



**STUDENTS GUIDE**  
**Year 2018-2019**  
**CAMPUS JOURDAN**

**THE SYNAPSE ASSOCIATION**  
**PARIS SCHOOL OF ECONOMICS**



**PARIS SCHOOL OF ECONOMICS**  
ÉCOLE D'ÉCONOMIE DE PARIS

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## **1. PSE: GENERAL PRESENTATION**

The Paris School of Economics is a French Research Center of international standing in Economics, resulting from the merger of leading research and teaching institutions in Economics. PSE brings together more than 130 teachers and 350 students enrolled in general and specialized Masters and PhD programs, entirely taught in English. You are therefore entering a rather small institution. Even though you have to be autonomous, the PSE staff

members will do their best to address your individual requests and provide you with whatever help and guidance you may need.

Since PSE has a network of partnerships, information could be difficult to get. However, these partners not only provide with dynamic academic environment, but also most of the facilities offered to the PSE students. **This guide is meant to help you become familiar with the practical aspects of life on and outside the campus.**

## 1.1 The Paris School of Economics Programs

Paris School of Economics offers, in close partnership with different top French Academic Institutions, **three Master Programs**:

- **Master APE** (Analysis and Policy in Economics), organized jointly by the EHESS, ENS, École des Ponts ParisTech and University Paris 1 Panthéon-Sorbonne<sup>1</sup>
- **Master PPD** (Public Policy and Development) supported by PSE as a Master of Science in Social Sciences of the EHESS & ENS & ENPC
- **Master EDCBA** (Economic Decision and Cost Benefit Analysis) a Master of Science awarded by the École des Ponts ParisTech and jointly run with the Paris School of Economics

The PSE also has its own PHD program. Students are supervised by professors from the PSE, and their research is funded by various institutions.

### SYNAPSE

The PSE was created in December 2006. It was decided that a students' association (distinct from the EHESS and Paris 1 students' associations) could help strengthen the PSE community.

Hence, SYNAPSE was born, so named because it forms connections among our students. (Though some people claim it originally stands for Students and Young Nerds Association.) Its first aim is to connect all students from the school, from all Master and PhD programs. The association also aims to ease your everyday life on Campus Jourdan. Its representatives will do their best to make PSE a positive place for your education and research. Obviously, in order to achieve these objectives all students are encouraged to participate in the association and in the organization of entertainment and events!

You can find more information on SYNAPSE in part 3.5 of this guide, consult SYNAPSE website <http://www.parisschoolofeconomics.eu/en/pse-associations/> and write to the members of the Bureau to ask for information or make suggestions and claims at: [synapse@psemail.eu](mailto:synapse@psemail.eu)

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<sup>1</sup> As of this year the ETE Masters (Theory and Empirical Methods in Economics) merged with APE. Paris 1 is now one of the institutions co-organizing the APE Masters.

### **A Few Words from the SYNAPSE Bureau:**

*The Bureau is here to answer your questions and listen to your suggestions. Whether you are a student at PSE or someone interested in a program at PSE, don't hesitate to contact us. You can also check out our Facebook page! If you are a candidate or a new student and you need information about PSE, consider reading the FAQ page on the PSE website or contacting the administrative office. You can also contact us to get an answer from students of the school - the best source of information.*

*Like PSE, the association is still very young -but the new team will do their best to develop some activities and a website. Our aim is to strengthen the connections between students at PSE and especially to help students from foreign countries to discover the unique history and culture of Paris.*

*A very warm welcome and we are looking forward to seeing you soon!*

*Anaxamène, Matthew, Sumit and Love*

## **1.2 PSE Partners**

The many acronyms (**EHESS**, **ENS**, **ENPC**, etc.) that you will become familiar with as an APE or PPD student<sup>2</sup>.

The **EHESS** (*École des Hautes Études en Sciences Sociales*) processes administrative registration and internship agreements for students, and provides some facilities. For example, it supports candidates for the Eiffel scholarship program, offers a Digital work space and an email account, as well as access to a library. Its offices are not located at Campus Jourdan, but in the 6th "arrondissement" of Paris (*see below for further information*). Part of the APE students (mostly the ones coming from Paris 1) will be registered at **Paris 1 University**. This institution, jointly organizing the APE Masters can also provide classrooms, access to library etc. to the APE students.

Some facilities are also provided by the **ENS** (*École Normale Supérieure Ulm*), which is the most famous French Research Center and institution of Higher Education. ENS owns Campus Jourdan, and gives PSE students access to the classrooms, school cafeteria, computer laboratory, and Jourdan library. ENS also holds some of its courses at Campus Jourdan (such as Geography, Social Sciences and Law).

## **1.3 The Executive Board of the Master's Program**

### **1.3.1 The Pedagogical Committee**

Each master's program is led by a pedagogical committee composed of the program's teachers. If students face any academic problems or have a question regarding the program or their own courses, they shouldn't hesitate to contact first and foremost the program's secretariat and then the Dean of the program.

APE program's Dean: Pr. Bernard Caillaud : [direction-ape@psemail.eu](mailto:direction-ape@psemail.eu)

PPD program's Dean: Pr. Marc Gurgand : [marc.gurgand@psemail.eu](mailto:marc.gurgand@psemail.eu)

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<sup>2</sup> Throughout all the years you'll spend in the French university and « Grandes Écoles » world, you'll meet a lot of acronyms. We provide you (see Annexes) with a list of the ones you're more likely to see while studying at the PSE.

### 1.3.2 The APE & PPD Programs Secretariat

Pauline Marmin and Roxana Ban are working at the PSE programs' secretariat. They can be reached by email and phone:

E-mail: [master-ape@psemail.eu](mailto:master-ape@psemail.eu) or [master-ppd@psemail.eu](mailto:master-ppd@psemail.eu)

Tel. +33(0)1 80 52 19 43/4

**Secretariat Opening hours:** from Monday and Tuesday: **10h-12h30**, Wednesday: **closed** Thursday and Friday, **15h30-17h30**

Pauline & Roxana dedicate the rest of the time to administrative and pedagogical tasks. Even if you see them in the corridors, please **do not go to their office outside** the opening hours.

### 1.3.3 Student Representatives

Each academic year students elect two representatives from their own program to serve as spokespersons to the pedagogical team.

The elections take place between the end of October and mid-November. Student representatives are invited to participate to board meetings with the Dean of studies. They also provide feedback to the pedagogical committee to improve the PSE programs every year.

Your representatives will invite you to help with improving the academic programs, as well as Jourdan's daily student life. You are asked to provide feedback to the student representatives about the courses, the library, the Computer Lab, etc. Do not hesitate to participate to the improvement of PSE: especially as a freshly founded institution, PSE needs YOU!

In addition, the student representatives are invited to participate to one of the four annual pedagogical committee meetings. Attending to these meetings helps them understand the rules and decision making processes of the master's programs.

## 1.4 Campus Jourdan

The Campus Jourdan is one of the three Parisian campuses of the ENS (École Normale Supérieure). It is located in the South of Paris, next to the Cité Universitaire Internationale (see map). The postal address is:

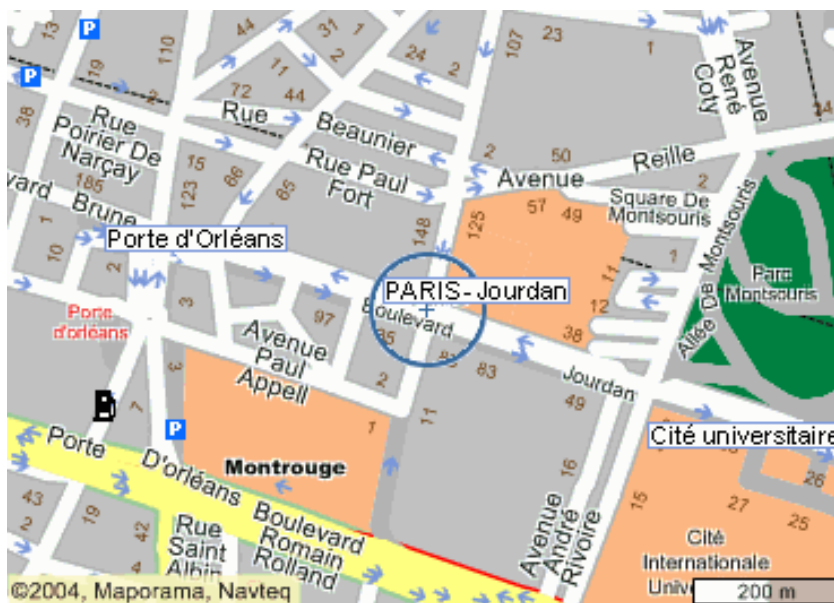
**Ecole d'Economie de Paris**  
**48 Bd Jourdan**  
**75014 Paris**  
**FRANCE**



There are two entrances on the Jourdan campus. One is the Tombe-Issoire Street PSE entrance and the other one is the Jourdan Street ENS entrance. The one that students must use is the ENS entrance. During working hours, no access card is required. The building does not open before 8am and closes at 8pm. However, if you happen to be at PSE after 8pm, you will have to leave by the ENS main exit.

