 8:30 p.m. There are night service between 8:30 p.m. and 12:30 a.m., especially buses leaving from Parisian major subway stations to RER interchange poles.
- The metro service starts every day - including public holidays - around 6 a.m. and ends around 12:45 a.m. (Sunday to Thursday) or 1:45 a.m. (Friday and Saturday), depending the station.
- RER trains start every day - including public holidays - around 6 a.m. and ends around 12:45 a.m.
- Transilien train stations open every day - including public holidays - around 4:30/5 a.m. to 11 p.m/1 a.m.

STUDENT TRANSPORT PASS

Students and / or those under 26 years old can benefit preferential rates for subscribing to public transport.

It is usually required to present your identity card with your student card, if not a certificate of enrollment when purchasing your subscription.

You will need to buy your pass from an RATP point of sale or online:

- the Imagine-R card is for a monthly or annual subscription for students under 26 years old. It's the most cost-effective option.
- Navigo card monthly or annual for students over 26 years old.

Once loaded for one or more trips, a week, a month or even a year, it allows you to travel within the chosen zones in Parisian region (1 to 5)

More information on <https://www.ratp.fr/titres-et-tarifs>

f) Administration procedures

RESIDENCE PERMIT

All non- European students staying in France for more than 3 months must apply for a residence permit.

If you just arrived in France with a long stay study visa (VLS-TS), you need to validate it within 3 months online.

<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>

You will need to provide:

- a valid email address;
- information on your visa;
- your date of arrival in France;
- your home address in France;
- a bank card to pay the 75 € fee for the residence permit online

(if unavailable, you can buy an electronic stamp in cash at a tobacconist or dedicated terminal).

FRENCH HEALTHCARE SYSTEM: “SÉCURITÉ SOCIALE”

All students in France must register for “Sécurité sociale”, the French healthcare system which is free but mandatory in high education application.

For non-European students and European with the S1 form (EU/EEA and Switzerland), the affiliation can be done online:

<https://etudiant-etranger.ameli.fr/#/>

You don't need to register if:

- you are European student and have an European Health insurance card (EHIC)
- you are Quebec student arriving with the SE 401-Q-106 form, on an exchange program.

How does “Sécurité sociale” work?

Sécurité Sociale provides students with health coverage while studying in France by reimbursing 30 to 70% of their medical expenses. To increase the amount of reimbursement in your health expenses (up to 100%), you may take out supplementary health insurance, or “mutuelle santé” but it is not compulsory.

How to benefit of your reimbursement?

After completing your registration online, you need to open an Ameli account on [ameli.fr](https://www.ameli.fr) or Ameli mobile application.

You can order an Ameli card known as “Carte Vitale” from your account and declare a ‘referent doctor*’.

You must use your Ameli card when visiting a doctor, buying prescribed medicines and for medical tests.

Important:

It is advised to declare a “referent doctor”, known as “médecin non conventionné” or general doctor who charges for only 20 to 25€ per visit. Private doctors “médecin conventionné” may cost you up to 90€.

You will have to pay in advance for your medical expenses before receiving your reimbursement from your health insurer at the end of the month.

g) Cost of living : prepare your budget

STUDENT MONTHLY BUDGET ESTIMATION

• Housing* (including water and electricity)	500 to 800€
• Insurance (home, civil liability)	20 to 45€
• Medical visit (to your ‘referent doctor’)	20 to 25€
• Food	250€
• CROUS restaurant at ÉNSA Versailles	60€ (=20 meals x 3€)
• Transportation	40€
• Phone / Wifi connection	25€
• School supplies	40€

* Rental accommodation: security deposit corresponding to one month's rent is usually asked in advance to be paid in addition to the first month's rent.

Getting to know ÉNSA Versailles:

a) ÉNSA Versailles study organization

At ÉNSA Versailles the cursus is based on the LMD system: Bachelor, Master, Doctorate (PhD) recognized at national and European levels. These 3 levels are converted in ECTS credits, which allows all students - whether they are French or international – to easily understand and compare their degree program to any other European degree program.

Our exchange program offers Bachelor-year3 (Licence3) and Master-year1 (Master1) studies to our incoming students.

