



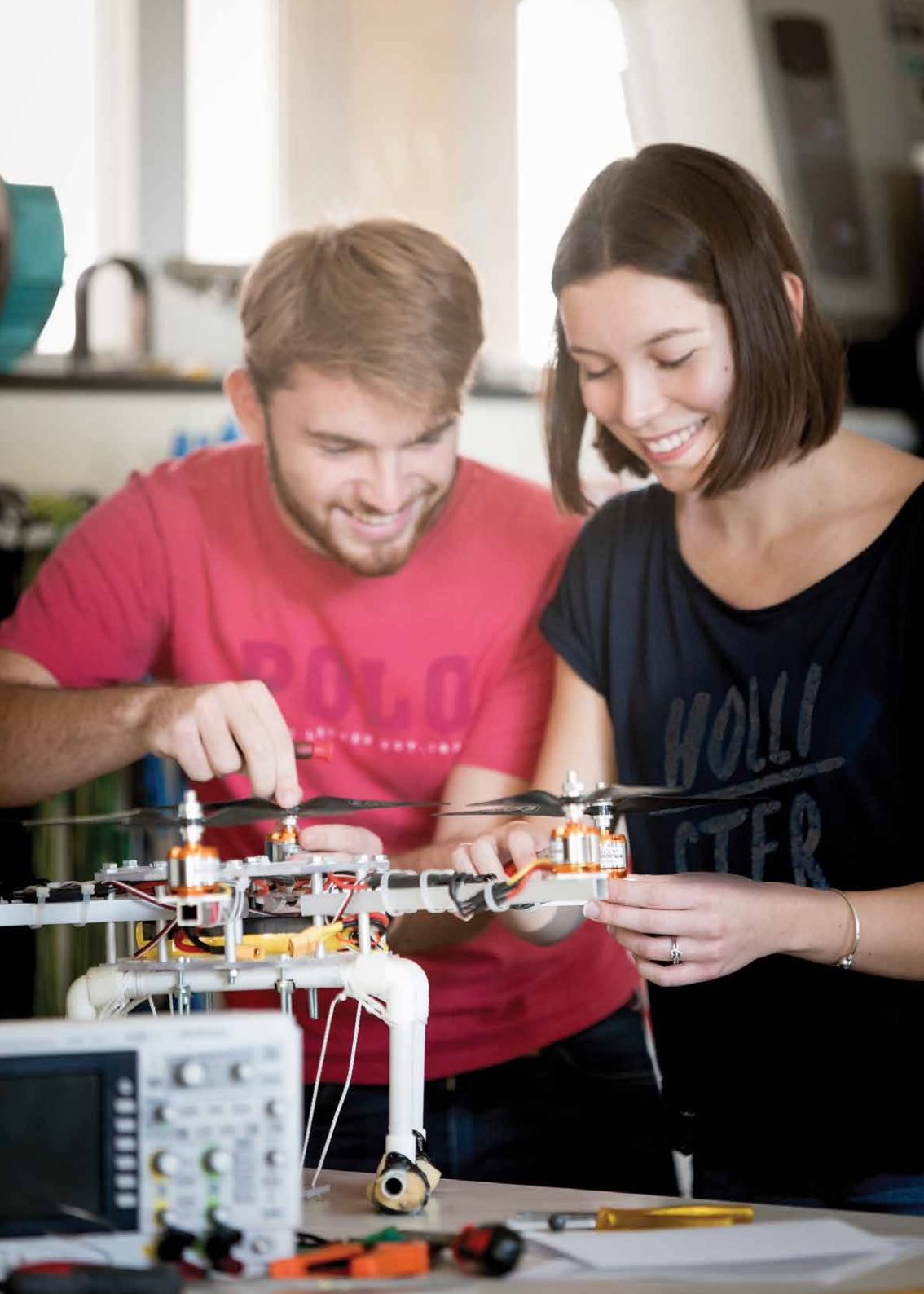
Welcome to EPF

Welcome to France



PARIS-CACHAN • TROYES • MONTPELLIER • SAINT-NAZAIRE

ENGINEERING SCHOOL
Creating the future together





Welcome
to France!

Quick overview of France

CLIMATE

France enjoys a temperate climate, which is typically pleasant. Four climate zones divide the hexagon-shaped country: an oceanic and humid climate with cool summers to the west of the Bayonne-Lille line; a semi-continental climate with rough winters and hot summers in Alsace, Lorraine, along the corridor of the Rhône and in the large mountains (Alps, Pyrenees, etc.); medium climate with cold winters and hot summers in the north (the Parisian and central regions); Mediterranean climate with mild winters and scorching summers in southern France.

www.meteoconsult.fr/

www.lachainemeteo.com/

International forecast: www.weather.com



HOLIDAYS

France has 10 public holidays where banks, offices, stores, and the majority of all businesses are closed:

January 1st, May 1st and 8th, Easter Monday, Ascension, Pentecost, July 14th, August 15th, November 1st and 11th, and December 25.

Generally – especially in small towns – businesses are open from Tuesday to Saturday (and Sunday mornings for certain ones such as bakeries, newsstands...).



Know how to live in France



SMOKING

Smoking is forbidden in public areas (museums, monuments, movie theatres...) as well as in public transportation systems in France. It is also forbidden to smoke in bars, restaurants and night clubs. Also, smoking is forbidden in the entire campus.

CELL PHONES

As a sign of respect around other people, it is recommended to use cell phones sparingly in public places, and to avoid calls while dining out. Certain restaurants prefer that cell phones not even be switched on while you are in the establishment.

In public transport, cell phone usage is tolerated as long as the ring tone and the conversation are kept discrete. In addition, it is officially forbidden to phone while driving, and you incur heavy fines if you are caught.

At EPF, cell phone usage is forbidden during classes (lecture hall or class room); no matter the type of class (TD, TP, French language class). It is asked that cells phones be turned off before every class.

During an exam, if a cell phone is on the table (even turned off), the exam will be graded zero.



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EPF in general



History

Founded in 1925 by Marie Louise Paris, EPF was one of the first “Grandes Écoles” in France to teach female engineers.

EPF is a state-approved foundation, placed under the guardianship of the National Minister of Education and Research and the diplomas are recognized by the **Commission des Titres d'Ingénieurs**.

In 1993, EPF was integrated into the UGEI (Union des Grandes Écoles Indépendantes). Although the school has been co-educational since 1994, the school is still proud of its history and actively encourages the integration of women in engineering.