You will also see that the ENS and PSE sides of the building are separated by a glass door on each floor. Note that after 8pm these doors are locked. You can leave the PSE side, but you cannot enter the ENS side of the building. Therefore, in order to leave the building you will need to go downstairs, on the long alley and get to the ENS hall.

## **DIRECTIONS**



- By bus:
  - \* stop Porte d'Orléans: lines 28, 38 and 68
  - \* stop Jourdan-Tombe d'Issoire: lines 88 and Orly-Bus (the bus comes directly from the Airport of Orly, at the south of Paris).
  - \* stop Parc Montsouris: line 88
- By Métro:
  - \* stop Porte d'Orléans, line 4
- By suburb train (RER):
  - \* stop Cité Universitaire, line B
- With the tramway:
  - \* stop Montsouris or Porte d'Orléans: line T3

Coming from Roissy-Charles de Gaulle airport, take the RER B, directly from the airport to Cité Universitaire (direction Robinson or Antony / Massy-Palaiseau / St Rémy les Chevreuses). From Orly airport, you'll come using an Orly-Bus or the RER B, directly from the airport to Cité Universitaire (direction Mitry-Claye or Roissy-Charles de Gaulle).

### 1.4.1 Getting familiar with the campus

There are a few little things to know:

Classroom assignments for lectures are indicated on the Google agenda of the master's program. The campus is quite small, so you won't get lost.

#### ***In the Oikos Building (new building):***

- 1) We moved in the Oikos building in March 2017. All the furniture is new, so we count on you to keep it clean. You are not allowed to eat/drink in the classrooms and it is strictly forbidden to tag the tables/walls (under penalty of exclusion).
- 2) All the classrooms are situated on the first and second floor. E.g. Room R1-15 is on the first floor ("R1"), room 15 ("-15")
- 3) The place to hang out at Jourdan's campus? **The garden** where you can find several tables and benches. Students and teachers like to have lunch or coffee there. You'll see that in the summer time, it's also a great place to study...or get a tan!
- 4) Several computers are available to you. In room R1-17 (first floor), there are several computers and a printer. You will receive your logins and passwords in an individual email. We provide you with the printer/scanner, but not with the paper.

#### ***Outside the Campus:***

- 1) APE students may have some courses at the **MSE (Maison des Sciences Economiques)** located at 106 - 112 Boulevard de L'Hôpital 75013 Paris (subway line 5: exit Campo Formio).
- 2) APE and PPD students are allowed to assist to other seminars at the **EHESS** (for M1 APE students it is compulsory), classes take place at 54 boulevard Raspail 75006 Paris (subway line 4: up to Saint- Placide).
- 3) You might want to have lunch at **the CIUP university restaurant**, located at 17 Boulevard Jourdan (Maison Internationale, CIUP). It is open from Monday to Friday from 11:45 am to 2:15 pm and from 6:15 pm to 9:00 pm. The restaurant is closed on weekends, bank holidays and holidays. Please mind that the restaurant **doesn't** prepare any special menus (vegetarian, kosher, etc). Also, if you bring a guest (non-student person) the meal price is about €7.

## 2. BEING A STUDENT IN FRANCE

**France is a welfare state: health insurance is under state control and free study is possible.**

The main mission of the French universities is to provide students with an excellent education at a low cost. The downside of this policy is that they offer very little personalized service to individuals. PSE does not have a student services office. Foreign students must be autonomous in their endeavors to get settled in France and fulfill the necessary administrative procedures. (To read more on the French higher education system cf. section 4.2)

Paris is a costly city to live in comparison to other cities in the world, but it is possible for a student to afford a comfortable living. Please keep in mind that our school, one of the best ranked in Europe, is a public school and the (tuition-free) cost to students is really "peanuts"!



**Here are some tips we give you to survive in the jungle!**

**Prospective costs of living are as following**

Registration fees for the Master's program: €248 per year and an additional €90 for French social security (there are no fees other than the registration fees, tuition at PSE is free)

Housing: For a studio at least €850  
For a room in a student hall at least €600

Food: €300 per month

Transports: €73 per month with the monthly travel card

Instruction materials: €200 to €300/year

## **2.1 Scholarships, Grants, Funding**

### **2.1.1 For foreign students**

You will need at least €1000 per month if you want to enjoy reasonable living conditions in Paris. If you need financial aid you should start looking for scholarships well in advance (at least a year before coming to France). Scholarship amounts typically depend on your level of studies. Postgraduate students, engineers and researchers receive larger scholarships. You can begin by looking at scholarships awarded by the French government and by your country of origin.

CampusBourses deliver instant information on financial aid by allowing you to perform searches customized to your needs. From the licence (bachelor) to the postdoc levels, CampusBourses contains data on grant and scholarship programs of national and local governments, corporations, foundations, and institutions of higher education.

Read more at:

<http://www.campusfrance.org/en/page/campusbourses-grant-search-engine>

<http://www.etudiantdeparis.fr/infospratiques/Foreign%20Students/Scholarship>

For any question regarding scholarships, including the *Bourse Eiffel* and please contact **Valérie Beaudouin** from EHESS:

[valerie.beaudouin@ehess.fr](mailto:valerie.beaudouin@ehess.fr)

[simi@ehess.fr](mailto:simi@ehess.fr)

### **2.1.2 For French students & International Students**

Information about financial aid for students enrolled in the master's programs is available below:

<http://www.parisschoolofeconomics.eu/en/teaching-and-students/masters-program/ppd-public-policy-and-development/practical/>.

Students registered at Paris 1 may also want to contact their dedicated service.

## 2.2 International Student Welcome Services

### 2.2.1 The PSE-ACC&SS partnership

In order to settle down in Paris (before even arriving), please contact our partners at the *Cité Internationale Universitaire de Paris* and the International Mobility Assistance Service (*acc&ss*): they are SPECIALIZED in welcoming foreign students, and are meant to give you all the details and tips you would need: <http://www.ciup.fr/en/mobilite/etudiant/home>. **The service is free.**



#### **You must first register in the acc&ss database:**

<http://www.fnak.fr/access/index.php?lang=en&id=pariscentre> (While getting registered, please mention that you are studying at l'École d'Économie de Paris-EEP). Once you are registered you can send your questions to [access@ciup.fr](mailto:access@ciup.fr). Feel free to get in touch with them to receive a personalized response to any questions you may have.

### 2.2.2 Fall 2018 - welcome service for foreign students

The CIUP and the Paris City Hall hold a welcome service for foreign students at the Maison Internationale of the CIUP from **September until November 2018**. The welcome service is staffed by *acc&ss* and a multilingual team of French and foreign students. In addition, representatives from various public services are available on site to begin processing your paperwork. You can get assistance with finding housing, visa requirements, work regulations, learning French, leisure activities, etc.

Address: 17 Boulevard Jourdan 75014 Paris Tel. +33(0)1 76 21 27 72

Opening hours: Monday to Friday, from 9am to 4.30 pm.

#### Health check & Validating your Long Stay Visa (Visa de Long Séjour)

A branch of the **Office Français de l'immigration et de l'intégration (OFII)** will be present to help non-European students *who live in Paris*. The OFII will help you to make an appointment to attend a required medical check which is necessary to validate your Long Stay Visa (in France on the "Long stay visa qualifying for a residency permit" Ref: R311-3 6° of the CESEDA). The medical check must be carried out as soon as possible (within 3 months of arriving in France). Non EU students who live outside of Paris need to contact their local OFII office to set up an appointment.

#### Residence permit

Officers from the **Préfecture de Police de Paris** will be on site to process claims from students living in Paris for:

An initial student residence permit (for Algerian students, Bulgarian or Romanian students who want to work and students who have come to France on the old long-stay visa (L.313-7-I of the CESEDA) ;

Renewal of the residence permit for students living at the Cité Internationale Universitaire de Paris.

### Financial housing assistance

This service is open to all students. The **Caisse d'Allocations Familiales (CAF)** offers an on-site service for rapid processing to apply for this housing assistance. You can register online through computer terminals linked to the CAF Internet site and print off the forms you have filled in. Two CAF officers are there to guide you through the process.

### Work permits

A representative from the Office of Foreign Workers –**Direction Régionale du Travail**- will be there to advise you on legislation for student workers and on the steps to take if you want to work while you are in France.

### Health Insurance

Advisors from **La Mutuelle des Etudiants (LMDE)** and **the Société Mutualiste des Etudiants de la Région Parisienne (SMEREP)** (two student health insurance institutes) will be on site to provide information on health insurance and complementary coverage, reimbursement of medical fees, applications for a health card (carte vitale) or declarations of a named doctor. You must have also received more information about it in an email from your enrollment institutions.

