

**2024-25
ACADEMIC YEAR**

Practical
guide for
students

ENSASE



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Welcome to ENSASE!

Are you a first-time ENSASE student? All the teaching, administrative and student teams welcome you to your School. Discover your working environment through this practical guide: access, health, services, student life, etc. You'll find all the information you need to organize your studies and student life at ENSASE.

International student welcome desk

The objective of the Students Welcome Desk (SWD) is to improve the welcome and facilitate the integration of international students, while introducing them to the richness and values of Saint-Étienne and its metropolis. The SWD operation is coordinated for higher education institutions by the COMUE Université de Lyon and piloted locally by the UJM's International Mobility Office. The Saint-Etienne SWD is run collectively by the UJM, EMSE, ENISE, ESADSE, ENSASE, EN3S, EM Lyon de Saint-Etienne, the City of Saint-Etienne and Saint-Etienne Métropole.

Do you need information on residence permits? housing? health? cultural life?

There will be information sessions in French/English for international students at La Comète from end of August to the beginning of October Espace Info Jeunes, La Comète, Tuesdays from 8:30 am to 1:00 pm and Thursdays from 11:00 am to 6:30 pm

A hotline, dedicated to questions about residence permits, is also open from September 6 to November 30 from 9:00 am to 4:30 pm

Espace Info Jeunes

Phone: 04.37.28.07.07

Welcome-student@univ-st-etienne.fr

<https://www.univ-st-etienne.fr/fr/international/etudiants-internationaux-incoming-students/on-vous-accueille/le-students-welcome-desk.html>

Information regarding schooling

For any information regarding start dates, school holidays and various educational activities (integration week, travel week, semesters, juries, partials, Catch-ups...) refer to the ENSASE website. Concerning timetables and educational information, all the details can be consulted on Taïga:

<https://etudiant.archi.fr/taiga/etd/?ce=stet>

Conferences: every first Tuesday or Wednesday of the month.

Exhibitions and conferences: Consult the program on the ENSASE website

Your contact at ENSASE

International department manager

Laurence Coste

Phone: 04.77.42.37.29

laurence.coste@st-etienne.archi.fr

Student card

A student card mentioning the cycle of study is issued upon registration. It allows, among other things, the loan of books to the library and access to the building.

Insurance against accidents and bodily damage

Each student must be covered by civil liability insurance.

Access and school opening times

School opening hours

Monday to Friday 7:30 a.m. to 10 p.m.
(evacuation 30 minutes before closing)

Outside of class time: 8 a.m. to 7 p.m.

Reception opening hours: Monday to Thursday
8 a.m. to 12:30 a.m. and 1:30 p.m. to 4 p.m.

Friday 9 a.m. to 12:30 a.m

Conditions of access to the premises

Access to the School is via the student card. The card is strictly personal and nominative.

Respect for equipment and premises

In order to guarantee pleasant working conditions for all members of the School, students are asked to ensure the good order of the workshops and the cleanliness of the premises as a whole.

All items on the floor must be removed by the cleaning team on Mondays, Wednesdays and Fridays. Students are invited to put away their belongings on tables or in lockers and to sort waste according to selective sorting in order to avoid any loss of equipment.

Freely allocated lockers are available in the workshops. Students must have a padlock, preferably with a code, to facilitate sharing lockers. They cannot be individual because of their number.

Well-being and health

Committed to a very active approach in favor of students' well-being and health, ENSASE participates each year in contributing to and implementing actions.

A ministerial action plan

In order to strengthen student the support measures and actions for health and well-being, the Ministry of Culture published an "Action Plan" in March 2022 to demonstrate its commitment to the 20 Schools of architecture in this approach. This multi-year plan runs from 2022 to 2027.

It demonstrates a proactive approach of ten major orientations broken down into 30 flagship actions, themselves grouped under two components: "the students in their establishment", "students in their course".

Following the guidelines of this action plan, ENSASE has developed and strengthened its activity around student health and well-being.