Description and location



PARIS-CACHAN CAMPUS

The EPF Paris-Cachan campus has taken over from the historic site of Sceaux. Inaugurated in January 2022, it is located on a campus that brings together other schools in the area, in an 'Alliance for Science and Technology'.

Situated in the iconic building of the École Normale Supérieure, it is designed to train engineers in large spaces where the most advanced technologies are combined with places of concentration and conviviality. It offers **16,000 sq. meters of ultra-modern facilities and cutting-edge innovation and research laboratories to support excellence in teaching and research.**

Nestled in an eight-hectare woodland park classified as a 'Protected Green Space', and close to the city centre, **the EPF Paris-Cachan campus is a place for sharing and designed to encourage interaction between students and the local residents.** The promotion of its landscape heritage encourages activity on the site and has forged the new dynamics of this ecological campus.

By joining the EPF Paris-Cachan Campus, the students will benefit from a very pleasant environment that combines green spaces and numerous facilities, making the school a friendly, inspiring, and safe place to study.



TROYES CAMPUS

The EPF Troyes building is located next to the UTT campus and has a surface of 3,000 sq. meters spread over 3 levels and an innovative architecture.

The students benefit from EPF's excellent teaching methods on a modern, spacious university campus in a pleasant, affordable environment, just 1 ½ hours from Paris.

They take the same coursework as at Cachan, with the benefit of cutting-edge infrastructures, exemplary sports facilities, and an innovative research dynamic.

They can transfer to the campuses of Cachan or Montpellier depending on their chosen specialization, or continue their engineering studies in Troyes.



MONTPELLIER CAMPUS

To broaden the diversity of its students and to enrich its specializations and research, EPF opened a new campus at the heart of Montpellier that specializes in water, energy and environmental technologies. EPF occupies a 3,500 sq. meters renovated building with numerous facilities, including lecture halls, computer rooms, laboratories, a language lab, a "project" room, a media library, and a club area.

The school is located at the heart of the city, ten minutes from the train station and the Place de la Comédie, in a district with many shops, sports facilities, student residences, etc.

Famous for being one of the best French cities for students, Montpellier stands out for its warm ambiance and international appeal.



Overview of the school

THE SYSTEM OF “GRANDES ÉCOLES”













EPF is a “Grande Ecole.” The word “grande école” describes high-level universities in the fields of engineering and commerce. The Grandes Écoles can be private or public (the latter are dependent on the National Ministry of Education, the Ministry of Defense, or even the Ministry of Industry...). The entrance requirements to the Grandes Écoles are very selective (entrance after a competitive exam) and the diploma awarded at the end of 5 years of study (2 years of preparation + 3 years of engineering studies) is equivalent to a Master’s level degree.



STUDIES AT EPF

EPF is a general engineering school in 5 years. Each class has about 200 students.

In the course of their studies, students must complete internships in business and many students choose to do these internships abroad. Students also choose a specialization at the beginning of the fourth year. They have to choose between 9 majors:

 Aeronautical Engineering & Space Systems	PARIS-CACHAN
 Sustainable Materials & Structures	PARIS-CACHAN
 Digital Engineering Management	PARIS-CACHAN
 Engineering Management 	PARIS-CACHAN
 Engineering & Health	PARIS-CACHAN
 Data Engineering 	MONTPELLIER
 Energy & Environment 	MONTPELLIER
 Sustainable Engineering & Architecture	TROYES
 Sustainable Industrial Design	TROYES

In addition to these possibilities of internships abroad and international programmes, **25% of EPF students work towards a second diploma at one of these institutions:**

- Hochschule Munich (Germany)
- Universidad del País Vasco (Spain)
- Université du Québec Chicoutimi (Canada)
- Hochschule Karlsruhe (Germany)
- Université de Liège (Belgium)
- Université de Sherbrooke (Canada)
- Georgia Tech (USA)
- Universidad EAI (Colombia)

In their 5th year, EPF students also have the possibility to join the MSc Innovation, Creativity & Entrepreneurship. This 2 semester programme, entirely taught in English, is followed by a 6-month internship. The subjects combine design, engineering and management topics. The programme is also open to international students who want to obtain a Master of Science.



THE ACADEMIC CALENDAR

Each academic year is divided into 2 semesters (from September to end of January & February until end of June). During the first 3 years, courses can last one semester or 2 semesters (in this case, each semester can be considered as independent and exchange students can stay one or 2 semesters without difficulties).

In the 3rd year, elective courses are proposed at the end of the 1st semester, as well as a project during the 2nd semester. Students have to choose their major at the end of their 3rd year.

The choice is done according to the students' skills and taste but also according to the state of the job market and the industry's needs. The specialization will determine the beginning of the young engineer's career, but the education received at EPF allows our graduates to perform in most of the engineering and managerial fields.

The 5th year programme is divided into two parts: the end of the specialization courses from the beginning of September until the end of January, followed by a final project internship of 6 months.

Exchange students at EPF usually follow courses in the majors (but cannot do the internship).

BACHELOR'S LEVEL

YEAR 1	30 ECTS	SEMESTER 1	S1	30 ECTS	SEMESTER 2	S2
YEAR 2	30 ECTS	SEMESTER 1	S3	30 ECTS	SEMESTER 2	S4
YEAR 3	30 ECTS	SEMESTER 1	S6	30 ECTS	SEMESTER 2	S6
	September		January	February	June	

MASTER'S LEVEL

YEAR 4	30 ECTS	SEMESTER 1 INTERNSHIP	S7	30 ECTS	SEMESTER 2 MAJOR	S8
YEAR 5	24 ECTS	SEMESTER 1 MAJOR	S9	30 ECTS	SEMESTER 2 INTERNSHIP	S10

POSSIBILITY OF CONTINUING
YOUR STUDIES



FIRST JOB

Structure of the office of global engagement at EPF

OVERVIEW

The Office of Global Engagement at EPF is made up of five people, on the Cachan campus, each having a particular function.

Eugenia LLAMAS

Director of International Development
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Deputy Director In charge of North America and Oceania
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International coordinator / International students housing
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Laurence DE LA SERRAZ

In charge of Africa and Middle East
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Sylvie LENOIR

In charge of Europe
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sylvie.lenoir@epf.fr



Cécile CARNOY GIROUD

In charge of Asia - Point of contact for the Global Engagement Office - Troyes Campus
Tel: 33-3 25 70 73 58
cecile.carnoy@epf.fr

Gemma ALEGRIA PADRO

In charge of South America - Point of contact for the Global Engagement Office - Montpellier Campus
Tel: 33-4 99 65 31 16
gemma.alegriapadro@epf.fr

OTHER SERVICES AT EPF

The EPF offices are typically open every day except the weekend (Saturday and Sunday) from 8:30 am until 6:00 pm.

