

Graduate School of Computer Science, Networks and Telecommunications Engineering

*Ecole Supérieure d'Ingénieurs en Informatique et Génie des
Télécommunications*

International Student Guide

ESIGETEL

1, rue du Port de Valvins
77210 Avon-Fontainebleau
France

Tel: 00.33.1.60.72.70.51
Fax: 00.33.1.60.72.11.32
Homepage: www.esigetel.fr

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➔ 1. Admission and registration procedures

Contact person

For all information concerning your period of study at ESIGETEL, please contact:

Ms. Agnès GOASGLAS	
International Relations Coordinator	
	+33 1.60.72.73.74
	agnes.goasglas@esigetel.fr
	international@esigetel.fr

ERASMUS admission procedure

Requirements

To study at ESIGETEL as an Erasmus student, it is necessary to be enrolled in a partner university. You can find more information about the Socrates/Erasmus program (and other programs) at www.europa.eu.int (you can also ask your International Relations Office for information).

If you wish to study at ESIGETEL you must have completed at least two years of university-level study. The first year at ESIGETEL corresponds to a university third year.

The admission procedures are not the same in all universities. Ask your international relations office for information. Candidates are pre-selected by your international relations office.

Language of instruction

Most subjects are taught in French,
Remember that the first year at ESIGETEL is equivalent to year 3 of university-level study.

Note that French language classes are offered throughout the year for exchange students.

Program

Your course choice will be subject to approval by your home university.

Depending on class timetables, we allow exchange students to study subjects in all years and at all levels. Remember that the first year at ESIGETEL is equivalent to year 3 of university level study. You can find the complete list of our subjects and their content, and the corresponding ECTS credits, in the syllabus.

Application form

The application forms must be returned by:

- **June 30th** for the autumn semester and full year
- **September 30th** for the spring semester

with the following documents:

- 2 photographs
- a curriculum vitae
- your university grade reports
- a photocopy of your passport

Tuition Fees

Erasmus students do not pay tuition fees to their host university.

Start of the academic year

Full year and first semester courses begin on 13 September 2010

Second semester : 31 January 2011

Non-European exchanges

Requirements

To study at ESIGETEL as an exchange student, it is necessary to be enrolled in a partner university.

It is also necessary to have completed two years of studies at university level. *Year 1 at ESIGETEL is equivalent to the third year of university-level study.*

Ask your international relations office for information, as the selection procedures are not the same in all universities. Candidates are pre-selected by their home university.

Program

Your course choice will be subject to approval by your home university.

If the timetable allows, exchange students may study subjects in different years and at different levels. Remember that the first year at ESIGETEL is equivalent to year 3 of university-level study.

Applications

The application forms must be returned by : **June 30th** for the autumn semester and full year
October 30th for the spring semester

- accompanied by :
- 3 photographs
 - a curriculum vitae
 - your university grade reports
 - a photocopy of your passport

If your application is accepted, you will have to apply for a Visa from the French Consulate closest to your home.

Tuition Fees

Exchange students continue to pay their fees at their home institution (where applicable).

Academic information

Classes are scheduled from Monday to Friday, between 8.45 a.m. to 12.30 a.m. and between 1.45 p.m. and 5.30 p.m.

Academic calendar

Precise dates vary slightly from year to year.

Autumn semester (1st semester) : 13 September 2010 - 28 January 2011

Spring semester (2nd semester) :
Year 1 31 January 2011 – 24 June 2011
Year 2 31 January 2011 – 29 April 2011

Year 3 Internship

Vacations (for 2009-2010)
Years 1 & 2 24 October 2009 – 31 October 2009
All students 19 December 2009 – 3 January 2010
Years 1 & 2 20 February 2010 – 28 February 2010
Year 1 17 April 2010 – 2 May 2010

➔ 2. Practical information

1. Getting to ESIGETEL

Arrival form

If you wish to be met at the start of the academic year, it is essential that you send your arrival form, with the exact date and time of arrival.