For international students

Find all your procedures at :

<https://www.ameli.fr/loire/assure/droits-demarches/europe-international/protection-sociale-france/vous-venez-etudier-en-france>

Health insurance

Health insurance : <https://www.ameli.fr>

Find all the steps and advice on the website of the health insurance:

<https://www.ameli.fr/loire/assure/droits-demarches/etudes-stages/etudiant/etudiant>

Complementary insurances

<https://www.lmde.fr>

<https://smerra.fr>

For exceptional emergencies

You can contact the CPAM de la Loire via the following e-mail address:

jeunes.cpam-loire@assurance-maladie.fr

University preventive medicine

Students are welcome every day from 1 p.m. to 4 p.m.

Phone: 04.69.66.11.00

<https://www.univ-st-etienne.fr/fr/mpu.html>

Psychologist at ENSASE

Offices hours are organized once a month at ENSASE

Chantal Prevost

Work psychologist

Phone: 06.60.03.86.88

chantalprevost@wanadoo.fr

<http://chantalprevostpsychologue.com/>

Catering

Restaurant U CROUS

The price of the menu is 3,30 € and 1 € for students with scholarships. To activate your Izly account (contactless payment method via your student card or smartphone):

<https://www.crous-lyon.fr/restauration/izly-nouveau-mode-de-paiement/>

Resto' and Cafet' in Saint-Etienne

Métare Campus

- Resto' Métare: 11 am to 1.30 pm
- Cafet' IUT: 7:30 am to 2:30 pm
- Cafet' Sciences: 10:30 am to 2:30 pm

Tréfilerie Campus

- Resto' Tréfilerie: 11 am to 1:30 pm
- Cafet' Tréfilerie: 11 am to 1:30 pm

Cafet' Tréfilerie transformed into an island of the Tréfilerie restaurant at the beginning of the school year for take-away sales

Manufacture Campus

- Cafet' Telecom: 7:30 am to 1:30 pm

North Campus

- Cafet' Medicine: 7:30 am to 2:30 pm

<https://www.crous-lyon.fr/restauration/manger-au-crous/ouverturesetfermetures/>

The BDA

The BDA offers light and fast food every day during the lunch break.

Contact: bda@st-etienne.archi.fr

Sport

SUAPS

In order to offer all students access to numerous sports, the school contracts with the SUAPS of Saint-Étienne (university service for physical and sporting activities). The presentation of sporting activities and how they work are detailed at the start of the year.

Information + :

<https://www.univ-st-etienne.fr/fr/suaps.html>

Sportecture

ENSASE supports Sportecture, the student association which offers students a range of sporting activities (football, basketball, handball, badminton, volleyball, ultimate, dodgeball, box, muscle strengthening, etc.), 2 hours per week.



Social Action

CROUS social action

The Crous de Lyon's mission is to improve the reception and living conditions of students in the Rhône, Loire and Ain regions.

Contact a CROUS social worker

Draft an e-mail to ssocial@crous-lyon.fr indicating your school, your field of study, the reason for your request, your telephone number and your school certificate for the current year.

The social service secretaries are available by phone on Tuesdays from 1:30 to 4:30 pm and on Thursdays from 9 am to 12 pm

Phone: 04 72 80 13 25.

Information + : <https://www.crous-lyon.fr/action-sociale-sante/contacter-le-service-social/>
<https://www.crous-lyon.fr/2023/01/11/rentree-2023-mode-demploi/>

In Saint-Etienne, the Clous assists it. Open from Monday to Friday from 9 am to 5 pm. Back to school CROUS instructions for use.

CLOUS

rue Tréflerie

Phone: 04 77 81 85 50

Emergency fund for students

ENSASE has an emergency fund for students. This exceptional emergency aid is intended solely for students in a precarious financial situation, who do not meet the CROUS or ASSA criteria, or who have problems with delays in receiving their aid, for which they are not responsible.