### Transportation

A member of the RATP is on site to inform and advise students about tickets and travel cards inside Paris and its suburbs. You can also use their website to plan travel in and around Paris using public transportation. <http://www.ratp.fr/en/>

## **2.3 Visa and Residence Permits**

### **2.3.1 Student Visa**

#### Conditions for obtaining a visa:

Please check with the closest Consulate of France regarding conditions for entering the country, as well as how to get a long stay visa in order to study in France.

You can visit <http://www.diplomatie.gouv.fr/en/france/studying-in-france/administrative-steps/> to check whether you need a visa or not, and to get the list of required documents in case you need one

If you hold a student visa for a period exceeding three months marked "CESEDA R311-3 6", you are not required to obtain a temporary residence permit during the term of the visa. However, upon arrival you must contact the French Office of Immigration and Integration (OFII) near your place of residence for a medical check and to validate your visa. Once validated, your visa functions as residence permit. You have up to three months after your arrival to complete this process.

Students living in Paris can make this appointment during the welcome service at *Cité Internationale Universitaire de Paris* (see section 2.2.2). Students living outside of Paris can find the OFII location that is closest to where they live by visiting this site:

<http://www.ofii.fr/qui-sommes-nous-46/ou-nous-trouver-mieux-flash-933.html?recalcul=oui>

For more information, you can ask access: [access@ciup.fr](mailto:access@ciup.fr) (Remember, you must first register

on acc&ss database cf. section 2.2).

### Visa renewal

If you wish to continue your studies in France, you will need to renew your visa (validated as a residency permit) at least two months before it expires. It is advisable to keep all receipts related to your studies, your rent and your assets (bank statements).

## **2.3.2 Residence Permit**

### First application

**Non-EU students living in Paris** will need a residence permit.

- From September to November 2018, you can [visit the Cité Internationale](#) Representative from the Prefecture de Police in Paris will be there to assist you with your residence permit application.

- From January to August, you can visit the [Prefecture de Police](#) in Paris to make your first residence permit application.

For further information, please check the Prefecture de Police in Paris website:

<http://www.prefecturedepolice.interieur.gouv.fr/Vos-demarches/Services-en-ligne/Prises-de-rendez-vous/Titres-de-sejour-etudiants-etrangers>

Préfecture de Police de Paris :  
Centre de réception des étudiants étrangers  
92 Boulevard NEY  
75018 Paris  
Metro station: Porte de Clignancourt / line 4

Opening hours: Monday through Thursday from 8:30 a.m. to 4:30 p.m. and Friday from 8:30 am to 4pm.

**For students living outside of Paris** (in a department other than "Paris 75" you must contact the *Bureau des Etrangers* of the Prefecture (or sub-prefecture) of your place of residence, listed in the box below.

*Prefecture of Essonne (Evry - 91)* <http://www.essonne.pref.gouv.fr/>

*Prefecture of the Hauts-de-Seine (Nanterre - 92)* <http://www.hauts-de-seine.pref.gouv.fr/>

*Prefecture of the Seine et Marne (Melun - 77)* <http://www.seine-et-marne.pref.gouv.fr/>

*Prefecture of the Seine-Saint-Denis (Bobigny - 93)* <http://www.seine-saint-denis.pref.gouv.fr/>

*Prefecture of Val de Marne (Creteil - 94)* <http://www.seine-saint-denis.pref.gouv.fr/>

*Prefecture of Val d'Oise (Cergy-Pontoise - 95)* <http://www.val-doise.gouv.fr/>

*Prefecture of Yvelines (Versailles - 78)* <http://www.yvelines.pref.gouv.fr/>

### Renewal of a residence permit

You must renew your residence permit (or visa valid as a residence permit) at least two months before it expires. Students living in Paris can make an appointment with the Prefecture de Police using their website or by phone: 01 53 21 25 50.

If you live at Cité Internationale, you can make your request on site from September to November 2018.

Students living outside of Paris must contact the local *Bureau des Etrangers* of the Prefecture closest to where they live.

### To apply for a residence permit you will usually need:

- **Passport** (or ID card if you come from a European Union member state) with photocopies of the pages where the following information appears: nationality, name, validity and (except in the case of exemption) the long stay visa for studies. In case of marriage or divorce, if your new name is not the one written on your passport, you must submit a copy of the marriage or divorce certificate or an identity certificate from your Consulate as well as a certified translation of that document.
- **A birth certificate**, either in French or translated by a sworn official.
- If the **foreign spouse** of the student lives in France, include a photocopy of his/her residence permit (or visa).
- **Proof of your student status**: student ID card or registration certificate or preliminary registration certificate.
- **Proof of "sufficient means of existence" for the academic year to come** with one of the following documents: certificate of grant or scholarship; evidence of financial support by a person living in France; evidence of resources from abroad; evidence of work; a recent bank statement showing that you have enough money to support yourself for the entire academic year.
- **Proof of a place of residence in France** with one of the following documents:
  - A certificate of residence on a university campus or a residence hall (foyer)
  - Proof of a personal residence (recent EDF/GDF bill + photocopy of it or rental receipts and rental contract in your name, or tax bill if owner)
  - Proof of residence with a third party (this usually requires the following documents: a letter by the third party stating that you live with them and the date you moved in; a copy of the third party's passport or carte d'identité, a utilities bill (EDF/GDF for instance) in the third party's name at their address of residence; documented insurance coverage (certificate) by the third party of the residence, and insurance you have)
- **Passport photos**: recent, face-front, bareheaded, in black and white, size 3.5 x 4.5 cm.
- You must fill in the form for the **OFII** (except for students from the European Union).

Within a couple of months after you applied, you will receive notification for a **medical examination**. This examination is COMPULSORY. If you miss it you won't be allowed to ask for a renewal of your residence permit when your long stay visa expires. After this examination, you will be given a medical certificate. **Be sure to keep the certificate**. You will have to attach it to your request for a residence permit at the time of the first renewal. In certain cases international students are given a receipt once they have applied for a permit, which serves as a license to stay for the duration indicated on it. Students are then asked to come and pick up their temporary residence permit once it is ready. Be careful: A receipt is not a permit

but only evidence that an application for permit has been filed. Source: <http://www.studyrama.com/>

If your **identity card and/or residence permit(s) are stolen**, you have to declare it to the police as quickly as possible. The documentary evidence which will be delivered to you must then be *presented to your Consulate* to obtain a new passport or ID card, and to the Prefecture for a new residence permit. Always keep this document with you until you receive your new papers, as it is proof of your legal status.

If you **change your place of residence** during the year, you must contact the Prefecture of your new residence to inform them of the change of address, supplying them with proof of residence at the new location. When renewing your residence permit, apply to the Prefecture or the sub-Prefecture of the new place of residence. The transfer of your file will be made automatically from the former to the new Prefecture, but delivery of the permit is likely to take a while.

## 2.4 Opening a Bank Account

If you plan to stay in France for more than three months, you may want to open a bank account in a French bank. Opening an account allows you to obtain a credit/debit card and a checkbook. Before coming to France, **ask your bank if it has a partnership with a French banking network.**

### 2.4.1 Bank Companies

Acc&ss can provide you with a list of bank agencies close to the Campus Jourdan with employees speaking foreign languages (especially English and Spanish). Some banks offer preferential fees to students or persons under 25.

Joining a bank that specializes in online banking (such as Boursorama or ING Direct) is another option. Online banks tend to have very low fees, and clients can usually withdraw money at any ATM without paying a fee. The tradeoff is that these banks don't have an office where you can speak to a representative in person.

Some banks may allow you to open an account even if you have not yet obtained your residence permit. In this case you will only be asked for a long-stay student visa, as well as the confirmation of pre-enrollment in a French educational institution, as well as a document proving your place of residence. If a bank refuses to open an account for you, you may request to open one as a non-resident, in which case they will ask for both a local and a foreign address.

In case of loss or theft of your credit card or checkbook, you should immediately block the card or checkbook ("faire opposition") by calling the phone number your bank will provide you (for all banks, a common number exists: 0 892 705 705).

### 2.4.2 The Credit Municipal de Paris

If you encounter difficulties opening an account, you may wish to apply to the **Credit Municipal de Paris**. This banking institution has created a special reception desk for foreign students. To open an account, make an appointment at the agency: **CMP BANQUE, 55, rue**

**des Francs-Bourgeois, 75004 Paris (metro line 1, stop Hôtel de Ville or 11, stop Rambuteau) Tel: 01 44 61 65 25.**

### **2.4.3 For Stays of Less Than Three Months**

If you are coming to Paris to study for less than three months, apply to the **Caisse d'Épargne or at la Banque Postale** (in any post office). To open this type of bank account, you generally need to provide:

- Proof of identity (identity card or passport)
- A residence permit (except for European students)
- A document proving your residence (electricity bill, rent receipt, etc.)
- The name and address of a garant, a warrantor who will co-sign for your account (such as a parent)

## **2.5 Housing**

Housing in Paris is a student nightmare: the city is rather expensive, and PSE does not provide student housing. Nevertheless, there are some organizations that provide student housing assistance. You can also improve your chances of finding housing by contacting your embassy, consulates, and all kinds of social networks or religious circles.