These hours vary according to the office and the person. In general, there is always one person present for each service.



Practical information

Before leaving

APPLYING FOR A VISA

Before starting any process, you should go to the France Visa website <https://france-visas.gouv.fr/en/>.

You will find all the necessary information and explanation (if you need a visa or not, and which process you should follow).

International students – coming from outside Europe – who come to France for more than three months must have a “**visa long séjour**” (also called VLS TS).

You **must** obtain this visa before your departure because it is not possible to apply for it from France.

Holders of long stay visas for France (3 months +) are exempted from applying for a residence permit (carte de séjour) at the Prefecture. The “student long stay visa”; is a multiple entries visa valid from

3 to 12 months, depending on the length of the studies.

Holders of those visas are free to travel in all Schengen States (up to 3 months within the validity of the visa).



The application file must be composed of:

- A valid passport;
- An official letter of acceptance from EPF;
- Proof of accommodation;
- Proof of resources (stating that you have the equivalent of 615 € / month to live);
- Long stay visa application form: www.service-public.fr/simulateur/calcul/14571
- OFII form: www.diplomatie.gouv.fr/IMG/pdf/LS-01d_formulaire_ofii.pdf

You may also be required to supply:

- Medical Certificate;
- Proof of insurance;
- A round-trip plane ticket;
- Vaccination information.

Or any other necessary document.

If you have any doubt, contact the nearest French Consulate, or check the France-Visa website <https://france-visas.gouv.fr/en/web/france-visas/visa-wizard#/>



Long stay visa application form



Download the OFII form

A list of French Consulates and Embassies is available on the following site:

www.diplomatie.gouv.fr/fr/le-ministere-et-son-reseau/organisation-et-annuaires/ambassades-et-consulats-francais-a-l-etranger/



Nationals of the European Union are not required to have a visa.

When they arrive in France, students have to bring the OFII form with them and be sure that their passport is stamped when they enter France.

CVEC

The “Student success and orientation” law (loi “ORE”) presented by the government in 2018 has established a student life and campus contribution (CVEC) of 103 € per year.

The amount is due for all the students enrolled in higher education studies (except exchange students, who are exempted). This amount has to be paid to the CROUS via the website:

<https://cvec.etudiant.gouv.fr/>



Get your European Health Insurance Card



Read the French social security registration process for foreign students

SOCIAL SECURITY

Before leaving their country, European students have to ask for the European Insurance card, which will allow them to be reimbursed from their medical expenses while they are in France.

<https://ec.europa.eu/social/main.jsp?catId=559&langId=en>

They can also apply for the S1 form issued by their health insurance authority.

www.ameli.fr/assure/droits-demarches/europe-international/protection-sociale-france/french-social-security-registration-process-foreign-students

Students from Québec to ask for a special form from their home social security office (SE 401 Q 104, Q 105 ou Q 106).





Upon arrival

RESIDENCY CARDS

The long stay Visa (VLS TS) has to be validated within 3 months after the arrival in France and it's now possible to do it online on the following website
<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>

Necessary information:

- Passport with the visa
- Date of entry in France
- Address in France
(housing certificate to be provided later)
- Credit card to pay the fees



Validate your
VLS TS online

RENEWAL

Students staying in France 2 years in a row have to apply for a “carte de séjour”, at least 4 months before the end of their visa validity.

The documents to be provided for the residency permit are (to be checked at www.service-public.fr/particuliers/vos-droits/F2231?lang=en :

- **Valid passport** (copy of the pages mentioning the name, picture, validity of the passport, entrance date...);
- **Former residency card or OFII stamp;**
- **Birth certificate** (certified translation in English);
- **3 passport sized photos;**
- **Certificate of Academic Enrolment;**
- **Transcript;**
- **Proof of financial resources** (bank statements of the last 3 months, stating that you have a minimum of 615 € / month);

- **Housing certificate** (certificate from the residence or leasing contract);
- **Revenue stamp** of 75 €.

Students coming for the second time at EPF (after one year back in their country) are considered as 1st application during their 2nd stay in France. Thus, they have to apply for a new VLS TS.

Students staying for more than 3 years in a row can apply for a multi-annual residence permit (covering the duration of their studies).



SOCIAL SECURITY AND MEDICAL INSURANCE

► SOCIAL SECURITY

Non-European students have to register to the French general healthcare system. Registration is free and completed online by logging in to the website of the health insurance dedicated to international students: <https://etudiant-etranger.ameli.fr/#/>.

As the process might take some time, it is highly recommended to buy a private insurance before leaving your country, covering you in case of sickness or accidents (for instance www.assistance-etudiants.com)

► SUPPLEMENTAL MEDICAL INSURANCE

This insurance is not mandatory but it is strongly recommended (if you consider playing sports, if you have dental or vision problems...).

The organizations of student social security offer supplemental contracts.

· HEYME:

<https://heyme.care/en/foreign-student>

· LMDE:

www.lmde.fr/healthcare-in-france-how-does-it-work/

► CIVIL LIABILITY

Civil liability is mandatory. The civil liability coverage is included in the insurance package subscribed by EPF (cost included in the money you sent before arrival).

► REPATRIATION ASSISTANCE

This coverage is not provided by the stu-

dent social security; however, it is highly recommended to purchase insurance that includes this type of guarantee.

► HOUSING INSURANCE

The housing insurance is compulsory, whether you live in an apartment or in a student's residence. You have different kind of coverage, some of them including civil liability.

EPF has a partnership with Studyassur: <https://studyassur.com/en>



STUDENT WELL-BEING

Because it is important for students to feel good in order to do well in their studies, EPF has implemented a number of services and actions dedicated to improving the quality of life of our students. Some of these actions are partially subsidised by the CVEC (student funding).

► ANGEL +

As part of the ISIC student card, a 'zen' contract has been implemented. Angel Care allows students to ask questions to doctors by phone (in case they show signs of symptoms or have any questions) and they may also speak with psychologists if needed.

The contract also allows students to call a locksmith (in case of loss/theft of keys) 24 hours a day.

► «SENTINELLE» PLAN IN CACHAN

A dozen students have been trained by the organization Nightline France to identify people in difficulty, listen to them and direct them to specialized professionals.

► PREVENTION AND WELL-BEING WORKSHOPS

Workshops are organized throughout the year, on the theme of prevention as well as nutrition (healthy breakfasts, getting rid of stress, improving concentration, etc.).

