



International Student Handbook

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A word from the Director

Dear international students,

Founded in the stead of the May 68 social movements, destined to change art education, the École Nationale Supérieure d'Arts de Paris-Cergy (ENSAPC) has been inventing, experimenting, and innovating for four decades. Today ENSAPC is on the cutting edge, producing artists of international renown.

Determinedly cross-disciplinary, ENSAPC is conceived as a laboratory of artistic practice, standing out as springboard for creative and intellectual production. Openness to the world, intercultural dialogue and international cooperation are part of the institution's priorities.

ENSAPC believes that welcoming students with diverse outlooks and experiences affirms the school as a locus of sharing, interaction, and research. I warmly invite you to bring your experience by exchanging with our students and teaching body and become part of these dynamics.

Yours sincerely,



Sylvain Lizon

I. Educational Content

a) Curriculum

Education at ENSAPC is organized into two cycles:

- The first cycle, which is program-based, extends over six semesters and leads to the Diplôme national d'arts (DNA), which has the same weight as a Licence (bachelor).
- The second cycle, which is project based, lasts four semesters and leads to the Diplôme national supérieur d'expression plastique (DNSEP), a master-level credential.

P H A S E P R O G R A M M E						P H A S E P R O J E T			
Année 1		Année 2		Année 3		Année 4		Année 5	
SEMESTRE						SEMESTRE			
1	2	3	4	5	6	7	8	9	10
CRÉDITS						CRÉDITS			
30	30	30	30	30	30	30	30	30	30
= 180 crédits ECTS						= 120 crédits ECTS			
D N A						D N S E P grade Master			

Each student creates his/her own path through electing his/her courses.

You can find the course offering in the student handbook, updated each year and available on the school's website at www.ensapc.fr/fr/etudier.

The units of education are:

- UE 1: Theoretical education and an initiation into research.
 - UE 2: Practical instruction (photography, video, cinema, drawing, painting, performance, sculpture, installation, sound, multimedia etc.)
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– UE 3: Exhibition and criticism, a unit that comprises group discussion and criticism of works of art in follow-up seminars; an individual research project; production of an original work; and exposure to the professional world.

Classes typology:

- FACULTY COORDINATORS AND FOLLOW-UP SEMINARS (coordinations et séminaire de suivi): Each year is the responsibility of one or more faculty coordinators and a coordination team consisting of three to six instructors. The coordination team sets directions for the year, organizes academic programs, encourages balance in students' instructional choices, monitors and evaluates student progress, and sees that the semester unfolds in a productive way. Organized on a weekly and fortnightly basis, follow-up seminars bring together all of the students in a given year with their coordination team. At each session, designated students present their work under rigorous conditions paralleling an actual exhibition or demonstration, supplemented by conceptual discussion of the evolution of the student's work since the beginning of the year. Each presentation is a critical test of the quality of the student's work and the vitality of his or her artistic project. Attendance at presentations is mandatory and is taken into account in assessments and in the award of credit.

- RESEARCH PROJECTS (lignes de recherche): Research projects are open to students in their fourth and fifth years. These educational opportunities involve theoretical and experimental research in the arts. They take the form of seminars and work programs representing multiyear institutional commitments by the school's research partners. The explorations that students undertake in the research projects typically complements and enriches their thesis research. The work performed by student researchers often finds expression in colloquia, publications, exhibitions, and productions.

- COURSES (cours): In addition to their role in transmitting knowledge, courses enable students to absorb the language and concepts of art. Some courses are taught in English.

- WORKSHOPS FOR RESEARCH AND CREATION (ateliers de recherche et de création - ARC): Led by one more faculty members and ENSAPC artists, the distinctive workshops for research and creation focus on a specific problem, they favor cross-cutting approaches, multidisciplinary, and experimentation.

- STUDIOS: work on a specific artistic practice in its technical and conceptual components.

Students are welcome to use the school's infrastructure to work on their personal projects through the workshops (video, sound, multimedia, photography, edition, silk printing, volume, wood and iron).

Each workshop is managed by one person in charge, present at the school three days a week.

b) Validation based on ECTS

In the European system of higher education, successful academic work results in transferable European credits (ECTS); up to 30 credits may be earned each semester at ENSAPC. To formalize their commitments and construct a curriculum that expresses those commitments, students sign a **"study contract"** at the beginning of each year. The contract is countersigned by a faculty coordinator. International students also have to send their study contracts to their host institutions for approbation.