Directions

By car

If we know what time you expect to arrive, you will be met in front of the train station.

Plane, bus, train

Whatever your means of transport, you will probably arrive in Paris. If you inform us of your arrival time in advance, our students will meet you in Paris and accompany you to Fontainebleau. The only way to go to Fontainebleau is to take a train from “**Gare de Lyon**” (one of the main train stations in Paris.)

The “Gare de Lyon” is connected with:

RER lines (A) and (D)

And subway lines (1): La Défense – Château de Vincennes

and (14): Bibliothèque François Mitterrand - Madeleine

From Roissy-Charles de Gaulle Airport:

Take the RER (B), and get off at Châtelet, then the subway line (1) direction Château de Vincennes, and get off at Gare de Lyon. Follow the “SNCF *grandes lignes* (Main Line Station)” panels. The ticket from Gare de Lyon to Fontainebleau will cost around 7.50€.

or: Take the *Air France* shuttle to Gare de Lyon (departures from the airport terminal building, every 30 minutes from 7 a.m. to 9 p.m., one-way fare +/- 12 €). The ticket from Gare de Lyon to Fontainebleau will cost around 7.50€.

From Orly airport:

Take the *Air France* shuttle and get off at Montparnasse. Take the subway line (4) direction Porte de Clignancourt, and get off at Châtelet. Then, take the subway direction Château de Vincennes line (1), and get off at Gare de Lyon. Follow the *grandes lignes* panels. The ticket from Gare de Lyon to Fontainebleau will cost around 7.50€.

If you come by bus or by train:

Go to the Gare de Lyon by RER or subway. Get off at Gare de Lyon. Follow the *grandes lignes* panels. The ticket from Gare de Lyon to Fontainebleau will cost around 7.50€.

By Taxi: Fontainebleau is 90 km away from Roissy/Charles de Gaulle airport and taxis in France are expensive. It is possible to come by taxi, but the cost will be around 100€, and can reach 200€ on Sunday or at night.

You can find a really useful map of the entire transport network in Paris at www.ratp.fr (downloadable and printable).

For train times from Paris to Fontainebleau, use www.sncf.fr

Your arrival

ESIGETEL students can come to meet you at the train station, take you to your accommodation and help you to settle in. (Read the *housing in Fontainebleau* part of this guide). Send your arrival form as soon as possible, so that we can prepare your arrival here.

If you have a room in the Hall of Residence, you must arrive during office hours (Monday to Friday, 9am to 4pm).

If you have rented a room in the private sector, you should make an appointment with your landlord.

Depending on your travel times, it may be impossible to have access to your room on the first day. In this case, let us know well in advance so we can organize temporary accommodation with our students.

On the first day you'll probably have to settle a lot of administrative and accommodation problems, but you'll be helped by ESIGETEL staff and students.

Integration Program and Peer Student Program

An integration program is organized for foreign student coming to Esigetel. A specific meeting is organized by the international relations office at your arrival, in order to present you the school and give you all the practical information. Specific events are also organized for you by the association of international students, like visits of the town and the region, and activities that will allow you to get to know foreign and French students.

The students union organizes a weekend away, with sports and activities, which enable all new and exchange students to meet 2nd- and 3rd-year students.

During the integration period, the administrative staff of Esigetel and the members of student associations are also available to help exchange students with their administrative formalities (residence permit, bank etc.).

You will also be given the contact of a peer student, who will help you in your integration to the school during all your stay at Esigetel. He will give you advice and follow you regarding your academic life but he will also deal with questions or problems you might have regarding your life in France.

1. ESIGETEL Facilities

The campus

The Campus is located in Fontainebleau, on the banks of the Seine, and is a well-known site for river tourism. It hosts the Ecole Supérieure de Commerce International (Graduate School of International Business), and the Ecole Supérieure d'Ingénieurs en Informatique et Génie des Télécommunications (Graduate School of Computer Science, Networks and Telecommunications Engineering), as well as a Catering School and a Further Education College.