Stay realistic and keep your feet on the ground: you will not live at *St Germain-des-Prés* easily, nor in a palace or a *Hôtel Particulier* for free. You may want to consider living in the suburb cities surrounding Paris, which are significantly less expensive. Fortunately the *Ile-de-France* region has an excellent public transportation network and PSE is easily reached by RER, metro, bus etc.

### **2.5.1 Looking for Housing**

#### **Ads for foreign students**

If you are looking for a flat in Paris, you will know what hell is like... We advise you to check [www.fusac.fr](http://www.fusac.fr), which lists housing ads (studios for rent, shared apartments, accommodation in exchange of services...) and job ads that are specifically targeted towards foreigners. You should also use whatever networks you can join, or perhaps contact your religious organization. Below are two more websites that can be useful:

<http://etudiant.aujourd'hui.fr/etudiant/info/logement-petites-annonces.html>

Read more on: <http://etudiantdeparis.fr/node/31>

Before you rent, you will need to get familiar with some typical French expressions:

**loyer** = rent,

**charges** = utilities,

**contrat de bail** = lease contract,

**depôt de garantie ou caution** = rent or safety deposit,

**état des lieux** = arrival inventory or apartment condition inventory

**garant** = warrantor

**There are agencies specialized in renting to foreign students.** For example, Christophe Guyon's agency, +33(0)618976653.

Every national group has its own tips, so you should not hesitate to contact your national embassy or consulate for websites and groups. For example, the following two German-

speaking sites list housing announcements, which are also available to students of other nationalities.

[www.wg-gesucht.de](http://www.wg-gesucht.de)

[www.studenten-wg.de](http://www.studenten-wg.de)

### 2.5.2 Renting a Flat

If you are interested in renting a flat you have just visited, the owner will ask you the following documents:

- A copy of your identity card.
- A copy of the last three pay slips of your "*garant*" (a warrantor who will co-sign your rental agreement). The *garant* usually has to have a monthly income that is at least 3 times the rent, and sometimes 5 times the rent (depending on the rental agency).
- If relevant, a scholarship certificate (to serve as proof of income);
- Your bank account details, called in French RIB Relevé d'Identité Bancaire, which is used for automatic deductions.
- The owner may ask for a security deposit equal to one time the monthly rent; legally, you do not have to pay more than the equivalent of one month of rent as a security deposit.
- **Before moving into the apartment** you need to complete an arrival inventory (état des lieux d'entrée) & sign the lease contract. Be sure to list all problems and damage, even tiny details, so that you will not be held responsible for it when you move out.
- Once your rental period begins, you must obtain insurance and provide the landlord with an insurance certificate.

**Housing insurance:** The Student Housing Office (21, rue du Val-de-Grâce, 75005 Paris), offers an insurance policy for €10 per year. Students Health Insurance Companies (LMDE and SMEREP) also offer insurance policies at very low prices.

**The warrantor (garant):** is a person or an organization that doesn't actually become a tenant, but accepts to be bounded to the lease. This means that if you don't pay the rent, the landlord can demand the warrantor to pay your rent. The warrantor (friend, family member, etc.) must live in France or in the European Union. If you come with enough funds to cover the cost of the annual rent, some banks (Société Générale, La Banque populaire, etc.) can act as a guarantor by blocking this amount in your account. Then you may ask the bank to sign the lease contract as warrantor.

**Electricity & phone:** When you move into a flat, depending on your agreement with the owner, electricity and telephone may not be immediately available. As soon as you arrive, you can contact EDF (the national electricity company) to activate the electrical communication and France Telecom (or another company) for the phone.

**Before moving out:** Before leaving, you must officially notify the landlord with a registered letter with acknowledgement of receipt (at least three months in advance, or one month for furnished apartments). In French, we say **le préavis**. The "*lettres recommandées avec accusé de réception*" are available at the post office. Before leaving, you and your landlord will complete the exit inventory of the apartment, called **l'état des lieux de sortie**. The owner will then compare the arrival inventory with the departure inventory. If the housing has not been damaged, he or she will refund the deposit you gave when the lease was signed. Your deposit must be returned within the two months after returning the keys. Source: <http://www.etudiantdeparis.fr/>



### 2.5.3 Student Residence Halls

State student residence halls are managed by the **Centre Régional des Oeuvres Universitaires** so called the **CROUS** (<http://www.crous-paris.fr/>) CROUS residence makes up some of the cheapest accommodation solutions in Paris, but the number of residences is limited. Priority is given to students with scholarships from the French government or from countries which have signed agreements with France. In order to apply you must obtain an application form, called "*dossier social étudiant*" (student social file, DSE), at the CROUS by February 1st and submit it **by April 30th** in order to ask for a room for the following academic year.

You may also apply for a room at the **Cité Internationale Universitaire of Paris** ([http://workflow.ciup.fr/citeu/site/demande/etudiant/e\\_demande\\_maj1.php?langue=en](http://workflow.ciup.fr/citeu/site/demande/etudiant/e_demande_maj1.php?langue=en))

Housing at the CIUP is organized in "houses", which are generally linked to a country or a school. If you are a citizen of a country or a member of an organization who has its own *House of residence* at the CIUP, apply directly to that house. If there is no house for your country or school, you must fill out an online application form that will be automatically sent to the department in charge of housing at the CIUP. It can be downloaded at <http://workflow.ciup.fr/citeu/site/login.php?langue=en>. Applications for the full Academic year should be made before **April 1st** of the given year. Applications for the second semester may be filed before **November 15th** of the given year. Admissions for the academic year are decided by a commission and applicants are informed of the results by email between *June 15th and September 15th*.

PSE has a partnership with Maison de Provinces de France (5min away from Jourdan Campus) which provides housing facilities for around 7 students from each degree program. Priority is given to non EU foreign students. Eligible students will be notified via email when the applications are open.

### 2.5.4 Private Student Residences

Private residences for students are similar to traditional student residence halls or residential hotels. They typically offer comfortable studio apartments in buildings with a wide range of services: cafeteria, laundry, gym, TV room, etc. While this is a handy arrangement for those who lack of time to look for an apartment, it can be expensive.

Read more on: <http://etudiantdeparis.fr/node/27>

Private student residence companies will ask you for the same documents needed to rent a regular apartment (see section 2.5.2). The price of the rent may include housing insurance. If not, you will have to obtain your own insurance and provide the company with the insurance certificate.

Here are links to two private student houses:

<http://www.estudines.com/uk/> (foreign warrantor accepted under certain conditions, contact the residence for details)

<http://www.studelites.com/>

## 2.6 The Financial Housing Assistance Provided by the CAF

Depending on your income, you may be entitled to financial housing assistance under **CAF** (*Caisse d'allocations familiales*, or family allowance). CAF also provides financial assistance

for raising children. You may be able to benefit from CAF **even if you are not a French citizen or don't have children** and **even if you live in student housing**. The benefits are the following:

- A housing allowance (allocation de logement social or ALS)
- Personalised housing allowance (aide personnalisée au logement or APL)
- Family housing allowance (allocation de logement familial)

It is simple to apply for the CAF, and you only have one single declaration to send. The amount of allowance is calculated according to your status (student), your income, the type of housing and the rent. You can calculate your estimated entitlements on the CAF website: <http://www.caf.fr/aides-et-services/les-services-en-ligne/estimer-vos-droits>

## 2.7 French Social Security: Student Status

The **French Healthcare System** includes compulsory basic medical insurance (often called **sécurité sociale**) and optional additional health insurance (often called **mutuelle**). All students over 18 years old must have individual medical coverage regardless of their citizenship. To receive medical treatment, you have to sign up with a healthcare system that will reimburse your expenses. There are different medical organizations depending on your personal and professional situation so the first step is to find out which one corresponds to your status.

Unfortunately, not all international students can benefit from the French Student Social Security student system. To be eligible you must be under 28 years old on October 1st of the current academic year and be registered in a French institution of Higher Education (University, *Grandes Ecoles*). If you meet these two conditions, you are entitled to benefit from the French Student Social Security system. (Some companies that propose this are **La Mutuelle des Etudiants, LMDE, The Students Mutual Insurance Company**) or the SMER centre 617 (**Société mutualiste étudiante régionale, SMER, Student Regional Mutual Society**). Coverage goes from October until the end of the following September. However, the French Student Social Security will not be available anymore from 2019. For the 2018 – 2019 academic year only students that have already benefited from it last year are still able to subscribe to it.

You can register for Social Security even before you are formally registered as a student. To register, visit one of the two student insurance providers mentioned above. You do not need to make an appointment, but to avoid long lines we recommend going as soon as they open in the morning. Once there, you will sign a contract and pay a small, fixed participation fee. You will need to bring your passport with you.

Finally, although optional, we advise you to obtain supplementary health insurance, known as a "*mutuelle*". This additional coverage is different from Social Security. Normally when a person has medical expenses, such as a doctor visit, they pay the bill and later a part of it is reimbursed by Social Security. A *mutuelle* can pay these extra expenses that aren't covered by Social Security. Some *mutuelles* also cover emergency medical expenses so you can avoid large out-of-pocket payments.