Grading system:

10/10 9/10	A	EXCELLENT - outstanding performance with only minor errors
8/10	B	VERY GOOD - above the average standard but with some errors
7/10	C	GOOD - generally sound work with a number of notable error
6/10	D	SATISFACTORY - fair but with significant shortcomings
5/10	E	SUFFICIENT - performance meets the minimum criteria
Less than 5/10	F	FAIL - some more work required before the credit can be awarded

II. Practical information

a) Opening hours

The school is open from Monday to Thursday from 8:30 am to 9:00 pm and on Friday from 8:30 am to 6:00 pm.

Closed during Christmas, winter and spring holidays as well as public holidays.

Open under certain conditions during spring break.

b) Access

BY TRAIN/ UNDERGROUND (RATP SNCF)

– RER A towards Cergy le Haut, stop « Cergy-Préfecture » then walk 500 m from the station towards « préfecture »

– Train from Saint-Lazare station, stop at « Cergy-Préfecture »

– Train from Saint-Lazare or Gare du Nord, “Pontoise” stop, then bus n ° 45 to « Cergy-Préfecture »

BY CAR FROM PARIS

– Highway A15 exit n ° 9, then follow « Cery-Préfecture »



c) ENSAPC arrival procedures

Upon arrival at ENSAPC, international students will be welcomed by the ENSAPC International Relations Department, which will accompany them in their initial steps.

- Student card: Upon arrival at ENSAPC, you will be required to provide an identity photo to the administration in order to obtain your student card (which allows, among others, access to student discounts)
 - Exchange students do not pay tuition at ENSAPC, but at their host institution.
 - Reserving a personal working space: You choose a space in a shared studio. Students in years 3, 4 and 5 have priority. The space occupied by the students is under their responsibility. They must therefore keep it in a state of hygiene and constant cleanliness and must return it at the end of the year without manifest degradation, clean and completely empty.
 - At the beginning of the semester, the school provides students with email addresses on the following model : prenom.nom@ensapc.fr or prenom-compose.nom-
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compose@ensapc.fr. These addresses are used to inform students of school-wide events, but also to communicate administrative information necessary for the smooth running of their schooling. It is up to each student to regularly check their mail @ensapc.fr and to consult the intranet of the school <https://sites.google.com/a/ensapc.fr/intranet-ensapc-v1-0/>.

d) Student housing

CROUS Housing

One of the cheapest options in terms of student housing in the region are the [CROUS](#) residences. The CROUS (Regional Center for University and Educational Work) is a governmental organization.

Near the school and in the city of Cergy, there are several CROUS residences. For more information on CROUS housing and how to apply, you can contact the International Relations Department at ENSAPC.

Other housing options

There are other possibilities for housing. Students can choose to stay in an individual or shared flat. For this, they can use websites such as www.lokaviz.fr, www.seloger.com, www.logic-immo.com (individual) or www.appartager.com and www.lacartedescolocs.fr, www.autroisieme.com (shared) or fr.chambrealouer.com (room at someone's house). In Paris, a studio rents on average around 650 euros, a little less around Cergy.

For international students wishing to stay in Paris, they can also access the Cité Internationale Universitaire. All important information is available on their website: <http://www.ciup.fr/> Prices are around 400 and 550 euros. Reservations can be made through ENSAPC.

The Campus France website also provides additional information on housing search for international students: www.campusfrance.org/en/page/finding-a-place-live, and on specific housing options.

- *Individual renting, flat-sharing, sub-letting :*
<http://www.campusfrance.org/en/resource/individual-renting-flat-sharing-subletting>
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- *Public/private university residencies :*
<http://www.campusfrance.org/en/resource/publicprivate-university-Residences>

e) Housing benefits

- *The « CLÉ », Student rent deposit*

The CLÉ (Student Rent Deposit) is a State insurance allowing students without guarantor to have easier access to housing.

The CLÉ is handled by the Crous.