Administration and professors

You will be given academic and personal support by the academic and administrative staff. You will find the school much smaller than your university, which means that all the staff will know you personally and will be ready to listen to your needs and give advice and assistance.

Language Department

The language department employs more than twenty native language teachers. All the students are expected to speak two foreign languages, one of which must be English. They can also learn a third language ab initio, if their timetable permits. There are also modules in technical English, linked to each field of specialization in 3rd year.

French language classes are provided for foreign students.

The Business Relations department

If you are required to carry out a training period in industry as part of your year at ESIGETEL, our Business Relations department will assist with your CV and application letters, and also pass on offers for training periods in France. It will also train you in order to prepare your interviews. You can do a paid internship after your Erasmus semester if you wish to.

Computer and internet facilities

ESIGETEL students have access to fully equipped computer rooms, with fast and permanent internet access, where you can work, do research or print your personal work. These rooms are open until 8.00 p.m.

All students, including exchange students, are given a personal email address "@esigetel.fr".

Library

There is a small library on the campus, where you can find essential books and periodicals. It is possible to borrow books after a free registration.

Photocopy

The photocopy cards are sold by the BDE (Students Union).

Restaurant

It is possible to have lunch at the campus restaurant, which is part of the Catering School. A ticket costs 2.75€ for a full meal.

Snacks are on sale at the students union Cafeteria.

Transport

Esigetel is about a twenty-minute walk from the Avon-Fontainebleau train station. There is a shuttle bus morning and evening from the station to the campus and back, and a regular bus service stops by the school during the day.

Student car-owners will also be pleased to give you a lift to school.

Special needs

The campus is not equipped to meet the requirements of students with special needs.

2. Student Life in Fontainebleau

Fontainebleau is quite an expensive place to live, although less than Paris, but it offers a fun and diversified life, during evenings and weekends.

Cost of living

A bus ticket costs 1.70 €

A cup of coffee about 1.50 €

A drink in a pub, a sandwich about 3 €

A cinema ticket about 8 €

The lowest prices in a restaurant are about 15 or 20 € for a full meal

A book (paperback) costs about 7.50 or 10 €, and a CD 20 €

You should expect to spend between 180 and 225 € per month on food.

A return rail ticket to Paris costs about 15.5 €.

On top of your rent and food expenses, you will need to budget for visits and entertainment. Do not assume that you will spend no more than at home, as you will want to visit Paris (which can be expensive!) and probably spend some time travelling.

With an SNCF Youth Card, TGV travel costs about 25€ for 250km

Climate

The climate may be very different from what you are used to. Up to the end of September days can still be warm with temperatures up to 20°C, but evenings will be cool. The sun sets around 7.30 p.m. in September. From October you will need warm clothing (parka, warm coat, sweaters and so on) From December to March the weather is generally cold, with negative temperatures some days, and it can be very damp. In the depths of winter, night falls around 5 p.m.

Temperatures can remain quite low until the end of May, but from April onwards there will be many warm sunny days. At the end of June, night falls after 10 p.m.

Fontainebleau

Fontainebleau is a historic town. A Royal town since the middle-ages, its forest was the favorite hunting place of the French Sovereigns.

The castle is very old, but François 1^{er} (XVIth century) contributed the most to its construction. During the following centuries, many extensions were built by all the French kings, and Louis XIII was born in the palace in 1610. It was designed as a place for rest and leisure time for the kings and it remains one of the most magnificent places in France, visited each year by tourists from the whole world. It is notably famous as the favorite residence of Napoleon, and is the place where he renounced the throne in 1814, bidding farewell to his armies in the main courtyard of the castle.

The town that grew up around the palace and the visits of the Royal French Court, is a very safe place. The regulations that forbid the destruction of the forest have restricted the growth of the city, which appears today as a very historic town center surrounded by forest. Fontainebleau is also a cosmopolitan town, thanks to the presence of the International Management Institute (INSEAD), and several business and engineering schools, which means that you can, if necessary, express yourself in English in the first weeks, without having communication difficulties with people and shopkeepers.