In addition, a prevention pack has been distributed to every student this year (a condom, a 'drink watch' and a breathalyser).

Finally, EPF also participates in national events such as 'le mois sans tabac' ('Smoke-Free Month') and 'mai à vélo' ('Cycle in May').

► MENSTRUAL PRECARITY

EPF provides sanitary products free of charge. These are available in the toilets.





OPENING A BANK ACCOUNT

Once you arrive in France, you have to open a bank account. It is highly recommended to contact a bank close to EPF, because they have agreements with the school and might allow you some special offers (free credit card, for instance).

You will obtain a French bank account with a visa card, and it is also recommended to ask for a check-book.

TRANSPORTATIONS

► TRAIN

France has a highly developed train network, and it is possible to travel very fast from Paris to Marseille or Bordeaux (Fast train = TGV).

Young people and students have access to very interesting prices. There are plenty of cards available for young people and students so if you plan to travel often, you'd better buy a card (Carte Avantage Jeune for instance www.sncf-connect.com/app/en-en/catalogue/description/carte-avantage-jeune).

For more details on costs, schedules, cards, reservations etc. check the SNCF website: www.sncf-connect.com/en-en/.

► PLANE

If you want to travel to Europe, the other solution is to take the plane. You have many low-cost companies offering cheap prices to travel around Europe.

The Paris-Cachan campus is located close to Orly airport (and on the B line of the RER, leading to the Charles de Gaulle Airport).

There's also an airport in Montpellier:
<https://montpellier-airport.com>.

► BUS

It is also possible to travel in France or in Europe by bus. 2 main companies offer various destinations from Paris, Montpellier or Troyes (or area), from 5 to 50 €.

· **Blablacar bus** : www.blablacar.co.uk/bus/destinations

· **Flixbus**: www.flixbus.co.uk/

► RENTING A CAR

If you need to rent a car for a weekend, or to move furniture, for instance, you should have a look at the different car rental websites.

BUYING A CELL PHONE

In France, you have 4 main telecommunication providers: Orange, Bouygues Télécom, Free and SFR, each of them proposing different type of offers, with different range of prices.

· **Orange**:

<https://boutique.orange.fr/mobile>

· **Bouygues Télécom**:

www.bouyguetelecom.fr/

· **Free**:

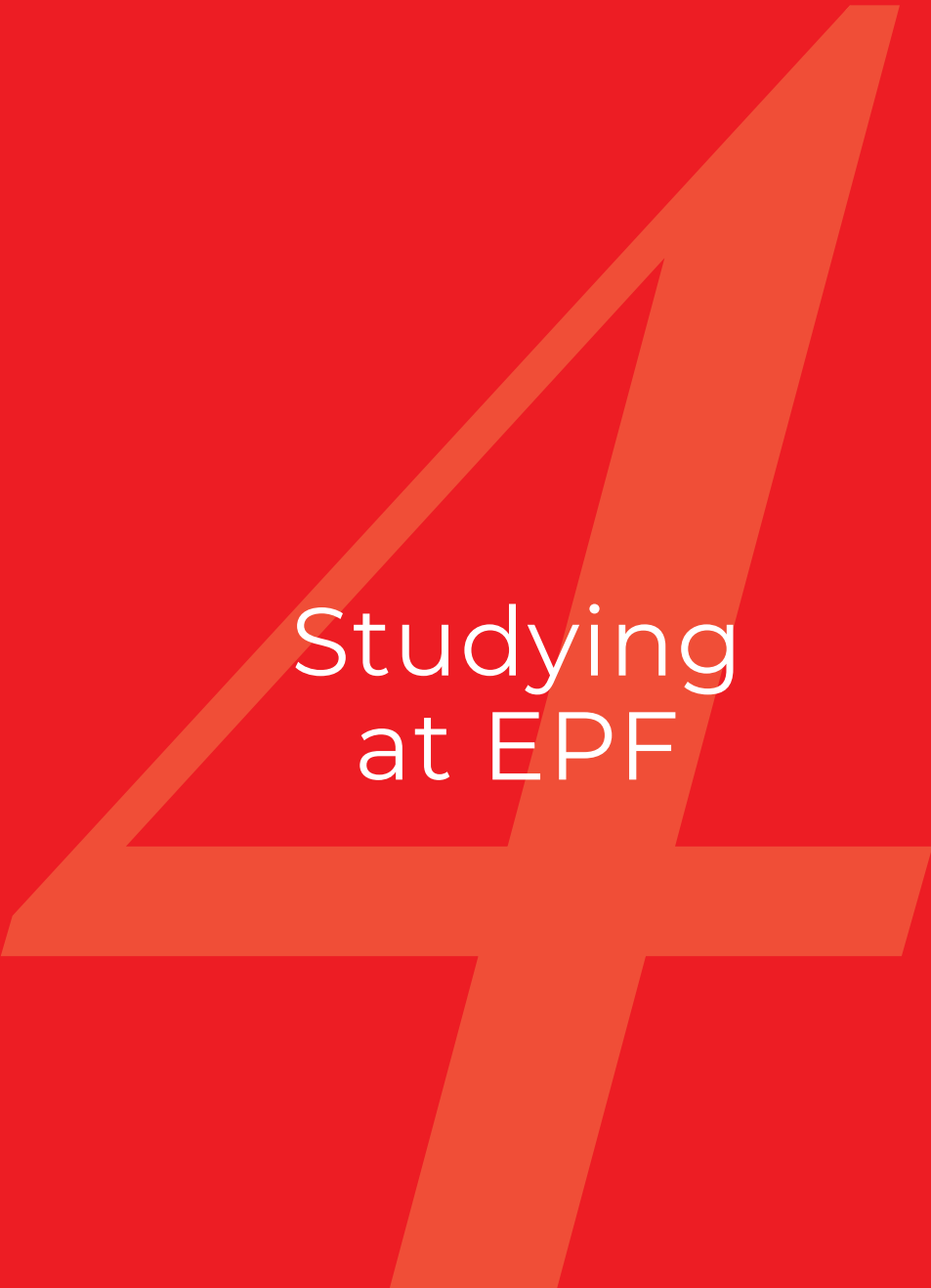
<https://mobile.free.fr/>

· **SFR**:

www.sfr.fr/

This website will allow you to compare the different offers: www.choisir.com/forfait-mobile/comparateur



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Studying at EPF

How to apply (exchange student only)

To study at EPF, your school should benefit from a partnership with the school, whether in the form of an exchange programme (Erasmus, GE4, CREPUQ...), or in the form of a bilateral agreement.

To find out if your school is in this group, contact your international services office.