The CLÉ can be used by all students that:

- Have a steady income but no family, friend or bank guarantor;
- Are looking for housing in France for their studies;
- Are 28 years old or less on September 1st of the year when the lease is signed;
- Are 28 years old or more on September 1st of the year when the lease is signed but with a PHD dated less than six years and a non-tenure researcher position in a lab or research unit for a fixed-term contract.

The beneficiaries' participation is 1.5% of the rent, the amount of which must not exceed 600 € / month in the Ile-de-France region and 500 / month in the other regions.

- *Financial support to student housing (CAF – Family Allowance Organization)*

Like French students, international students can also benefit from student housing support, created to compensate for the relative high cost of housing in France.

This assistance is calculated on the basis of the amount of the rent and the resources of the student: its allocation is not automatic and its amount is calculated on a case by case basis.

To qualify for housing support, make sure that you meet the following four conditions:

1. To already have your accommodation in order to indicate your address and the amount of your rent,
 2. To be effectively enrolled in the student social security scheme,
 3. To hold a bank account in France, since the aid is paid monthly directly to you,
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4. Make a declaration (known as "tax return" or "declaration of income") to the French tax authorities. If you have not received any income during the past year, your declaration can be submitted to the CAF directly.

The tax declaration is essential for CAF to calculate the right to the housing allowance. This declaration can be done online.

In the case of flat sharing, the flatmates can receive a housing allowance, provided that their names appear on the lease. Everyone then makes their own request.

The request for assistance is to be made directly on the website of the CAF (<http://www.caf.fr/>), within three months of arrival in the concerned housing.

f) French courses

For international students, the ENSAPC offers the possibility of taking language courses at the University of Cergy-Pontoise. These courses are paid by the ENSAPC and can award 4 credits per semester. Attendance until final examination is compulsory. The levels follow the European system (from A1 to C2). The hourly volume varies according to the level.

Enrolment at the beginning of the semester takes place in September or January and is done, after agreement by the ENSAPC academic service, directly with the International Center for the French Language and Cultural Action (CILFAC, University of Cergy-Pontoise, 33 Boulevard du Port - Tour des Chênes, 3rd floor, office 317).

Contact at the ENSAPC: Michèle Busch (michele.busch@ensapc.fr)

g) Public transportation

To come to ENSAPC from Paris, you take the RER A or the Transilien (which runs every 10 minutes at peak time)

The STIVO bus network in Cergy-Pontoise consists of 19 lines running 7 days a week from 5:30 am to midnight.

The Parisian transport network consists of 14 subway lines (18 lines by 2025), 3 tramway lines and a lot of bus lines (with Noctilian night buses)

The price of the intra-Paris ticket is 1.90 euros. The Navigo pass for the week costs 27 euros and the pass for the month is 73 euros. You can also buy a series of 10 or 20 tickets to save money. Finally, there is the Imagin'R student price that divides the monthly price of the Navigo pass by 2, but the payment is for the whole year and can only start on 1st of September / October / December or January.

Plan of the STIVO network :

http://www.stivo.com/files/medias/pdf/Plan_reseau_STIVO.pdf

All RATP plans are available here :

http://www.ratp.fr/fr/ratp/c_20559/consultez-l-ensemble-des-plans/

h) Social security and health insurance

Health insurance in France is called "social security". All international students can enroll if their stay exceeds 3 months. For exchange students it is not obligatory. They can subscribe to health insurance contracted for France from their country of origin.

In France, social security covers only about 70% of health expenditure; It is therefore often recommended to complete with a « mutuelle ». These two organs work differently.

Social Security:

- Enrolment in the LMDE (national) or SMEREP (Ile-de-France) is compulsory for international students who stay for a complete course of study at the ENSAPC (not for exchange students).
- For students from the European Economic Area (+ Switzerland), subscription is not necessary if they have an up-to-date European Health Insurance Card.
- Free and compulsory if the student is aged between 16 and 20 years during the academic year.
- Paying and compulsory if the student is between the ages of 20 and 28 (approximately 200 € per year).
- For students over 28 years of age, obligation to subscribe personal insurance, including civil liability.

Registration is managed at ENSAPC by Florence Arnoult (florence.arnoult@ensapc.fr).

“Mutuelle”:

The “mutuelle” insurance complements the social security reimbursements. It is also provided by the LMDE and the SMEREP. It is accessible to all students, but not obligatory. There are different options at different prices (from 8.25 to 49 € per month at SMEREP).