There are more than a thousand foreign students in town, many of whom only speak English, so the restaurants and shops are completely used to this.

Fontainebleau forest is the most famous in France, and one of the largest in Europe. It offers 1100 km of footpaths, and a wide variety of landscapes, hills, fields, gorges, rocks, and 6600 animal species. There are approximately 17 million annual visitors to this attractive forest, which has always been loved by poets and painters.

Facilities and activities

Fontainebleau is nevertheless a modern city, offering all the facilities necessary for student life. There are a lot of bookshops, and friendly pubs with live music. One can also find several museums (notably the bizarre "museum of prison life"), a theater and a cinema that shows films in original version with subtitles.

An open-air market takes place three times a week, and you'll find all the shops you may need (food, clothes, mobile phones, etc...)

The main supermarket is open until 7.45 p.m. from Monday to Saturday, and until 1.00 p.m. every Sunday.

There are many hotels in Fontainebleau, covering all categories, from the cheapest to the most luxurious, if friends or family want to visit you during your studies here.

Paris

Paris is 40 minutes away by train, and there are departures forty times a day, from 5.24 a.m. to 10.40 p.m. to Paris, and from 6.00 a.m. to 00.34 a.m. from Paris.

Foreign students studying at ESIGETEL go to Paris many times every year, and enjoy all the charms of the most-visited city in the world.

Within the scope of the "French Economy and Institutions" course, several visits are organized, to get to know important places in Paris such as the Parliament, the Senate, and the Stock Exchange. A specialist lecturer accompanies these visits.

Student activities at School

The Esigetel campus is far from being as large as a university one. This particularity leads to a community-based way of life, and no student is ever isolated. A specific club is dedicated to taking care of foreign students, and organizing special activities and trips for them. Naturally, foreign students are always welcome to participate in regular student activities and clubs.

Clubs

Student clubs include : humanitarian aid, sports club, salsa, short films, music, photography and so on.

Foreign students welcome club

The club helps foreign students in their integration to the school. As well as helping you with everyday affairs, it organizes short trips, both for culture and leisure, and of course a number of parties.

Several educational and cultural visits will also be organized for international students.

3. Housing in Fontainebleau

Fontainebleau is quite a small town, and finding accommodation is not always easy. Our advice would be to begin looking for accommodation as soon as possible, June being the ideal period. If you have the opportunity to come to Fontainebleau during the summer, this might be the easiest way. In August and September finding accommodation can be more difficult.

For the housing list or University Residence application forms, please **contact Ms Agnès GOASGLAS**.

University Residence

There are two university residencies near the school :

- ❖ Armade University residence in Avon.

It is located at 200 m from the train station, at the same distance from Fontainebleau (15 minutes walk) and from Esigetel (15 minutes walk)

There are 97 flats from 18 to 34 sq. meters, of one or two rooms. Therefore students can share these rooms with flat mates. The flats are entirely furnished and have connection to Wi-Fi. There are common parts where the student have access to a laundry machine and a photocopy machine. A common room with a library, a TV will be available to the students.

Prices vary from 200 € to 300€ according to the size of the rooms.

- ❖ University residence in Champagne-sur-Seine, at about 10 kilometers from Fontainebleau.

However, as the Residence is located approximately 10 kilometers from the Campus (without public transport), a car is essential. (It is generally easy to get a lift with other students during the week, but at weekends transport into Fontainebleau may become difficult.).

A one-person studio costs	316 € per month
A room in a two-person apartment (T2) costs	266 € per month per person
A room in a three-person apartment (T3) costs	215 € per month per person

(2003-2004 prices .N.B. these prices do not include electricity)

Refundable deposit: approximately 150 €

The private sector

The campus is situated in Avon, on the outskirts of Fontainebleau. Bear in mind that Avon is closer to school and generally cheaper, but the bus service is limited, and non-existent in the evenings. Fontainebleau has more amenities.

Access to the train station is easier from Avon, even on foot (nevertheless it takes only a few minutes from Fontainebleau).