Jessica Auroux

Phone: 04.77.42.35.48

jessica.auroux@st-etienne.archi.fr

Youth Info Space

With the Espace Info Jeunes, Saint-Étienne town council is helping local students to become self-sufficient by providing them with the advice they need. This is a free municipal service. It is open to all young people in Saint Etienne, with no need to make an appointment. A team of advisers is on hand to answer any questions about practical life, careers, career guidance and leisure activities. On appointment : Monday from 2 p.m. to 5 p.m. Tuesday to Friday from 10 a.m. to 12 p.m. and from 2 p.m. to 5 p.m.

La Comète

7 avenue du Président Émile Loubet
Phone: 04 77 48 63 33
saintejeunes@saint-etienne.fr

Sainté Mémó

SaintéMémó (website and downloadable application) informs students in Saint Etienne about all the assistance they can claim, the support services available, emergency solutions and all the useful contacts.

Information + : <https://saintememo.fr>

Equality vigilance

Risk prevention

Preventing and combating discrimination, gender inequality, violence and sexual harassment (VHSS). The school also organizes civic education initiatives, in particular as part of the Journées architectes-citoyen(ne)s (citizen-architect days). This awareness-raising and prevention campaign on civic values, organized for two consecutive years (2020 and 2021), has helped to educate students about discrimination and harassment and to present them with all the rights and assistance to which they are entitled.

These citizen-architect days have also provided an opportunity to train students and raise their awareness of the place of women in architecture and the prevention of sexist and sexual violence.

Zero discrimination goal

The school has developed various procedures and tools with the aim of guaranteeing equal opportunities for all players, combating discrimination and harmful stereotypes, and disseminating these principles of respect for others and non-discrimination throughout its organization and procedures.

On a daily basis, ENSASE is constantly committed to developing an internal culture favorable to diversity and equality for students, staff and the general public:

- Employment of disabled people
- Measures to promote equal pay for equal work
- Staff recruitment, induction and training procedures to prevent the risk of discrimination and promote diversity

Medical staff

Ms. Chantal PREVOST

Psychological unit
chantalprevost@wanadoo.fr

Dr Brigitte POIZAT

University prevention doctor
Phone: 04 69 66 11 04
brigitte.poizat@univ-st-etienne.fr

Contact persons

Habib KRALIFA

Discrimination referent
habib.kralifa@st-etienne.archi.fr

Cédric LIBERT

Director
cedric.libert@st-etienne.archi.fr

Student associations

Architects' office (BDA)

Similar to a BDE, the aim of this association is to encourage exchanges between students. The BDA participates in the school's cultural life by organizing exhibitions, concerts and themed evenings, as well as managing the cafeteria.

Contact: bda@st-etienne.archi.fr

Archimatos

Archimatos offers students the opportunity to buy the equipment they need for their studies, at negotiated and competitive prices. Contact with Archimatos is made when students enroll at the school: an order form is given to each new student to make an initial purchase of equipment.

Contact: archimatos@st-etienne.archi.fr

Imhotep

Imhotep is a solidarity association that promotes the well-being of students: yoga classes, baskets of fruits and vegetables and organic food in bulk, complete and balanced lunch boxes. Imhotep also organises architecture awareness sessions in schools.

Contact: imhotep.association@gmail.com

Focus

The association brings together students interested in photography. It is a place for students to exchange ideas, advice and knowledge about digital and film photography, as well as video. It organizes photo competitions, exhibitions, introductory courses (shooting, developing and photo printing), photo outings and equipment loans.

Contact: focus@st-etienne.archi.fr

Villebrequin

Villebrequin is a student association with an educational and economic vocation, operating in the spirit of a junior company. Villebrequin offers tailor-made services at reduced cost to companies and architecture professionals, while students benefit from paid work experience.

Contact: villebrequin@st-etienne.archi.fr

LaCharette

Each year, the association organizes a construction workshop bringing together students from the four architecture schools in Auvergne-Rhône-Alpes. LaCharette is set up in one of the participants' four home towns, focusing on a particular theme, material and construction technique.

Contact: la-charette@st-etienne.archi.fr

BIM'SE

BIM'SE is an annual collaborative competition, designed and organized by ENSASE students, with the aim of involving all the region's construction-related educational establishments in the BIM method.