If you have any doubts that your school does not have an agreement with EPF, contact:

Sophie TELLIEZ

Incoming.students@epf.fr

Once you have confirmed that you can participate in studies at EPF, and **after your official nomination by your university**, you should complete the online admissions application ("dossier de candidature") including the following documents:

- Classes to be taken;
- List of classes you have already taken at your university;
- CV (resume) in French or English;
- 1 identity picture;
- Language certificates (B1 for the French level, B2 for the English level).

Once your application is accepted, the EPF Office for Global Engagement will send you an acceptance letter, which will allow you to obtain your visa.



Document handed in at arrival

An orientation session is organized end of August.

PROGRAMME OF STUDIES

The Programme of studies you have chosen will be submitted to the academic directors of EPF who will confirm whether you may take the classes or not.

This document should be completed carefully and you must point out which classes are required by your home institution. Certain EPF classes are not evaluated, or the only grade is from an assigned project (sometimes in association with other classes). It is therefore very important to know – BEFORE the start of classes – if the student wishes to be graded.

Specialization classes evolve constantly to satisfy the needs of businesses, and therefore certain programmes could have been modified. Unfortunately, certain modifications are done at the last minute; you should therefore wait until classes have been finalized after your arrival in France.

After your arrival, an orientation session will take place with the academic directors, to approve your course of studies and to help you with your choices. Once this programme is fixed and validated, it has to be sent to your EPF coordinator by email, within 2 weeks after the orientation meeting. After this date, it won't be possible to add a course.

Attendance to classes is compulsory, and you will have to sign each time you start a class. It's also very important to be committed in each of the projects or group work included in the courses.

You will be able to check your schedule, exams, etc. on the MyEPF portal <http://my.epf.fr>. Please check that you are correctly registered to all the courses you selected, and inform your EPF coordinator immediately if it's not the case.

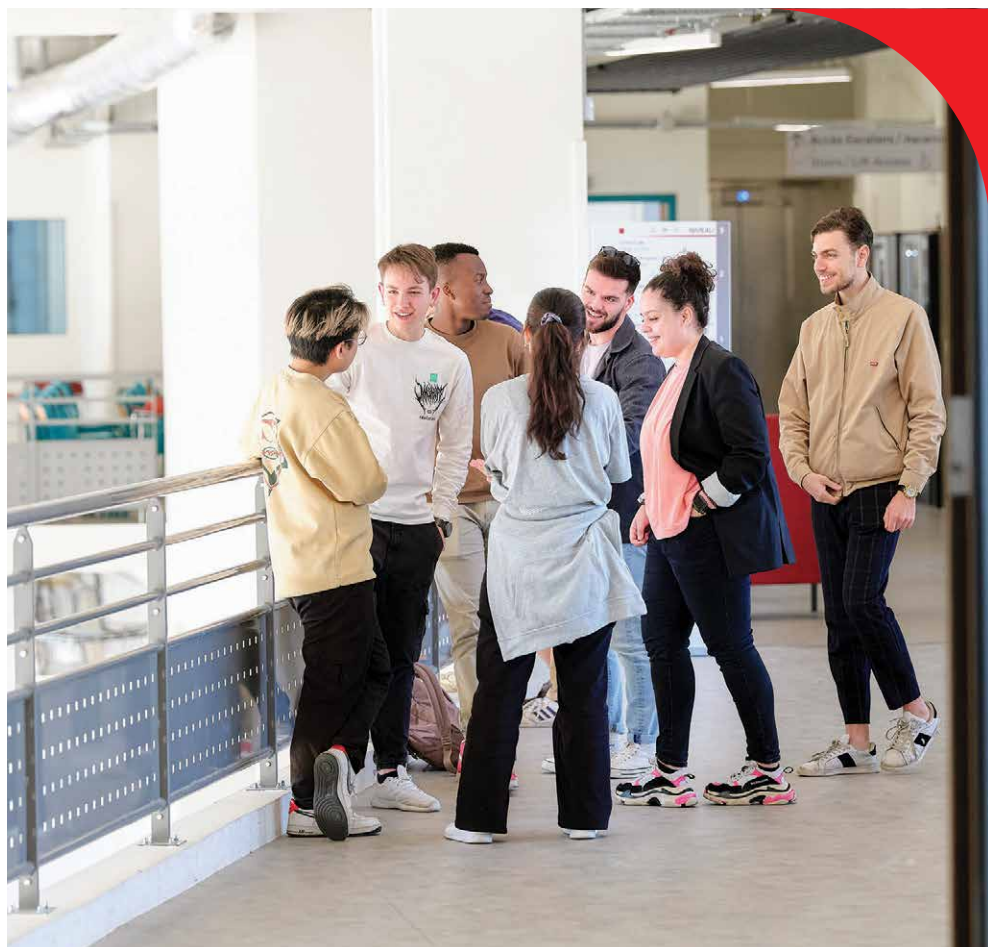
CLASS SCHEDULES

The schedules for the majors are quite easy to read. The number of students in each class is not very high and there are no divisions into groups or alternating classes such as with the first three years.

The class schedules are accessible on Sharepoint or personal schedule <https://mydata.epf.fr/phenix/front-controller.php?v1=RTsRWA9QHEX SXF1fXUJ0BxRTTQIU&com=RFsTRA dcXg==&job=RFgAXghcXF8aVUVDXF-FVDBA=>.
check it regularly, as it might change.



Check your
personal schedule



STUDENT ID CARD

At the beginning of your stay, photos will be taken by a photographer, in order to prepare your student ID card. You will receive it a few weeks after your arrival.

This card will give you access to CROUS university restaurants and it helps receiving reduced rates for movies, museums...

It also allows you to access certain special services (specialized travel agencies, subscriptions, purchase a cell phone, transport passes...).

CERTIFICATE OF ACADEMIC ENROLMENT

This is an official document that guarantees that you are taking classes at EPF; it will be useful for different organizations (prefecture, bank, university residences...). Upon arrival, you will receive several copies of this document, but it will also be possible to download it from your personal space on myEPF.

Organization of classes and test

Before arriving at EPF, you will receive the internal rule and you will have to sign it and follow or accept the consequences.

CLASSES

► LECTURES (COURS MAGISTRAUX)

Class attendance is required since you will not have any books to follow. All information will be given to you during the classes and you must take notes. The teachers occasionally hand out copies of documents (called “polys”) that complete what has been said during the class.

It is therefore very important to attend all classes if you wish to pass the exams.

In addition, it is also important to be on time for class. If you arrive very late, it is better to wait for the break to enter the class, so as not to disturb your classmates (unless the class takes place in a lecture hall).