SMEREP: <http://www.smerep.fr/>

LMDE: <http://www.lmde.com/>

Foreign students who are citizens of an EU country don't have to subscribe to French Social Security if they have the "*Carte européenne d'assurance maladie*" (European social security card) with a coverage from the 1<sup>st</sup> of October until the 30<sup>th</sup> of September of the current academic year.

Foreign students who are over 28 years old should either subscribe to a private health insurance (in France or in their home country) or ask the *Caisse primaire d'assurance maladie* to benefit from the *Couverture maladie universelle*. More on: <http://www.cmu.fr>

Sources: <http://www.studyrama.com/> (French)

You received more information about the social security in the enrollment email from your registration universities.

## 2.8 Schooling for Children

If you have children and come to Paris with them, you should bear in mind that they are eligible for a place in a French public school as soon as you arrive in France and have found a place to live. Children from 3 to 10 years old are enrolled in *école maternelle* and *école primaire*, children from 11 to 15 enroll in *collège*, and children from 16 to 18 attend *lycée*. In France, the school year goes from the beginning of September to the end of June. For *collège* and *lycée* students arriving mid-year and who do not speak French, you may have to wait a few weeks before they are set up in a class for non-French speakers.

Documents to provide for the schooling of your children include:

- Original and translation by sworn translators of the Family Book (livret de famille) or full birth certificate;
- Health Records or Vaccination Records;
- For children above 11 years old: Latest school Reports/Report Cards.

For more practical information you can go on the Ville de Paris website: [http://www.paris.fr/pratique/education-cours-pour-adultes/ecoles/l-inscription-scolaire/rub\\_119\\_stand\\_2010\\_port\\_4003](http://www.paris.fr/pratique/education-cours-pour-adultes/ecoles/l-inscription-scolaire/rub_119_stand_2010_port_4003)

For children under 3 years old:

In Paris, places in nurseries (*crèche*) for children under 3 years old are very difficult to obtain. However, when you apply for a place at a nursery via the PMI (Protection maternelle et infantile), you will be informed of alternatives such as registered childcare personnel and *crèches parentales* (nurseries run by parents).

For more practical information you can go on the Ville de Paris website: <http://www.paris.fr/creches>

## 2.9 Transportation

**Public transport:** The RATP (public transport company for Paris and its suburbs) offers attractive fixed prices for students (Imagines 'R' card in Paris). More on <http://www.ratp.fr>

**Public bicycle rental service:** in Paris, the Vélib' is a self-service bike rental system available 24 hours a day, 7 days a week. Numerous pick-up and drop-off locations allow you to pick up your bike from one service point and drop it off at another. For more practical information, visit <http://en.velib.paris.fr/>

**Private cars:** International students can use their national driving license during their stay. When driving you should keep your driving license, your residence permit, and your student ID

card with you at all times. If a foreign student is employed for work in France, he/she may exchange his/her national driving license for a French license if the country where he/she obtained her license has a reciprocity agreement with France. You can file a request to exchange your license with the *Préfecture* of your place of residence within six months to a year following your arrival in France, or in the year following your change of status. Students from the EU can use their driving license with no time limit if they have it registered at the *Préfecture*. Otherwise they can choose to exchange it for a French license. Remember that all vehicles must be insured and that safety belts are compulsory. For more information: <http://www.service-public.fr> (look for entries *transports & papiers*). Source: <http://www.studyrama.com>.

**Taxi please!** If some day you need a taxi or a cab, and there are none at the station, you may want to call one (especially while arriving, not knowing the city). Taxis are quite expensive, but you can cut costs by sharing a ride.

- **Taxi G7:** 3607
- **Alpha Taxi:** 01 45 85 85 85
- **TAXIS BLEUS:** 3609

### 3. STUDYING AT PSE

#### 3.1 Formal Registration

Once you have been admitted into one of the PSE Masters programs (APE or PPD), you will have to register, pay the registration fees and get your student ID card.

**Registration should be completed between the beginning of September and mid-November.** The PSE secretariat will contact you with more information.

**You can make your life easier by registering as soon as possible. This will enable you to get your student ID card, which is necessary for various administrative tasks. Registering also allows you to get your "carte multifonctions", to use campus computer resources, to access the library and the school restaurant...all which reduce the cost of living in Paris!**

Technically speaking, almost all the students from the PPD Masters programs and most of the students from the APE Masters programs are registered at the EHESS (École des Hautes Études en Sciences Sociales).

**The EHESS registration office is located:**

54, Boulevard Raspail – 75006 Paris

E-mail: [scolarite@ehess.fr](mailto:scolarite@ehess.fr)

Tel. +33(0)1 49 54 23 21

Opening Hours: Monday & Wednesday, from 9:00AM to 12:00PM and 2:00PM to 4:00PM

Tuesday, from 9:00AM to 12:00PM

Thursday: from 2:00 PM to 4:00PM

Friday: from 9:00AM to 4:00PM

**Registration fees** have not yet been specified, but they should be very similar to last year's fees:

- Master: €248
  - Campus and School Life Fee : €90 (paid to Crous)
- Students of 28 years and older must refer to French social security (section 2.7)

**Students coming from ENS, ENPC and Paris 1** should pay the registration & tuition fees to their home institution. The APE and PPD program office will contact them in order to explain the registration procedure at the EHESS. This procedure is free of additional charges and will allow students access to the EHESS intranet (i.e. the Digital Work Space; see *below*).

## 3.2 La Carte Multifonctions, the so Called “Magic Pass”

The *Carte Multifonctions* is delivered by the ENS (École Normale Supérieure Ulm).

It allows you:

- To borrow books at the ENS libraries.
- To access the cafeterias located at Campus Jourdan (not available at the moment due to works) and Rue d’Ulm.

### HOW DO I RECEIVE MY CARTE MULTIFONCTIONS?

First you must be registered as a Masters student for the 2018-2019 academic year. Once you are registered, there are 2 different ways of proceeding:

(i) *For the renewal of your Card:*

You can obtain the renewal form from the secretariat. Return the completed form to Service Logistique ENS (rue Ulm) with your *carte multifonctions* and a copy of your student ID card.

(ii) *For a first check-in at Campus:*

Register on-line on <https://toucan.ens.fr/formulaire/> (the masters office will provide you with a tutorial to register)

*Campus Wifi:* Once you have your *Carte Multifonctions* you can ask for your Wifi individual access codes from the *Centre de Ressources Informatiques* (CRI) by email: [cri@ens.fr](mailto:cri@ens.fr) or in person at 45 rue de l’Ulm, Paris 5.

## 3.3 Computer Resources

### 3.3.1 PSE Online Resources and Internal Communication

#### ***Online courses material***

All professors post electronic resources (lecture notes, exercises, articles, exams, etc.) on the master’s respective websites. The class schedules, room assignments, and exam dates are also posted online. Changes to schedules or room assignments are not usually announced via email (unless it’s a last-minute change), so checking the online schedule regularly is very important!

You can find the online resources at: [HTTP://PARISSCHOOLOFECONOMICS.INFO/](http://parisschoolofeconomics.info/)

An access code will be given to you once you are registered.

#### ***Mailing list of students on Campus Jourdan***

The best way to communicate between PSE administration, tutors and students is email.

The secretariat will communicate with you using the email address you gave while applying. You can ask the secretariat to change your email used for the mailing list. If you change your email account do not forget to provide the secretariat with your new email address!

All Campus Jourdan communication will be sent to students using these mailing lists. This includes announcements for grants and scholarships, which are often time-sensitive. Please check your email regularly to ensure that you don’t miss important announcements or deadlines. In addition, all the students enrolled at the EHESS automatically receive an EHESS email address. **We strongly encourage you to activate your EHESS account since many calls for grants or scholarships are sent by the EHESS administration as well.**

### 3.3.2 Computer Resources on Campus Jourdan

#### **Wireless Internet (WIFI) access on Campus Jourdan**

Campus Jourdan is almost fully covered by Wireless internet access (WiFi) through the Eduroam wifi.

Here are the steps to get it:

You must install a "configuration assistant tool" on your device (laptop or else). Make sure you download the certificate form from your university.

<https://cat.eduroam.org>

You can after login to the wifi "eduroam" and use your ENS internet codes (the ones you got thanks to your ENS multifunction card), or the EHESS or Paris 1 ENT codes.

#### **The Campus Jourdan Computer Lab**

The computer room is exclusively for the use of PSE Master students. It is located on the first floor of the Oikos building (new building).

The computer lab has several PCs, equipped with Sas, Stata, Eviews, and Matlab software and internet access. In September each student will receive a login and password to have access to her/his personal account. The computer lab is open all day.

Services: Free printing, photocopies, and scanner (though you must provide your own paper). If there is a problem with the computer lab please contact the I.T. Team: [info.jourdan@ens.fr](mailto:info.jourdan@ens.fr). If the printer is out of ink go to the Masters' office (even outside opening hours).