Rent

The rent in the private sector goes from 230€ for lodgings in a family home, sharing kitchen and bathroom facilities with the family, to upwards of 400€ (for a studio). A room in a shared flat will generally cost between 280 and 330€ per person.

In many cases, you'll have to add the price of water and electricity, and sometimes you will have to pay agency fees to find accommodation. These fees are around 300–400€, and are not refundable, as this is the price for the service.

Most landlords will require a deposit when you reserve your room. This is generally equivalent to 2 months rent, and will be refunded at the end of your stay if there has been no damage to your room.

In many cases, renting a room requires a financial guarantee by a third party. This is a contract that this person (generally one of your parents) has to fill in and sign, to guarantee

payment of the rent. These contracts cannot be accepted from students whose parents live outside the European Union, in which case the only solution is to pay the full semester's rent on arrival.

Housing list

We do have a housing list that we can send you on request, and you are strongly advised to ask for it as soon as possible. Please note that finding accommodation is up to you, although if necessary we can make a few phone calls to ask for information about a flat if you are not confident about phoning in French.

Arriving without accommodation

Unfortunately, in spite of our warnings some students do arrive here without any accommodation. Don't forget that Fontainebleau is a small town. To find a place to live, at a few days' notice, at a reasonable price and at the end of September is virtually impossible.

Arriving in a foreign country without a place to settle, even for a few days, and moving with all your luggage from a student's room to an hotel, to another student's place, while looking for accommodation may be rather depressing, especially as you will have little free time once classes have started.

We insist that you look for something before coming here, whether on the web or by phone. We'll do our best to help you, but don't put yourself at a disadvantage.

4. Formalities (residence permit, visa etc.)

In this part, you'll be told how to obtain all the necessary papers for your stay in France, and what financial help you might be eligible for.

Visa :

Non-European Union students will require a Visa. You should contact your nearest French Consulate for information on the procedure and documents required. If you require proof of admission to ESIGETEL for your Visa application you should contact us to ask for a "Certificat d'Admission".

N.B. : this procedure is also valid for students coming from a EU country, if they are not EU nationals

Residence Permit (Carte de Séjour) :

Students who are E.U. nationals do not require a residence permit.

Students with a short-stay Visa which specifies that they must apply for a residence permit, must do so before their visa expires, if they do not intend to leave France before the expiry date.

Student with a long-stay Visa (6 months or more) must apply for a residence permit, UNLESS their visa specifies "dispensé de Carte de Séjour".

To apply for a residence permit you will need :

- Your birth certificate translated into French. We advise you to ask your French Consulate about this, as you will have to pay if you have it translated in France.
- Your marriage certificate if applicable
- Proof of medical insurance
- A photocopy of your valid passport or identity card
- "Certificat de Scolarité" (this will be provided on your arrival at ESIGETEL)

- 4 passport photos taken against a white or light background
- Proof of your address in France (rental agency contract, or electricity or telephone contract, or a letter from your landlord with a copy of his/her identity card and an electricity or phone bill)
- Proof of your financial means (grant, letter from your bank IN FRANCE) for a minimum of 450€ per month per person. A letter from your parents or a foreign bank will NOT be accepted.

(N.B. You will apply to the “Service des Etrangers” at the “Sous-Préfecture” in Fontainebleau, which is open every day except Wednesday, 9 a.m.– 12.30 p.m. and 1.30 p.m.– 4 p.m.)

Caisse d’Allocations Familiales (CAF)

As students, you are eligible to apply for a Housing Allowance on condition that you are an E.U. national or have a Carte de Séjour.

You will be asked to produce the following documents :

- Your Carte de Séjour (where applicable)
- Proof of your income for the previous year (grants, tax returns, pay slips etc)
- Proof of your registration at ESIGETEL
- Bank details (from a French bank)
- CAF application forms (download from www.caf.fr)
- A photocopy of your health insurance (EHIC or private cover).