Lectures take place for the most part in the lecture halls (amphis) and the entire class is pre-set for them (about 180 students). Sometimes, the class is divided into several groups (a, b, c and d), which are also divided for certain classes (ab, ac, ad, etc...).

► EXERCISE SESSIONS AND LABS (TDS AND TPS)

The TDs and TPs take place for certain subjects in 1st, 2nd or 3rd years, in complement to the lectures. TD - Travaux Dirigés: working out exercises with the help of a teacher (“chargé de TD”). TP – Travaux Pratiques: Work in a laboratory (electronics or electricity, for example).

► LANGUAGE CLASSES

French classes take place twice a week at EPF. They are mandatory (unless you are already bilingual or if you come from a French speaking country) and you will have one or more tests during the course of the year. Your French grade will be included in your transcript.

If you apply for the French engineering degree, you will have to study English and French.

Attendance for these classes is also mandatory and graded tests are taken.



EXAMS

► TYPES OF EXAMS

At EPF, you can receive a grade from one of four types of tests depending on the year of studies:

L'interrogation (called "interro"): it only takes about 20 minutes at the beginning of a TD and is written (this does not concern specialization courses).

Colle: an oral exam that takes place in the evening (this is solely for the Dynamics and Maths courses of the first three years).

Partiel: a written exam lasting two hours (sometimes longer). Dictionaries and calculators are allowed in certain cases.

Projet: a project. This may be done singly or in groups and handed to the teacher on a certain date.

► HOW TO SIGN UP FOR TESTS

You are automatically registered for the exams. The test schedule is available at the beginning of the year and it is very important to find out very early when you will have a written test.

► HOW TO PRESENT YOUR TEST

The presentation of test pages is very important. You must write in pen (black or blue ink) and never with a pencil.

Do not forget to put your name and nationality in the top left corner of the page, as well as the date and exam subject.

You run the risk of being penalized if your test is crumpled or scribbled on (if you make a mistake use white out rather than cross stuff out). Also, write on the lines rather than across them.

For "partiels" where you must compose paragraphs, clearly indicate your nationality so that the teacher can understand that French is not your native language. You will not have additional time to understand the tests paper, but you can in certain cases bring your French-Native Language dictionary.

Beware: Some teachers can count your level of French or the presentation of your test paper in the grade they give you. It is therefore very important to make sure that your paper is clean and well presented.

In addition, your test must be completed in French and not in English or your native language (even if the teacher indicates that he speaks another language).

You will be allowed to write you exams in English only if you took classes taught in English.

► IS IT POSSIBLE TO RETAKE AN EXAM OR TO CHANGE THE DATE?

The test dates are determined in advance for the entire class. Therefore, it is not possible to change a test date.

If you miss an exam (because you were not in France, for example), it would be impossible to retake it. In addition, if you do not obtain the note expected, you cannot retake the test in this case either.

► **WHAT HAPPENS IF YOU ARRIVE LATE TO AN EXAM?**

If you arrive during the first half of the exam, you are authorized to enter, but you must hand in your test at the same time as the others. If you arrive later than that, you cannot take the test. Example the exam lasts two hours -> if you are 30 minutes late you can enter, if you are 1 hour 10 minutes late you cannot.

► **WHAT HAPPENS IF I DON'T SHOW UP TO THE EXAM?**

Exchange students: if you have registered for an exam, and if you don't take it, then you will get a zero, mentioned on your transcript. If your absence is for a serious reason (excused by a medical certificate) your case will be examined.

Double degree students or graduating students: in case you miss an exam (absent)

you will obtain a zero. If you've been sick (and you have a medical certificate), you will be able to retake the exam later on.

► **AM I GRANTED MORE TIME TO DO THE EXAM?**

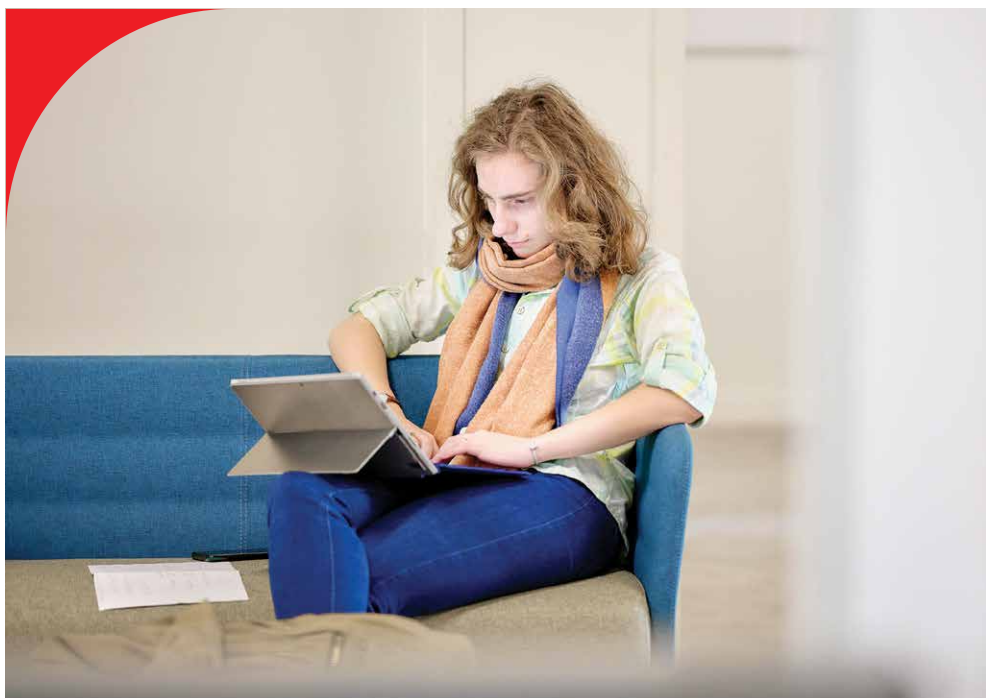
The extra time is allowed only for the whole 4th year (for the N+1 students).

If the exam takes place in the morning, those students will start their exam before the regular hour. If it takes place in the afternoon, they will end the exam after the regular hour.

► **WHAT CAN I USE DURING THE EXAM?**

During some exams, the use of documents is allowed (notes, photocopies...) and most of the time, calculators are also allowed. It is often mentioned before the exam.

In any case, cell phones (even if they are turned off) are not allowed (music players neither).





CLASS REPRESENTATIVES

In France, the idea of “Student governing” does not exist. At the beginning of the year, the students choose a representative for their class (or their option).