Please be kind to the computers and clean up after yourself.

### 3.3.3 The EHESS computer resources

As a PSE student, you are also technically an EHESS student. Therefore, you have access to many services offered by EHESS.

The IT department at EHESS is divided into three parts:

- the IT Resource Center ([cri@ehess.fr](mailto:cri@ehess.fr))
- the Information System and Management for Administration ([siga@ehess.fr](mailto:siga@ehess.fr))
- the IT department for Research and Publishing Web ([sirew@ehess.fr](mailto:sirew@ehess.fr))

#### **EHESS computer accounts**

You will automatically receive an EHESS email address. **We strongly encourage you to activate your EHESS account.** You can use this account and get access to the digital services of the EHESS (ENT, messaging, computer room, Wifi). To activate an account, you must sign the *Charter* attached to your registration form. Then you have to activate the account using an online application. For any question regarding the computer account (login, password, username, activation, etc.) contact [compte.informatique@ehess.fr](mailto:compte.informatique@ehess.fr)

For all information on the equipment available, operating hours, regulations concerning the use of EHESS computer resources, and for questions about your email account, please contact the IRC (mail: [cri@ehess.fr](mailto:cri@ehess.fr) - Tel: 01 49 54 23 98).

#### **Digital Work Environment (ENT in French)**

Members of the EHESS have access to a digital work environment (DWE), that is to say a single point of access to all digital services provided to students and teaching staff, making

documents available outside of the campus. The ENT is accessible from any Internet-connected computer and provides a secured and personalized environment, reachable with the same password as for the computer account.

See: <https://ent.aria.ehess.fr/uPortal/render.userLayoutRootNode.uP>

Further examples of tools and services:

- Digital library resources (JSTOR, BiblioSHS, Wiley, etc...)
- Platform for online education (resources and activities i.r.o education)
- Fora (places of meetings and exchanges between members of the EHESS)
- Document storage (storage and file sharing)
- Administrative documents (download forms, regulations etc...)
- EHESS email account.

To access these services, go to the home page of the ENT (<http://ent.ehess.fr>), click "connect" at the top right of the window. Enter your EHESS login and password (the only one you received from the EHESS).

If you would like to set up a project using Information Technology and Communication (ICT), contact [projet.tic@ehess.fr](mailto:projet.tic@ehess.fr)

Need Help? Try using the following EHESS web resources:

- Forums (tab "collaboration tools" to your ENT): You can ask all your questions and get feedback in the forum "support ENT."
- Wiki ("Help" tab of your ENT): you will find frequently asked questions and tutorials for each online tool: [aide.ent@ehess.fr](mailto:aide.ent@ehess.fr)

### ***Wifi access at EHESS Campus***

EHESS has a WiFi network within its buildings in Paris. This network is accessible to all students who have activated their EHESS account.

### ***EHESS Students mailing list***

There is a mailing list of students at the EHESS ([etudiants@ehess.fr](mailto:etudiants@ehess.fr)). Students who have activated their EHESS accounts are automatically added to this mailing list. You should regularly check your EHESS email ([firstname.lastname@ehess.fr](mailto:firstname.lastname@ehess.fr)). Announcements about seminars and visiting professors are often announced via the EHESS mailing list. You will also receive announcements of scholarships and grant opportunities. Checking your EHESS email regularly will help ensure that you don't miss important opportunities or deadlines.

All the PSE information will be sent to the students through the Campus Jourdan mailing lists, which as a default use the email you sent when you applied to PSE.

**Students registered at other institutions should contact their dedicated services.**

## **3.4 Libraries**

### **3.4.1 Bibliothèque Jourdan-Sciences humaines et sciences sociales**

This library on Campus Jourdan. All students from the PSE programs have access to the library as soon they get their *Carte Multifonctions*.

Address: Oikos Building, basement, 48, bd Jourdan – 75014 Paris  
Tel. +33(0)1 80 52 15 80

Opening hours: Monday to Friday from 9.00 a.m. to 6:00 p.m.  
Saturday from 09:00 a.m. to 05:00 p.m

This library is quite small, but you'll find reference books in Economics, as well as in Sociology, Law, Philosophy and Geography. Some of these books can only be consulted on-site, but you can make copies in the library. If you know of a great book that isn't part of our library's collection, you can make a suggestion and it might be purchased.

### **3.4.2 Centre de documentation de la Maison des Sciences économiques (MSE)**

At this library, students of the PSE Masters programs consult books and online resources on-site, but it is not possible to borrow books.

For further information on the services and collections of books: <http://cesdoc.univ-paris1.fr/>

In order to use these resources, students must first obtain a MSE-card. They must go to the office 109, 1st floor of the MSE with their student ID card and buy the MSE-card (€ 11). This card allows the entrance to the MSE building and the Documentation Centre.

Address : Centre d'Economie de la Sorbonne UMR 8174  
Université Paris 1 Panthéon-Sorbonne  
106-112, boulevard de l'Hôpital  
75647 Paris Cedex 13  
Tel: 01.44.07.83.59  
Fax: 01.44.07.83.42

Access: metro "Campo-Formio", line 5: Bobigny-Pablo Picasso/Place d'Italie

Opening hours: Monday-Friday, 10 am - 06:50 pm.  
Closed on Saturday and French public holidays (2 weeks around Christmas) and the 3 first weeks of August.

Many other libraries exist in Paris, including libraries with an Economics section. The following website provides information about all opening hours, inscription and online resources for the Paris public libraries: <http://www.paris.fr/bibliotheques>

## **3.5 Study, Always, Better!**

### **3.5.1 Need a place to work in group?**

The classrooms on Campus Jourdan are usually booked for classes and lectures during the school year. If you need a group workspace, the Secretariat can check the reservation schedule and book a room for you if available. To request a reservation, email either to [master-ape@psemail.eu](mailto:master-ape@psemail.eu) or [master-ppd@psemail.eu](mailto:master-ppd@psemail.eu). You must provide in your message with the following details: number of participants, date and time, as well as the name of the student organizing the event.

### **3.5.2 Want to learn a new language?**

You do not *need* to master French to attend your program at the PSE. Still, basic knowledge of French will be useful to be integrated in the students' community and Parisian life. Paris is full of surprises, and speaking French can open up doors and give you access to thousands of opportunities of the *Ville Lumière*.



## **Before attending PSE programs**

If you have some time before coming to PSE, you may want to take French lessons. The following schools and organizations offer intensive French lessons, mostly geared towards beginners. (Please keep in mind that these schools are not affiliated with PSE, and we cannot make any guarantees about the quality of instruction.)

### **The most renowned French language school:**

<http://www.alliancefr.org/>

**L'Atelier 9** provides and intensive French lessons, including cultural workshops. Classes are of maximum 9 students, and in the afternoon, a cultural insight of Paris is proposed. Housing service is available for an additional fee.

<http://www.latelier9.com/>

**L'institut de Langue Française** is a small organization, with summer programs. L'ILF offers students a wide range of programs set up by experienced teachers. The ILF provides housing service for the duration of the intensive language courses.

<http://www.ilf-paris.fr/>



## **While attending PSE programs**

Language courses are provided to PSE students by both ENS and EHESS. You can choose among a large set of languages and program structures.

### **At the EHESS**

The EHESS offers language courses that are dedicated to Social Sciences and meant to help researchers publish their work. Courses are offered in French and a few other languages. All information is here:

<https://bdl.hypotheses.org/>

Students interested in taking language classes should follow the instructions on how to register on each course's webpage. Enrollment takes place at the beginning of October, and you are responsible for enrolling yourself as it is part of your personal education.

### **At the ENS**

Students from the PSE programs could take free French lessons for foreigners at the "Espace des cultures et langues d'ailleurs" <http://www1.ens.fr/ecla/>. Students interested in this offer should enroll by following the instructions provided on the ECLA website. Enrollment takes place at the end of September.

### **At La Mairie de Paris**

The Mairie de Paris has many different language courses, and it offers the cheapest French classes of the city. To be eligible you have to sit for an interview around mid-September.

## At La Cité Internationale Universitaire de Paris

La Cité Internationale Universitaire de Paris offers cheap French classes, but to be eligible you have to be registered on the CIUP (Cité U) workflow (cf. section 2.2). The price is 80€ for 2 months.

<http://www.ciup.fr/access/apprentissage-du-francais-18205/>

You may also want to study a new language: **Esp@ce Langues** is a multimedia language lab of the Cité Internationale Central Library. It provides resources for residents and non-residents to improve their French or learn one of 26 other languages. The lab also organizes conversation groups in French, English, Spanish, Portuguese, Urdu, Pashto and Persian.

For more details visit [http://www.ciup.fr/bibliotheque/espace\\_langues/](http://www.ciup.fr/bibliotheque/espace_langues/).