Contact: bimse@st-etienne.archi.fr

Sportecture

The association offers students a wide range of sports for 2 hours a week at the sports hall near the Saint-Etienne exhibition center. Weather permitting, sports are played outdoors in the Parc du Puits Couriot. Sportecture also organizes and takes part in sporting events such as the Archipiades, ski outings and table football tournaments.

Contact: bds@st-etienne.archi.fr

Spectro

The association offers students a range of artistic activities, organizing social events around music as well as partnerships with artistic cultural institutions at preferential rates.

UNEAP

The National Union of Architecture and Landscape Students is an association representing all students of architecture and landscape schools in France.

Contact: contact@uneap.fr

Architech

The association aims to facilitate links between architectural practices and new technologies.

Contact: architech@st-etienne.archi.fr

Resource centers

Digital tools User account

To use all the IT tools, you need a personal user account:

For the first connection, the original user name is the family name and the password is the student number.

The password must be changed on a school machine when you log on for the first time.

RENATER Messaging and Sharing

This is ENSASE's primary communication tool.

Each user has an email account. Your connection

login is your email address: prenom.nom@

st-etienne.archi.fr (your password will be given to you at the start of the academic year). The

webmail can be consulted internally and externally at the following address:

<https://partage.st-etienne.archi.fr>

The link is available on the website and intranet.

RENATER also offers various tools, the link to which is available on the "RENATER Tools" intranet:

Renavisio and Rendez-vous: videoconferencing

services, Evento: Doodle clone, Filesender:

wetransfer clone for secure file sharing of several gigabytes.

Taïga: the student education portal

Taïga is the national portal for all schools of architecture. It gives students access to timetables, teaching records, certificates of enrollment, teachers directory, etc.

Taïga can be consulted remotely and is accessible via an individual password issued to each student.

Equipment of rooms and workshops

Most classrooms are equipped with a video projector and a desktop computer.

Rooms 123, 207, 217, 219, 315, 317 and 404 have sound systems.

Room 123, in amphitheater configuration, has completely renovated audiovisual equipment with the possibility of interactivity and a whiteboard over the entire projection surface.

Prints

Printers and copiers are connected to the network and managed by the Impressions server. Each workstation has the nearest printer as its "default printer". Other printers (copiers or plotters) can also be added.

Intranet

The intranet <http://intranet.st-etienne.archi.fr/> is accessible from the outside with "name and password".

Equipment loan

The list of available equipment can be consulted and bookings made at

<http://resamat.st-etienne.archi.fr>. You can contact the IT and Multimedia Department for any specific equipment or assistance requirements.

Wireless

The school is covered by WiFi.

To access WiFi, you must go to the IT department to register your account, from 8.30am to 12pm and from 2pm to 5pm.

Once you have registered, you will only need to enter your login details once during the academic year. Find the step-by-step instructions on the intranet:

<https://intranet.st-etienne.archi.fr/?p=12738>

Collaborative tools

ENSASE uses collaborative tools developed by Microsoft. Students can obtain free Microsoft Office 365 Education licenses (Word, Excel, PowerPoint, etc.) as well as access to Microsoft Teams. Go to the page

<https://www.microsoft.com/fr-fr/education/products/office>

and log in with your ENSASE email address @st-etienne.archi.fr

Contact: informatique@st-etienne.archi.fr

Reprography department

The school is equipped for printing and reprography of small and large formats. The reprography service is equipped with:

- 1 A0 black & white and color inkjet copier scanner plotters
- 1 A4/A3 color copier
- 3 self-service copiers printers (library, 1st and 3rd floor)
- 1 thermal binder
- 2 metal binders and 1 coil binder

Photocopy cards at preferential rates are on sale at school and can be recharged online.

The service is open: Monday to Friday from 8:30 a.m. to 12:30 p.m./1:30 p.m. to 4:30 p.m.

Sandrine Quincey

Reprography manager

Phone: 04.77.42.37.28

sandrine.quincey@st-etienne.archi.fr

Model workshop

The model workshop is a space for making models and prototypes. It is equipped to work with wood, cardboard, polystyrene, Plexiglas, metal, etc.