LMDE: <https://www.lmde.fr/securite-sociale-etudiante/etudiants-etrangers-en-france>

SMEREP: <https://www.smerep.fr/profil-etudiant-etranger>

i) Restauration

The university **restaurants managed by the Crous** offer lunch at the national social rate, fixed at € 3.25 throughout the territory of the Agglomeration of Cergy. To benefit from the student rate, simply present your student card of the current year when you pay. Find the restaurants through the CrousMobile application and on the website www.crous-versailles.fr.

University restaurants (CROUS) in Cergy-Pontoise:

- Restaurant "Le Parc", 5 avenue du Parc (near the school)
- Cafétéria chênes 1 and restaurant chênes 2, 33 Boulevard du Port (near the school)
- Restaurant and cafeteria of Neuville, University of Neuville, 5 mail Gay-Lussac, Neuville-sur-Oise
- Restaurant and cafeteria Saint-Martin, 2 rue Adolphe Chauvin, Cergy-Pontoise

Opening hours and menus are on the CrousMobile app.

Payment for meals at the university restaurant can be made with the [IZLY](#) phone application, with simple and secure recharging.

The ENSAPC also has a **self-managed cafeteria** that you can use.

Around the school you can also find several fast foods and restaurants.

j) Admission to the museums

With the student card, you benefit from free admission to many museums including national museums (réunion des musées nationaux) and the museums of the city of Paris. Contemporary art museums often offer discounted rates for temporary exhibitions for students and sell yearly passes (such as the Grand Palais and the Center Pompidou).

List of museums in Ile-de-France:

<http://www.offi.fr/expositions-musees/musees-ile-de-france.html>

The ENSAPC has its own gallery, YGREC, in the center of Paris (Les Grands Voisins, 82 avenue Denfert Rochereau, 75014 - <https://lesgrandsvoisins.org/>), which organizes exhibitions, performances, concerts, screenings, meetings, debates, in collaboration with the teachers and the students of the school. It is freely accessible to all!



k) Tipps

- Pass Campus

The Pass Campus is a useful tool for your leisure activities in Cergy-Pontoise. This system set up by the agglomeration is intended for students of higher education institutions in Cergy-Pontoise. You can benefit from very preferential tariffs compared to the student fare in cultural, sports and leisure places as well as during certain events. With the Campus Pass, it is an entrance to the pool for 1 €, 50% discount on squash and ice rink, 25% on all the activities of the island of leisure (<http://cergy-pontoise.iledeloisirs.fr/>), shows and concerts from 5 € entrance.

How to get your Pass?

You can join the system at the Cergy-Pontoise Youth Information Center and at certain partner organizations (<http://cij.valdoise.fr/>). Fill out the membership form and pay 5 €. A bookmark will be affixed to your student card.

- International Student Card

The international student card can be ordered online, costs 13 € and offers a lot of discounts to the cardholders. You can find information on these benefits on the following website: <https://isic.fr/>

- *Paris-Seine Events*

The ENSAPC is part of the group of universities, COMUE Paris Seine (<http://www.universiteparisseine.fr/>) which organizes events aimed at integration for international students, especially Welcome Days at the beginning of the month of October where you can meet with international students of the other universities and visit the campus and the region.

l) Phoning

In France, there are many telephone operators. Among the most known operators: SFR, Orange, Bouygues Télécom, Free and Virgin Mobile.

In France, you have the choice between flat rate contracts or prepaid cards. A flat rate, normally binds the customer for one or two years, but some operators offer non-binding plans (with fewer benefits). A prepaid card costs between 5 and 50 euros and the customer can use it as he/she wishes.

If you want to keep your foreign phone in France and use it, you will probably have to unlock it. It is normally possible to do this via the Internet on the site of your usual operator or in a specialized shop for 20 to 30 euros.

m) Banking

In order to open a bank account in France you will need your certificate of attendance at school and a proof of residence (CROUS certificate, EDF invoice, certificate of accommodation ...). Often the banks have special offers for international students at the beginning of the school year (september, october). In some cases they allow you to open a bank account only with your pre-registration at the school.

III. Contact

Nina Volz

International relations and career development

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