Other Master degree specialization in our school:

Master2 JHPP	Specialization: “Historical gardens, inheritance and landscape”
Master2 AST	Specialization: Research courses of “Architecture and its territories”
Double Master	Architect-Manager
Double Master	Civil engineer-Archi engineer
Double Master (International)	Ecological Urbanism with CAUP Tongji, Shanghai

ACADEMIC CALENDAR:

Every year ÉNSA Versailles academic calendar is published on our website: <http://www.versailles.archi.fr/>

The academic year is divided into 2 semesters:

- 1st or Fall semester from September to February
- 2nd or Spring semester from February to July.

Exams period:

- 1st semester : 2 weeks - end of January to beginning of February
- 2nd semester : 2 weeks - beginning of June

CURSUS PROGRAMS:

- Bachelor3 program:

Project (P31-P32) is organized according to two rhythms:

- the long project of 10 to 13 weeks' duration includes course and tutorials and favoring the teaching and the individual corrections provided by a teacher on a common program;
- the studio workshop, from 1 to 4 weeks, promoting students teaming and offering a privileged space for developing multidisciplinary experiences around the project.

‘**Associated disciplines**’: they develop students' general knowledge (history-social sciences) and bring them Mastery of specific techniques in architectural design (technical thoughts - artistic culture).

The Bachelor cycle ends with the production of a study report known as “Rapport d'étude” which allows students to reflect on their entire undergraduate cursus.

- Master1 program:

Projects (P45) are attached to ‘**poles**’ which allows students to build their own path and tackle different issues.

Certain projects are subject of agreements with partners abroad on common educational objectives.

They therefore offer a study trip, part of which is financially supported by ÉNSA V even for exchange students.

There are four ‘**thematic poles**’ at ÉNSA V:

1. "Space, structure, material",
2. "Cities and territories, housing, landscape and society",
3. "Experimental processes and metropolization",
4. " Architectural cultures and material practices”.

‘**Initiation to research**’ (1st semester): it's a set of modules based on a plurality of lessons and subjects covered. It is also a specific approach of research resources: critical readings, research tools that prepare students for their master thesis.

‘**Master thesis**’ (2nd semester): the development of the thesis is organized in groups chosen by the student such as: "Heritage, history", "Constructive cultures", "Experimental processes", "Territories, places and practices”.

‘**(C45, C2a, C2b) Courses**’: Master student has to follow two elective courses per semester providing courses and lectures on subjects which aim to enrich their general culture.

TYPES OF CLASSES:

Teaching in Bachelors and Masters are organized in the form of:

- Workshops (projects) and studios
- CM (Cours Magistral), as Lectures focused on theory
- TD (Travaux Dirigés), as Classwork or Practical classes

Students who attend the CM are recommended to attend the groups of TD classes to which it is related.

The objective of TD classes is to enable them to study in-depth the subjects covered in the lecture classes (CM), as well as to exchange a dialogue with the professor.

NOTATION SYSTEM:

Grades in ÉNSA V are always presented with a local notation: grades out of 20 (see Table 1) and ECT grades.

An additional ranking of grades A to F also determines the level of the student (in percentage) amongst subgroup promotions admitted over the two previous years (see Table 2).

Table 1: local notation

20 - 16	<i>Excellent</i>
16 - 15	<i>Very good</i>
14 - 13	<i>Good</i>
12 - 11	<i>Satisfactory</i>
10 - 9	<i>Passing grade</i>
< 9	<i>Not passed/Fail</i>

Table 2: ECTS grades & percentage

Grade	Subgroup in which the student would be :	Definition
A	10% among the best	<i>Excellent: outstanding results, with only minor errors</i>
B	25% next	<i>Very good: result above average, despite a number of shortcomings</i>
C	30% next	<i>Good: generally good work, despite a number of shortcomings</i>
D	25% next	<i>Satisfactory: fair but with significant shortcomings</i>
E	10% next	<i>Sufficient: passing result with minimum criteria</i>
F	-	<i>Failed: Further work is required for the granting of credit</i>

SPECIFIC COURSES AND PROJECTS REGISTRATION:

Some courses and/or projects in Bachelor and Master level have their specific ways of registration. This mostly happens to courses and projects that have a list of theme choices, indicated as “**au choix**” on the proposed program.

In this case, the student is asked to confirm one choice in a registration file which must to be sent back on our ‘eforge’ platform (see connection next page) or on hard copy to the “Service Pédagogie” office.

