

Grenoble National School of Architecture

WELCOME...

Practical guide for foreign students

Wishing to register at the Grenoble National School of Architecture (ENSAG),

Within the framework of the inter-school bilateral exchange agreement

Dates to keep in mind

For the academic year 2008/2009

- Beginning of 1st semester: 22 September 2008
- Beginning of 2nd semester: 19 January 2009
- End of academic year: 30 June 2009

Administrative and course registration for 2008/2009:

- **Tuesday, 16 September 2008** from 9:00 to 12:00 and from 13:30 to 16:30
mandatory presence of all foreign exchange students

Travel to Grenoble

Plane: Lyon-St Exupéry Airport (shuttle bus between airport and Grenoble train station, departures every hour: ticket price 15 € one way if under 25 years old)
Geneva Airport (two-hour train ride to Grenoble)
Paris (3 hours by TGV from Gare de Lyon or directly from Roissy Airport station, although fewer trains from Roissy)

Train: Grenoble is 3 hours from Paris by TGV. Check the train schedule on the French railways (SNCF) Internet site: <http://www.sncf.com>

How to get to ENSAG

From the (Grenoble) train station: take Tram A, direction "Echirolles – Denis Papin" and get off at the tram stop called "Grand Place", walk up the stairs and follow the signs for "école d'architecture".

There are also directions ("*plan d'accès*") available on the school's website: www.grenoble.archi.fr

APPLICATION PROCEDURE

Applications for admission should be sent to the *École Nationale Supérieure d'Architecture de Grenoble (ENSAG)* by the international relations department of your home university.

The application form, as well as the learning agreement, can be downloaded from the school's website www.grenoble.archi.fr/ (starting at the top left column, click on *l'enseignement*, then on *coopérations internationales*, *l'accueil des étudiants étrangers*, and *formulaire de candidature et contrat d'études* and once completed must be returned to ENSAG by the following deadlines:

- **15 June** for the following academic year (or the 1st semester of the following year)
- **1 November** for the 2nd semester.
- If your application is accepted, the school will send you the necessary documents to apply for housing if you wish assistance from the CROUS (regional centre for university and other academic works) in finding accommodation in university housing or in town. There is also more information in the section **Accommodation** (see below).

- **Before leaving home**

Here is a list of documents that you will have to bring with you to facilitate administrative procedures on arrival in France and, in particular, applications for a residence permit (*carte de séjour*), which is mandatory if you plan to stay for more than three months and if you are not a citizen of the European Union:

- a valid passport (or national identity card)
- a birth certificate and a certified translation of it into French (bring several copies)
- proof of social security coverage (Q106 for Québec), or official proof of private health insurance, translated into French). You may also wish to obtain repatriation insurance.
- certification of sufficient finances: this document can be provided by your parents (or guardian) or a bank, and verifies that you have sufficient funds for your stay in France. This document will be required when applying for your visa.
- 5 passport photographs

REGISTRATION PROCEDURE

- **Registration at the school**

You must come to the school on 16 September 2008 in order to register and obtain information, anytime between 9:00 and 12:00 or 13:30 to 16:30.

Various insurance companies ("*mutuelles*") will be present at the school on this day to help you obtain any insurance you may still need: State health, supplemental health, third-party liability, etc.

As an accredited Erasmus student you are not required to pay any enrolment fees. However, you will have the following expenses:

- State health insurance (*sécurité sociale*), which costs about 200€, is required for all students who do not have the European Health insurance Card (CEAM), and for anyone who is less than 28 years old as of 30 September of the academic year in question.
- third-party liability insurance (*responsabilité civile*), which costs somewhere between 13 and 30€, is required to cover any damages you may cause outside the school, such as during internships or other extracurricular activities.
- Preventive Medicine (8,50 €)

You must also provide:

- 2 passport photographs
- proof of your address in Grenoble area (e.g., a copy of your lease or a utility/phone bill)

A student card will then be given to you and provide lending privileges from the school's library, as well as the usual benefits (reduced rates on public transport, movie and theatre tickets, museum admission, etc.).

LIFE IN GRENOBLE

• Cost of living

To live in Grenoble, you will need somewhere between 600 and 700 € per month (this includes rent) ; here are some examples of prices:

- meal at a university cafeteria: 2.70 €
- meal at the ENSAG cafeteria: 2.30 €, a coffee: 0.70 €
- movie ticket: 6 € (student price)
- bus and tram ticket: 1.30 €
- monthly transport ticket: 25 €

When planning your budget, you should also take into account:

- rent (140 € a month in a university residence (*résidence universitaire*), or from 385 € to 460 € in a privately rented flat in town),
- a deposit, equivalent to two or three months' rent, payable when signing the lease on privately rented property,
- mandatory insurance for rented property and third-party liability (*responsabilité civile*) for one year (from 18.50 € to 30.50 € for a room in a university residence). See section on student insurance.
- subscription to the French health scheme or *Sécurité Sociale* (for partial reimbursement of various health-related expenses: medical visits, medication, hospitalisation, etc.) which is obligatory for students who do not have the European Health insurance Card (about 180 €)
- optional, additional health insurance coverage with a student *mutuelle*, which tops up payments made by the *Sécurité Sociale*, and costs between 80 and 355€ depending on the *Mutuelle* and the policy chosen.