### French Classes at Other Universities

#### La Sorbonne Nouvelle Paris 3

The university "Paris 3 Sorbonne Nouvelle" offers some classes that you can register for individually. The plus is that you can obtain academic diplomas, which is not the case while studying in all private institutions.

<http://www.univ-paris3.fr/learn-french-language-at-the-sorbonne-nouvelle-154857.kjsp?RH=1179926172259>

#### The Institut Catholique de Paris

This French university, not far from the campus, is easily reachable and provides courses of all levels during the whole year, as well as "Crash courses" during the summer.

<http://en.icp.fr/>

### 3.5.3 Internships and part-time jobs

Even though PSE Masters programs are very demanding programs, students may find time to work part-time (no full-time internships during the academic year will be authorized). Other than the mandatory internship required at the end of the M1 year for PPD students, students **must get approval from the director of their master's program** to work part-time, especially if the position they found requires an internship agreement. From a legal point of view, these part-time jobs can be either work contracts or internship agreements depending on the offer of the host institution.

Part-time job offers and internships that are relevant to PSE students (such as research assistantship, teaching assistantship, etc.) will be regularly uploaded to the teaching website or sent to you by email.

If the host institution requires an internship agreement, students will be able to download it from their ENT space at the EHESS, Paris 1 or at the ENS. Students from institutions others than EHESS should contact their home institution to obtain any internship agreement. The PSE Program Secretariat is available to provide support if necessary.

Job offers dedicated to graduate students are released through the PSE-Alumni network; do not forget to subscribe to the mailing list! (See section 3.7 "Student Life at the PSE and

Around”).

N.B., M1 APE students are allowed to do an internship during the teaching period only if it does not exceed 7h per week (one working day)

### 3.6 The Office for Students with Disabilities

The office for students with disabilities of the EHESS helps students with disabilities or serious illness. It coordinates with the various partners of the EHESS. To facilitate the daily lives of students, their main features are:

- Support for the enrollment procedure
- Design of adapted courses and examinations in collaboration with the teaching staff (administrative staff, teachers and tutors)
- Pedagogical support (extra time for exams, design of a modified curriculum, tutoring, note taking, interpretation, etc.)
- Help with the application file to the “Prestation de compensation du handicap”,
- Help with the files “Housing and Transport” (in coordination with the CROUS).

For more information, please contact the office for disabled students

Opening hours: Monday to Friday from 9 am to 12 am and 1:30 pm to 5 pm

Person in charge: **Marie Coutant**  
Office 717 - 190 Avenue de France - 75013 Paris  
Tél. (+33) 1 49 54 25 89  
[accueil.handicap\(at\)ehess.fr](mailto:accueil.handicap@ehess.fr)

More on: <https://www.ehess.fr/fr/%C3%A9tudiants-en-situation-handicap>

***Students from other institutions should contact their home institution to benefit from this service.***

### 3.7 Student Life at the PSE and Around

#### 3.7.1 Student life at the PSE

You'll find two students associations within the PSE, SYNAPSE and the PSE Alumni Association.  
<http://www.parisschoolofeconomics.eu/fr/associations/>

**SYNAPSE** is the students' association of the school.



SYNAPSE was created five years ago with the aim of building a sense of community at PSE. The organization works to create a positive environment for learning and research, and to help students with everyday life on campus. In order to achieve these goals, SYNAPSE organizes entertainment and events for all masters and PhD students, and they are always available to answer questions and provide support.

Because SYNAPSE is a very young association (like PSE itself), it doesn't yet have any big traditions. Nevertheless, SYNAPSE tries to organize parties (usually in a bar in town) throughout the year, as well as a « Rentrée » meeting/picnic. Two years ago SYNAPSE organized an enormous barbecue on Campus Jourdan at the end of the school year. Given its unquestionable success, it should be repeated in the coming years!

All students are encouraged to take an active part in the organization of events, and to take initiative to help us improve student life on the campus. Don't hesitate to send your suggestions and talk to the members of the Bureau!

**Contact:** [synapse@psemail.eu](mailto:synapse@psemail.eu)

<http://www.parisschoolofeconomics.eu/fr/formations-et-vie-etudiante/associations-synapse-et-alumni/associations/>

**PSE Alumni:** PSE Alumni is the association aiming to create a professional network for PSE graduates. Created in the end of 2010, the PSE Alumni association includes members from the graduating class of 2005 up to current students. Efforts are being made to include former graduates as well (remember that the APE program started in 1987). The PSE Alumni board members include the directors of the Master and PhD programs in PSE and several former students. Up to now, the Alumni Association has been most useful as a forum for announcing job vacancies to its members. PSE Alumni's website also includes information on the association, news, and an online directory with contact information for every member of the network.



At the beginning of the year we will send an email to all new students inviting them to join the job vacancies mailinglist.

Contact : [alumni@psemail.eu](mailto:alumni@psemail.eu) the Group "Paris School of Economics (PSE)" on LinkedIn and our Facebook page "PSE Alumni – Paris School of Economics"

The website URL: <http://www.pse-alumni.org/>

### **3.7.2 Student life at the EHESS**

#### **STUDENT HALL**

In June 2009, the EHESS opened a new space dedicated to students at *54 Boulevard Raspail* (ground floor, on the right). This relaxing place is open from October to July, Monday through Friday from 9 am to 9 pm and Saturday from 9 am to 1 pm. This place is fully available to PSE students (i.e. to have lunch) and for student social events. In the same building, the Office of the Student Associations (ground floor) is reserved for the student association of the EHESS, the sports association, and the student unions.

#### **STUDENT ASSOCIATION**

The **Student Association** of the EHESS ([ae@ehess.fr](mailto:ae@ehess.fr)), founded in 2009, aims to be a platform for entertainment, intellectual exchange and professional integration. Events (conferences, films, events, etc...) will be offered by and for students. You can check the association's website to find an agenda of all events, as well as information about the language exchange (a possibility to teach your language while learning a new one...).  
<https://www.ehess.fr/fr/association-%C3%A9tudiants>

#### **SPORTS ASSOCIATION**

The **Sports Association** (AS) of the EHESS aims to improve student life by organizing club sports. PSE students can participate in sports at the ENS too. The sports association encourages participation in various sports and activities, all of which are supervised by qualified instructors at reduced prices. Thirty individual and team sports are now available for students at the EHESS in Paris while enrolled. You can participate in fifteen additional "original" sports (climbing, horse riding, caving, etc.) by signing of an agreement with University Paris VI. The price of these sports ranges from 30 to 80 Euros per year. An agreement with a swimming pool has also been signed, with time period reserved for EHESS students.

You can find updated information at:

<https://www.ehess.fr/fr/association-sportive>

### **STUDENTS UNIONS**

Two students unions (left-wing) are represented at the EHESS.

- The UNEF (National Union of Students of France) comes from the UNAGEF (National Union of Students Associations General of France) founded in 1907. It's the biggest national student union. Official website: <http://www.unef.fr>. At the EHESS: 54, bd Raspail 75006 Paris. Email: [unefehess@gmail.com](mailto:unefehess@gmail.com)
- Sud Étudiants ("South" Students Union) was established in 1996, following the strike of November and December 1995. Official website: <http://www.sud-etudiant.org>. At the EHESS: 54, bd Raspail 75006 Paris. Email: [contact@solidaires-etudiant-e-s.org](mailto:contact@solidaires-etudiant-e-s.org)

## **4. Annexes:**

### **4.1 The PSE Master Programs Academic Partners**

#### **4.1.1 Ecole des Hautes Etudes en Sciences Sociales (EHESS)**

**The École des Hautes Études en Sciences Sociales (EHESS)** is a public graduate research institution in the social sciences. Its aim is primarily research and graduate training. The main research and teaching activities are carried out in the following disciplines: history, sociology, anthropology, economics, demographics, geography, law, archeology, psychology, linguistics, cognitive sciences, philosophy and mathematics. Interdisciplinary cooperation and dialogue between these fields is a trademark of the EHESS. Teaching is organized around seminars in which each professor presents his or her own work-in-progress.

Since its creation, the EHESS has been committed to international students. They constitute about half of the students body, they enrich the life of the institution, and they contribute to its academic growth. The EHESS welcomes students at the Master and PhD level.

Read more on: <http://www.ehess.fr/fr/>

#### **4.1.2 Ecole Normale Supérieure (ENS Paris)**

**The École Normale Supérieure (ENS)** is an elite higher education institution (graduate school) for advanced undergraduate and graduate studies, and a prestigious French research center. It encompasses fourteen teaching and research departments, including the humanities, sciences and other disciplines. Unique among the *grandes écoles* in France for its training in humanities and science, the ENS prepares its students for their role as future leaders in every imaginable professional field: research, media, public service and private industry.

Read more on: <http://www.ens.fr/?lang=en>

#### **4.1.3 Ecole des Ponts et Chaussées ParisTech (ENPC)**

**The École des Ponts ParisTech** is one of the world's oldest engineering institutes. It has been training the elite of French engineers for over two centuries. In the last decades, it has developed beyond its more traditional fields and into an international institution, adapting to the changing demands of the modern world.