In Bachelor3:

E31	Registration request sent by email with list of course choices	Deposit of registration file at the “service Pédagogie” office	In September: before beginning of classes
H31			

In Master1:

P45	Application request sent by email with list of choices	Deposit of registration files on website eforge	In July: before arrival in France
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IUR	Registration request sent by email with list of choices	Deposit of registration file at the “service Pédagogie” office	In September: before beginning of classes
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FRENCH CLASSES (FLE)

20 hours of free intensive French language courses are offered to incoming students in order to help them adapt to a level of study in French. A test is organized at their arrival to define the students' group of level.

The courses start in October for the 1st semester and in February for the 2nd semester.

b) Stay connected with ÉNSA Versailles intranet tools

1) eforge

Eforge is an online platform used for storing and accessing ÉNSA Versailles educational files and programs. Teachers will upload their courses files on eforge while students will often be asked to upload their portfolios for project group selections or their works for corrections.

Link to eforge: <https://eforge.versailles.archi.fr/>

Your eforge login connection must be as follow: vstudent-number
(number on your student card or on your Taïga profil)

Example: v21278

2) Taïga

Taïga is a registration tool used at ÉNSA Versailles for study applications, cursus registrations and grades recording. You can also download your certificate of enrollment with QR code or courses schedules from your Taïga student account.

Link to Taïga: <https://etudiant.archi.fr/taiga/etd/index.php?ce=vrs1>

Your Taïga login connection must be as follow: firstname.lastname

Example: elodie.dubois

3) ÉNSA Versailles mailbox

Opening an account in ÉNSA Versailles mailbox is highly recommended for it is directly used by teachers via Taïga box mail to send important courses information (change of schedules, organizations or reports).

Link to ÉNSA Versailles mailbox: <http://wml.versailles.archi.fr>

Your mailbox login connection must be as follow: vstudent-number@versailles.archi.fr

Example: v21278@versailles.archi.fr

Important: your password must be the same for every connection to ÉNSA Versailles intranet tools.

4) Social Network

You can follow our school and share our events in different social network such as:

- [facebook.com/ÉNSA Versailles](https://www.facebook.com/ÉNSA_Versailles)
- [instagram.com/ÉNSA v versailles](https://www.instagram.com/ÉNSA_v_versailles) : share your photos on Instagram with #ecolearchiversailles
- [linkedin.com/company/ecole-nationale-superieure-d-architect-ure-de-versailles](https://www.linkedin.com/company/ecole-nationale-superieure-d-architect-ure-de-versailles)

c) Student card

ÉNSA Versailles student card is delivered following the student's administration registration before the beginning of classes. It is a multi-service card that you can use for:

- entering our school (Entry gate street : 5 avenue de sceaux);
- borrowing magazines, DVD, books and e-books from our multimedia library;

- paying CROUS restaurants meals (3€) - a connection to Izly mobile application must be required;
- printing by using your student card for payment (reload your card with a Visa Credit Card at the terminal in front of the international office).

d) Study advice and help

- Our student Association “Archibroad” welcomes and integrates all exchange and foreign students coming to study in Versailles. They will accompany you and give you helpful advice on student life throughout your stay.
- You can also meet our professor-coordinators of exchanges to discuss about your exchange program and experiences at ÉNSA Versailles and get instructive advice. Here follow their names:

Professor-coordinators of exchanges	Countries
David LECLERC	Japan
Eliza CULEA	Romania, Slovakia
Gabriele PIERLUISI	Italy (Roma, Venice)
Ingrid Taillandier	China (Shanghai CAUP Tongji)
Klaas DE RYCKE	Germany, Belgium (Brussels, Liege)
Luc VILAN	Morocco, Portugal, Turkey
Nicolas Dorval Bory	Argentina, Spain
Nicolas PHAM	Belgium (Antwerp), Netherlands, Switzerland
Pierre ANTOINE	Brazil
Raphaëlle HONDELATTE	Colombia
Sophie BRONES	Lebanon
Stephane BERTHIER	Canada
Stephanie de Courtois	Italy (Milan, Naples)
Susanne STACHER	Austria, Estonia, Glasgow, Greece, Thailand, USA

e) Exams & holidays periods

	VERSAILLES ACADEMIC CALENDAR	DURATION
1 st semester	Christmas Holidays	2 weeks - end of December to January
	mid-term exams	2 weeks - beginning of February
	Winter Break	3 rd week of February
2 nd semester	Spring Break	2 weeks - end of April
	final exams	2 nd week of June
	Summer Holidays	2 nd week of July