• Accommodation

There is a service to help you find accommodation, which is expensive and limited in Grenoble. It is called "BLEU" (housing office for foreign students) and is part of the *Centre Régional des Oeuvres Universitaires et Sociales* (CROUS). The housing request form and information about university residence halls and private flats/apartments in town will be sent to you by ENSAG along with your acceptance letter.

The housing request form must be completed and sent back to the CROUS:

before 10 July for a stay of one year or the 1st semester

before 15 November for a stay during the 2nd semester.

Upon arrival in Grenoble, go to the *Bureau des étudiants étrangers* (BLEU) at the CROUS - 5, rue d'Arsonal.

You may qualify for a housing grant (financial aid). An application form for this grant can be obtained from BLEU, at CROUS, or directly from *Caisse d'Allocations Familiales* (CAF), 3 Rue des Alliés, 38100 Grenoble (Tram line A, Malherbe stop).

You will need to provide the following documents:

- a birth certificate (and a certified translation into French) or a copy of your passport or ID for EU citizens,
- details of your French bank account (a “RIB” or *relevé d’identité bancaire*) - see below,
- proof of registration at ENSAG
- proof of your grant for the current academic year (Erasmus or other),
- if you are living in privately rented accommodation in town, a copy of the lease and a receipt for the first month's rent .

File your application at CROUS BLEU, which will look after it until your residence permit is issued. You should then give them a copy of the permit for inclusion with your housing grant application.

- **Opening a bank account**

To open a bank account in France you will need the following:

- proof of identity (passport, identity card, etc.),
- official documents to certify your address (copy of lease, rent receipt, electricity or telephone bill, etc.).

Once your account has been opened, ask the bank for a “RIB” (*relevé d’identité bancaire*, your bank account details), which you will require for other administrative procedures.

- **Residence permit (*carte de séjour*)**

Students who are EU citizens no longer need a residence permit.

Other students must obtain a residence permit, which can be requested at the Préfecture de l’Isère (www.isere.pref.gouv.fr), Place de Verdun, Grenoble (Tram A, tram stop “Verdun Préfecture”). Go to the service desk with the sign “*Etudiant*” (student).

Alternatively, you can go to “EVE” - *Espace Vie Etudiante* (Student Life Office - Tel 04 76 52 85 22) on the University of Grenoble campus, Tram B, tram stop “*St Martin d’Hères - Universités*”.

A pre-registration form for the residence permit can be downloaded from:

<http://www.eve-grenoble.org/prefecture>

To obtain this **residence permit** you need the following:

1. a **long-term student visa** stating “voir ou solliciter la carte de séjour dès l’arrivée en France” from the French Embassy in your country
2. a **student card** (required for the Préfecture – see **3.** below), which you will receive on registration day at ENSAG, after having previously given all the required documents mentioned in the section **Registration at the school** (see above).
3. to **go to the Préfecture de l’Isère** (see address above) with the following:
 - your passport + photocopies of the pages showing your identity + long-term student visa
 - 3 recent passport photographs
 - birth certificate (and a certified translation into French),
 - student identity card (same as in **2.** above)
 - proof of financial resources
 - proof of a permanent address in Grenoble or elsewhere in the Isère region
 - 1 self-addressed stamped envelope

AT ENSAG

- **Choice of courses**

You will attend architecture studios at the beginning of October to decide which ones you will take for the entire year or first semester.

Once you have chosen your studio and lecture courses, you will be asked to complete a course registration form and complete or modify the learning agreement (*contrat d'études*), which then needs to be approved by the ECTS coordinator from your home university.

- **Orientation period**

A welcome drink is organized each year at the beginning of October for all foreign students at the school.

A ½ day reception is also organized by the *Association des Grandes Ecoles de la région Rhône-Alpes*. This includes a visit to the city of Lyon and a drink at the headquarters of the Rhône-Alpes Regional Council (at Charbonnières les Bains).

In addition, an orientation day is also planned for you and other newly arrived students at the school in October.

- **Academic programme**

See the school's website under "*enseignement*"

Students' progress, for each of the programme modules, is assessed at regular intervals. Marks from 0 to 20 are awarded.

Regular examinations are held to assess progress in lecture courses. For architecture modules, a system involving continuous assessment and intermediary and/or final assessments is used.

- **French language course**

To help you get used to life in France, there are free French courses organized during the first term. You can register for one on arrival at ENSAG.

- **Vacations: ENSAG is closed**

- for 2 weeks around Christmas and New Year's Day

. for 1 week for Winter break (mid-February)

. for 2 weeks for Spring break (mid-April)

- **Public holidays: ENSAG is closed**

1 November (All Saints Day)

11 November (Armistice Day)

Easter Monday (17 April in 2006)

1 May (Labour Day)

8 May (WWII Victory Day)

Ascension Thursday (25 May in 2006)

For any additional information, please contact:

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