N.B. You will generally be asked to produce original documents for all administrative formalities. Be sure you have enough copies of all important documents (the translation of your birth certificate, for example) with at least one spare copy for emergencies ! If you are unable to obtain several originals, be sure you have several “ certified copies ”.

Health Care and Insurance

Health care

When you consult a doctor in France you must pay his/her fee, and pay for any medicine prescribed. You then apply to your Social Security office for reimbursement, which will generally be 70% of the doctor’s fee, and between 0% and 70% for the treatment, depending on the type of medicine prescribed. Most people have an insurance policy which covers the difference.

EU nationals (EU countries as well as Island, Liechtenstein, Norway)

A European Health Insurance Card (EHIC) entitles you to reduced-cost, sometimes free, medical treatment that becomes necessary while you’re in France.

The EHIC covers any medical treatment that becomes necessary during your trip, because of either illness or an accident. The card gives access to state-provided medical treatment only, and you’ll be treated on the same basis as an ‘insured’ person living in the country you’re visiting.

If you are not an Erasmus student, you **must take out private health insurance BEFORE you arrive in France.**

Other insurance

All students must be covered for their personal liability in case they cause injury or damage to other people or property.

The University Residence and many landlords will require insurance for your room and contents.

ALL EXCHANGE STUDENTS WILL BE REQUIRED TO PROVIDE A PHOTOCOPY OF THEIR INSURANCE COVER (EHIC, PRIVATE HEALTH INSURANCE, PERSONAL LIABILITY) ON ARRIVAL AT ESIGETEL.

Banking

It is far simpler to have a bank account in France, to avoid withdrawal fees. Very often, withdrawing money from a foreign account entails a commission.

You are advised to open a bank account at a French bank. A statement from a French bank will be necessary to obtain your residence permit, and you will require a French bank account if you qualify for a Housing Allowance. There is no charge for opening an account.

To open a bank account you will need proof of identity (your passport) and proof of your address in France (rent receipt, electricity bill).

The administrative procedures are simplified thanks to a partnership between ESIGETEL and a bank in Fontainebleau. If you would like us to arrange for your bank account to be opened before you arrive, you should send a letter to this effect, to Ann Guigon, with a photocopy of your passport and the address of your accommodation in France.

➔ 3. Academic Program

1. Course choice

Erasmus students :

The EUROPEAN COMMUNITY COURSE CREDIT TRANSFER SYSTEM (ECTS) was created within the SOCRATES-ERASMUS program to enable students to obtain academic recognition of studies abroad. The system operates on the basis of **Information** (on courses available in each institution), **Agreement** (between the home and host institutions) and the use of **Credit Points** (to evaluate student workload). The credit ratings are based on student workload, including all lectures, work placements, personal work and examinations, making it possible for the home and host institutions to agree on the number of courses required. It is important that all ECTS-rated courses are part of the regular program of study of the host institution.

For a period of study to be validated, the student is expected to obtain 60 ECTS credits per year, or 30 per semester. The credits will be awarded only if the course has been completed and the student has obtained satisfactory results. The credits obtained can be transferred by the student from one institution to another as long as there is prior agreement between the institutions involved.

Assessment and grading scale

ECTS GRADE	% of students	Definition
A	10	Excellent
B	25	Very good, above average
C	30	Good, generally sound work
D	25	Satisfactory
E	10	Sufficient, meeting minimum requirements
F		Fail

Non-Erasmus students:

Your course choice will be made by mutual agreement with your home institution, and the European credit system will be used in order to assess your workload.

The French grading system (on a scale of 0-20) will be used for assessment.

2. Syllabus and ECTS credits

You can find the complete list of subjects taught at ESIGETEL in the booklet of the school or on the website (www.esigetel.fr). This list is the syllabus of the degree course, with compulsory and optional modules.

If the timetables make it possible, we allow exchange students to select subjects from any year.

Remember that the first year at ESIGETEL is equivalent to year 3 of university-level study.

For any question related to your student life at Esigetel, do not hesitate to contact Agnès GOASGLAS (see front page)