It has a range of machine tools (sliding mitre saw, scroll saw, drill press, wood lathe, lap sander, belt sander, band saw, circular saw, bench grinder, etc.).

Portable electrical equipment (drill, screwdriver, jigsaw, etc.) is also available, as well as a wide range of tools that can be borrowed from the manager (hammer, screwdriver, cutter, measuring and marking tools, etc.).

A laser cutting machine is available for fast, accurate cutting and engraving.

The machines can only be used in the presence of the manager. The supervisor is responsible for ensuring that safety rules are observed, and provides students with the appropriate personal protective equipment.

Monday to Thursday: 9 a.m. – 5 p.m.

Closed on Friday

Emma Vernet

Model workshop manager

Phone: 04.77.42.35.59

emma.vernet@st-etienne.archi.fr

Library

The documentation center offers reference works in the fields of architecture, construction, town planning, housing, landscape, art history and the human and social sciences.

The library is equipped with computers, photocopiers, scanners and TV/video equipment, enabling it to offer a wide range of services to users.

The library is open to the general public for on-site and online consultation.

Students and non-students can borrow materials on presentation of their student card.

The ArchiRès documentary portal brings together all the catalogs of the libraries of the national colleges of architecture, enabling users to search the documentary holdings of each library, check the availability of documents and find out where they are located.

Opening hours (excluding university holidays)

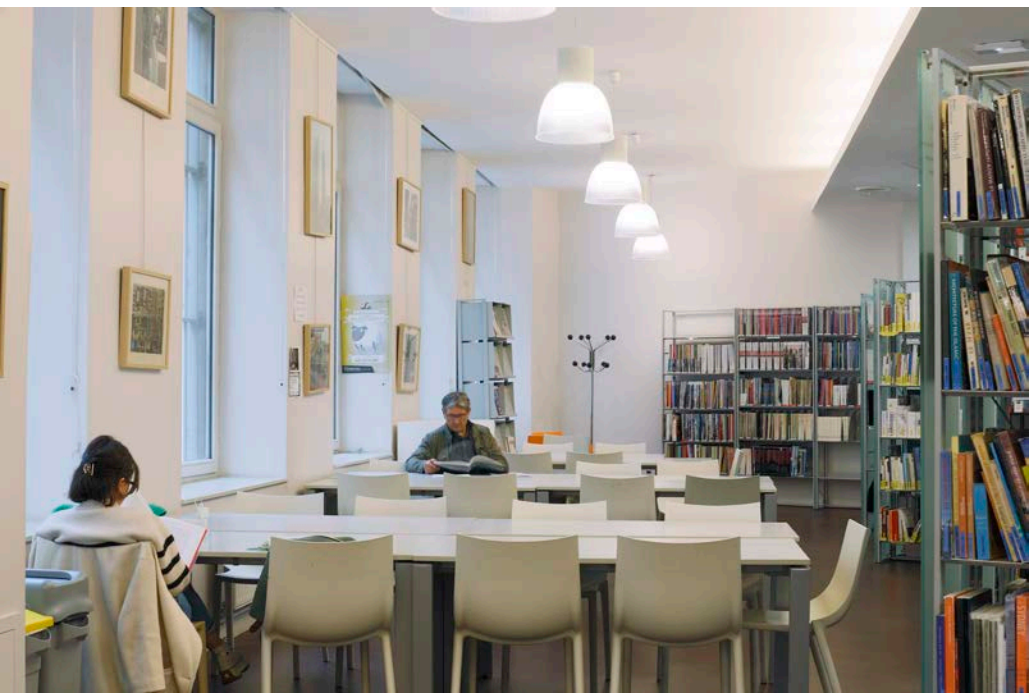
Monday to Thursday from 9:00 a.m. to 6:00 p.m.

Friday 9:00 a.m. to 4:00 p.m.

Fabienne Martin

Phone: 04.77.42.35.51

fabienne.martin@st-etienne.archi.fr



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