This is the class representative.

This representative is the intermediary between the students and the administration or the teachers, for everything that is related to the students. If you have a question about a class, ask the representative concerned.

INTERACTION WITH TEACHERS AND ADMINISTRATORS

At the beginning of each new class, it is recommended that you introduce yourself to the teacher; this is so that he can identify you and take note of any difficulties (especially with understanding the language). It is asked that you address your teachers and all of the administration that

you meet as “vous”. Do not use the “tu” form of address unless the person clearly asks you to do so (it is not because a person addresses you as “tu” that you can automatically address them in the same fashion).

GRADES

At the end of your stay, a transcript will be sent to your university. It will include all the grades you have received while in France, and also considers your French grade (even if this class is optional in your university).

In France, grades are given between 1 and 20 (1 being the worst and 20 the best). It is very hard to receive a grade of 20, and a grade of 13 is considered a very good grade, depending on the subject in question.

Before determining your level, we will look at the average grade of the class, the highest grade and the lowest grade. If necessary, comments can be added to justify a poor result.

ORIENTATION MEETING

An orientation session is organized end of August. It is compulsory for every new student (exchange or degree-seeking students).

The first part of the meeting will consist of a presentation of EPF and its organization (classes, exams, schedules, etc.) and also to take care of all the administrative process.

During the 2nd part, you will meet with the professors in charge of the specializations, in order to finalize your programme of courses and discuss about the courses you will have to take.



HOLIDAYS AND NATIONAL HOLIDAYS

At the beginning of the year, you will receive the calendar for the academic year, mentioning all the holidays.

► THOSE ARE THE MAIN PERIODS OF HOLIDAYS

- Toussaint (for the 1st, 2nd and 3rd year students): 1 week, end of October
- Christmas (for everyone): 2 weeks, from Friday just before Christmas, to Monday right after the 1st of January.
- Winter: 1 week end of February
- Spring: 1 week in April

► DURING THE YEAR YOU WILL ALSO HAVE NATIONAL (BANK) HOLIDAYS

- New Year: January 1st
- Easter: Monday, in March or April (depending on the year)
- Labor Day: May 1st
- World War II: May 8
- Ascension: One Thursday, in May
- Pentecôte: One Monday in May or June
- Bastille Day: July 14
- Assomption: August 15
- Toussaint: November 1st
- World War I: November 11
- Christmas: December 25

Sometimes, when a day off is a Tuesday, or a Thursday, it can happen that the Monday or Friday will also be off, for a long week-end.

Of course, you are not allowed to take extra holidays outside of the planned schedule (for instance you cannot take holidays if it's a national or religious holiday in your country).

A large, stylized number '5' graphic in a lighter shade of red, positioned in the background of the page. The '5' is composed of thick, rounded lines and is centered vertically and horizontally.

EPF IT system

EPF EMAIL ACCOUNT

At your arrival, an EPF account will be set up for you, allowing you to connect on the EPF network (computers, but also wifi). It will also allow you to connect on the EPF portal (<https://epfedu.sharepoint.com/sites/myeduc>), or to your EPF email.

You will receive an email (on your personal email address) giving you your login and password. The password will have to be changed on your first connection (this has to be done on one of the EPF computers). Your EPF email address will look like the following *first_name.name@epfedu.fr*.

This address will have to be used for every correspondence during your studies at EPF (the administration will only contact you on this address). You can access your emails at this address: <https://outlook.office365.com/mail/>.

You can also get your EPF emails through Outlook.

The Moodle platform allows you to download handouts provided by the professors, and also to have messages and updates concerning courses, exams, deadlines, etc. To access this platform, you have to type this address: <http://moodle.epf.fr>

You have to use your EPF user ID.



epf ENGINEERING SCHOOL
Creating the future together

Se connecter

E-mail EPF

Votre compte n'est pas accessible ?

Retour Suivant

Bienvenue sur la page de connexion de l'EPF

Under the “Mes cours” tab, you will find all the courses you will take, as well as the documents linked. Once you have been registered, you will have to check if you find all the courses you selected.




















MYEPF PORTAL

To access the EPF portal, you have to type this address:

<https://epfedu.sharepoint.com/sites/myeduc>.

On the portal, you will find all the important information related to your studies (schedule, grades, etc.).

The screenshot shows the MYEPF Portal interface. At the top left is the EPF Engineering School logo with the tagline 'Creating the future together'. To the right of the logo is the slogan 'Creating the future together' in a large font, followed by three icons: an airplane, a graduation cap, and a computer monitor. Below the header is a grid of 15 service tiles, each with an icon and a text label. The tiles are arranged in three rows of five. The first row contains: 'Modify my personal data & re-registration' (person icon), 'My timetable' (calendar icon), and 'My ical timetable' (calendar with arrows icon). The second row contains: 'Download my administrative documents' (document with download icon), 'Upload my administrative documents' (document with upload icon), and 'Consult my documents' (document with magnifying glass icon). The third row contains: 'My internships' (document with checkmark icon), 'How to re-register' (document with download icon), and 'Presence sheet online' (clock icon). Below this is a second row of five tiles: 'The campuses' (house icon), 'Internship & entering the job market' (briefcase icon), 'International' (airplane icon), 'Languages' (globe icon), and 'IT Service at EPF' (computer monitor icon). The final row contains: 'Student clubs' (musical notes icon), 'Who does what' (question mark icon), and an empty space.

 Modify my personal data & re-registration	 My timetable	 My ical timetable
 Download my administrative documents	 Upload my administrative documents	 Consult my documents
 My internships	 How to re-register	 Presence sheet online
 The campuses	 Internship & entering the job market	 International
 Languages	 IT Service at EPF	 Toolbox
 Student clubs	 Who does what	



☆ Non suivi **Anglais** ▾

myEPF - Version Française

 Classroom timetable


 My bulletin

 My datas

 Training

 Student life


My shortcuts

 My mailbox 0365

 Moodle EPF

 EPF website

 Citrix EPF

 Library & digital resources

Your campus





Useful addresses and websites

Consulates and embassies

GERMANY: 28, rue Marbeau - 75116 PARIS
Tél: 01 53 83 45 00 - Fax: 01 43 59 74 18
www.allemagneenfrance.diplo.de

US: 2, rue St-Florentin - 75008 PARIS
Tél: 01 43 12 47 08 - Fax: 01 49 27 92 65
<https://fr.usembassy.gov/fr/>

ARGENTINA: 6, rue Cimarosa - 75116, PARIS
Tél: 01 44 05 27 00 - Fax: 01 45 53 46 33
<https://efran.cancilleria.gob.ar/fr>