Besides traditional fields such as civil engineering, environment, transport, town and regional planning, mechanics, industrial management and logistics, École des Ponts also offers advanced programs in fields such as applied mathematics, economics and management.

Read more on: [http://www.enpc.fr/english/int\\_index.htm](http://www.enpc.fr/english/int_index.htm)

#### **4.1.4 University Paris 1 Panthéon Sorbonne**

Pantheon-Sorbonne University, also known as Paris I, is a public research university in Paris. It was established in 1971 as one of the main inheritors of the historical University of Paris — colloquially referred to as the Sorbonne— after the cultural revolution of French May 1968, which resulted in the division of the world's second oldest academic institution. The university was created as a consolidation of a section of the Faculty of Law and Economics: Panthéon, and a section of the Faculty of Arts and Humanities: Sorbonne.

Its focus is multidisciplinary, and has three main domains: Economic and Management Sciences, Human Sciences, and Legal and Political Sciences; comprising several subjects such as: Economics, Law, Philosophy, Geography, Humanities, Cinema, Plastic arts, Art history, Political science, Mathematics, Management, and Social sciences.

Read more on: <https://www.univ-paris1.fr/>

## **4.2 The French Higher Education System**

<http://www.parisschoolofeconomics.eu/IMG/pdf/pse-french-higher-education-system.pdf>

Even though the PSE offers its masters programs in English in an international environment; it is part of the French higher education system. Learn to know and understand it better! You will be part of it!

### **4.2.1 The European System**

Thanks to the ECTS (European Credit Transfer System) all students - whether they are French or international - can easily understand and compare their degree program to any other European degree. It is a system of cumulative and transferable educational units. Each Educational Unit (EU) has a value defined in ECTS credits and corresponds to a number of working hours (lessons, tutorials, practical work and personal study, and exam) which students must complete to obtain an EU. A successfully completed year represents 60 ECTS credits, with around 30 ECTS credits per semester. This system facilitates the mobility of students within Europe during their university years.

French higher education is divided into 3 "cycles" in accordance with the common European system:

### **4.2.2 Licence (Bachelor's), Masters, and Doctorate (LMD).**

The number of semesters of postsecondary study and their equivalent in ECTS credits are counted toward the award of degrees:

Licence (L) = A-level + 6 semesters = acquisition of 180 ECTS credits

Master (M) = Licence + 4 additional semesters = acquisition of 120 ECTS credits

Masters degree can be either professional or research-based with a possibility of a combination of both.

Doctorate (D) = a minimum of 3 years after the Masters (not expressed in ECTS credits)

Advancing from one “cycle” to another is not automatic and requires fulfilling certain prerequisites and, in some cases, completing an application process. **At PSE, the APE and PPD masters’ degrees are research-based. The PhD is a natural continuation of the Masters Degree and graduate students access this path under certain academic and financial conditions. Therefore, there is no direct admission into the Doctoral training for external candidates.** This is the same system as in most US universities, where the first two years of PhD program are devoted to course work (and the admission into the third year is conditional on successful performance on the first two years). Thus, one can think of admissions to PSE master’s in the same way as admissions to the course-work years of a standard US-university-based PhD program. If you are interested in pursuing a PhD after completing M2 at PSE, there will be an informational meeting in December.

### 4.2.3 Organization of the academic year in France

Each university year is divided into 2 semesters of approximately 4 months each:

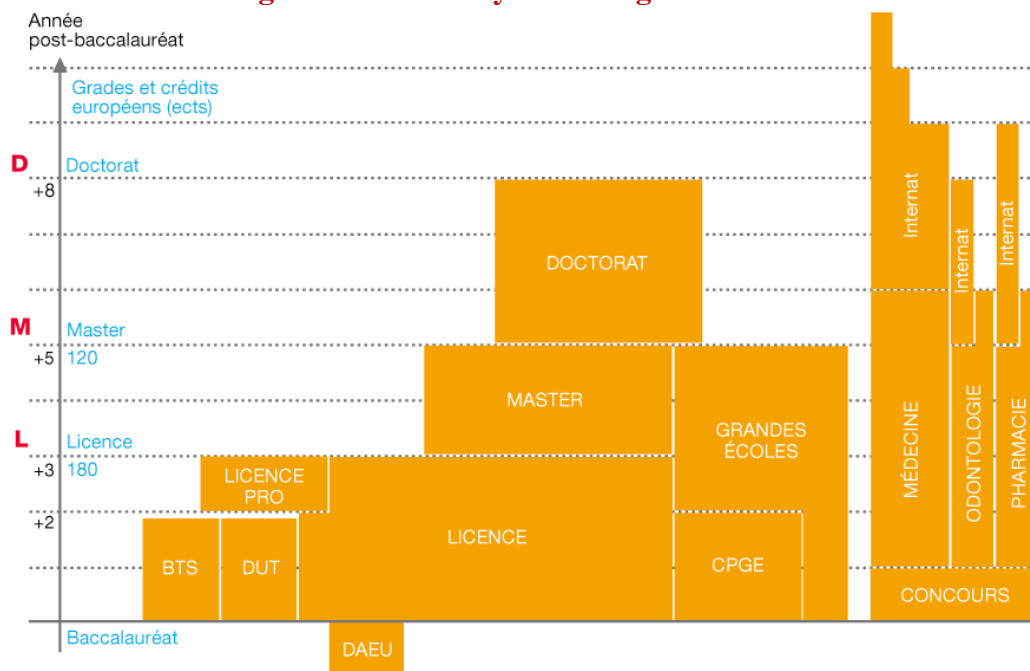
First semester: from September/October to the end of January;

Second semester: from early February to the end of May.

Examinations are usually held at the end of each semester. Certain courses can continue through the summer until September of the following academic year.

At PSE, the academic training starts in September and finishes in August. Therefore there is no possibility to start the program at a different period of the academic year. There are two masters’ dissertation defense sessions, one in June and one at the beginning of September.

### 4.2.4 French Higher Education System at a glance



Source: Campus France

#### 4.2.5 What is the difference between a University and a Grande Ecole?

*Grandes Ecoles* are specific to France. They are divided into four main groups:  
*Ecoles Normales Supérieures* (ENS)  
Scientific and Engineering *Grandes Ecoles*  
Business and Management Schools  
*Instituts d'Etudes Politiques* (IEP)

Admission is granted upon a successful completion of an extremely demanding entrance examination. Preparatory classes (so called *CPGE*) equivalent to the first two years of a university program prepare students for the entrance examinations. At PSE, the masters' programs are jointly organized by some of the *Grandes Ecoles*.

#### 4.2.6 Cost of studies

University tuition fees are lower than in other units of the French higher education system (about €500 a year, health insurance included) because the government covers much of the true cost of each student's education (which ranges from €8,000 to €14,000 per year). Therefore, at PSE you will not pay more than €500 for a year of studies (around €340 for the 18-19 academic year).

**Be autonomous and proactive!** The main mission of the French universities is to provide an excellent education at a low cost to the student. The downside of this policy is that they offer very little personalized service to students. Foreign students must be autonomous in their endeavors to get settled in France and fulfill the necessary administrative procedures. Even though the PSE does not have a dedicated student services office, students admitted to one of the masters' programs are welcome to contact the International Mobility Assistance Service (*Acc&ss*) at the *Cité Internationale Universitaire de Paris* before or on their arrival to receive support and solutions to the problems they are experiencing while getting settled in Paris.

<http://www.ciup.fr/en/mobilite/etudiant/home>

#### 4.2.7 Admission and Funding Opportunities for International Students

Financial aid from different institutions is available for international students. However, there are a few key points to bear in mind if you wish to obtain a grant to study in France.

The admission into the French higher education institution and the application for a scholarship are two independent processes managed by distinct organizations, even if the academic institution is involved in the grant allocation process, as it is often the case. **At PSE there is no integrated "admission through scholarship" system.**

You must be aware that you should start looking for funding and investigate the possible sources as early as in October, one year before you start your studies.

The scholarship application procedures usually open in December, with deadlines as early as in January. You will encounter grants where candidates apply for funding directly and individually (e. g., government scholarships) as well as grants where applications are sent through the Higher Education institution the candidate wishes to be part of. In such a case, it is the institution accepting the candidate for its training that presents his/her application file for the grant (IDF, Eiffel).



**At the PSE, the admission deadlines (March) in some cases do not meet the grant allocation deadlines.** We do not issue admission letters before the official admission process outcome (April) nor support candidates that are not yet officially accepted into our programs. However, do not hesitate to contact the PSE masters secretariat for any other type of document to support for your grant application (letter of eligibility, letter of file reception etc). We invite all the future PSE students to explore the different funding possibilities in more detail available on the website of Campus France through the grant search engine:

<http://www.campusfrance.org/en/page/campusbourses-grant-search-engine>

# **SYNAPSE Students' Association**

**Ecole d'économie de**

**Paris 48, Boulevard**

**Jourdan**

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