BRASIL: 34, Cours Albert 1^{er} - 75008 PARIS
Tél: 01 45 61 63 00 - Fax: 01 42 89 03 45
<http://paris.itamaraty.gov.br/fr/>

CANADA: 35, av. Montaigne - 75008 PARIS
Tél: 01 44 43 29 00 - Fax: 01 44 43 29 99
www.canadainternational.gc.ca/france/index.aspx?lang=fra

CHINA: 20, rue Washington - 75008 PARIS
www.amb-chine.fr/fra

COLOMBIA: 22, rue de l'Elysée - 75008 PARIS
Tél: (33) 1 42 65 46 08 - Fax: (33) 1 42 66 18 60
<https://paris.consulado.gov.co/>

CAMEROON: 73, rue d'Auteuil - 75016 PARIS
Tél: (33) 1 46 51 89 00 - Fax: (33) 1 40 71 54 32
<https://diploconsult.com/index.php?lang=fr>

KOREA: 125, rue de Grenelle - 75007 PARIS
Tél: 01 47 53 01 01 - Fax: 01 47 53 00 41
<https://overseas.mofa.go.kr/fr-fr/index.do>

CROATIA: 7, Square Thiers - 75116 PARIS
Tél: 01 53 70 02 91 - Fax: 01 53 70 85 80
<https://mvep.gov.hr/informations-consulaires-180104/section-consulaire-de-l-ambassade-de-la-republique-de-croatie-en-france-180105/180105>

DENMARK: 77, av. Marceau - 75116 PARIS
Tél: 01 44 31 21 21 - Fax: 01 44 31 21 88
<https://frankrig.um.dk/fr>

SPAIN: 22, avenue Marceau - 75008 PARIS
Tél: 01 44 43 18 00 - Fax: 01 47 20 56 69
www.exteriores.gob.es/Embajadas/Paris/es/Paginas/inicio.aspx



FINLAND: 1, place de Finlande - 75007 PARIS
Tél: 01 44 18 19 20 - Fax: 01 45 55 51 57
<https://finlandabroad.fi/web/fra/etusivu>

INDIA 13-15, rue Alfred Dehodencq-75016 PARIS
Tél: 01 40 50 70 70 - Fax: 01 40 50 09 96
www.eoiparis.gov.in/

ITALY: 51, rue de Varenne - 75007 PARIS
Tél: 01 49 54 03 00 - Fax: 01 45 49 35 81
<https://ambparigi.esteri.it/fr/>

MEXICO: 4, rue Notre Dame des Victoires
- 75002 PARIS
Tél: 01 42 86 56 20 - Fax: 01 49 26 02 78
Email : consularmex@wanadoo.fr
<https://embamex.sre.gob.mx/francia/index.php/fr/>

NETHERLANDS: 7-9, rue Eblé - 75007 PARIS
Tél: 01 40 62 33 00 - Fax: 01 40 62 34 56
www.paysbasmondial.nl/pays/france/qui-sommes-nous/ambassade-paris

POLAND: 1, rue de Talleyrand - 75343 PARIS
Cedex 07 - Tél: 01 43 17 34 05
www.gov.pl/web/france

CZECH REPUBLIC: 15, avenue Charles Floquet
75007 PARIS
Tél: 01 40 65 13 00 - Fax: 01 40 65 13 13 -
www.mzv.cz/paris

TAÏWAN: 78, rue de l'Université - 75007 PARIS
Tél: 01 44 39 88 20 - Fax: 01 44 39 88 12 -
www.taiwanembassy.org/fr/

TURKEY: 16, avenue de Lamballe
75116 PARIS
Tél: 01 53 92 71 12 - Fax: 01 45 20 41 91
<http://paris.emb.mfa.gov.tr/>

VENEZUELA: 11, rue Copernic - 75116 PARIS
Tél: 01 45 53 29 98 - Fax: 01 47 55 64 56 -
<http://francia.embajada.gob.ve/>

If you haven't found yours, check on this website: www.diplomatie.gouv.fr/fr/le-ministere-et-son-reseau/representations-etrangeres-en-france/



Studying in France

► **CAMPUS FRANCE**

www.campusfrance.org/

► **MINISTRY OF EDUCATION:**

www.enseignementsup-recherche.gouv.fr/fr

► **FRANCE DIPLOMATIE:**

www.diplomatie.gouv.fr/en/coming-to-france/studying-in-france/

► **INFORMATION ABOUT FRANCE**

www.france-pittoresque.com/

www.adn-tourisme.fr/

<http://france.fr/>

► **INFO ABOUT PARIS AND
ILE DE FRANCE**

www.parisinfo.com/

www.parisinconnu.com/index.htm

► **INFO ABOUT CACHAN**

www.ville-cachan.fr

► **INFO ABOUT TROYES**

www.troyeslachampagne.com/

www.ville-troyes.fr

► **INFO ABOUT MONTPELLIER**

www.montpellier-france.com/

www.montpellier.fr/

► **GOING OUT**

www.thefork.fr/

www.restoaparis.com/accueil.html

www.sortiraparis.com

www.theatreonline.com

www.billetreduc.com/

www.transilien.com/fr/page-de-listetourisme/tourisme-en-ile-de-france

► **TRANSPORTATION**

www.ratp.fr

www.oui.sncf/

www.fr.lastminute.com/sejour/

www.trivago.fr/

www.opodo.fr

www.expedia.fr

www.liligo.fr/

www.easyjet.com/fr

www.ryanair.com/

www.vueling.com/fr

► **PRACTICAL INFO**

Phonebook: www.pagesjaunes.fr

Information about strikes:

www.cestlagreve.fr/

► **LEGAL ADVICES**

www.legifrance.gouv.fr/

► **COMPANIES' DIRECTORY**

www.kompass.fr

www.europages.fr/

► **ONLINE SHOPS**

www.fnac.com

www.cddiscount.fr



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CAMPUS DE PARIS-CACHAN	55 avenue du Président Wilson, 94 230 Cachan. +33 (0)1 41 13 01 51
CAMPUS DE TROYES	2 rue Fernand Sastre, 10 430 Rosières-près-Troyes. +33 (0)3 25 70 77 19
CAMPUS DE MONTPELLIER	21 boulevard Berthelot, 34 000 Montpellier. +33 (0)4 99 65 41 81
CAMPUS DE SAINT-NAZAIRE	24 avenue Léon Blum, 44 600 Saint-Nazaire. +33 (0)2 30 79 06 00
