

## ECOLE NATIONALE SUPÉRIEURE D'ARCHITECTURE DE PARIS LA VILLETTE

*Academic year 2024/2025*

<b>NAME OF THE INSTITUTION</b>	Ecole Nationale Supérieure d'Architecture de Paris - La Villette
<b>ADRESS</b>	144 avenue de Flandre
<b>POSTOL CODE AND CITY</b>	75019 Paris
<b>COUNTRY</b>	FRANCE
<b>WEBSITE</b>	<a href="http://www.paris-lavillette.archi.fr/index.php?page=foreign-exchange-students">http://www.paris-lavillette.archi.fr/index.php?page=foreign-exchange-students</a>
<b>ERASMUS ID CODE</b>	F PARIS126
<b>DIRECTOR</b>	<b>Caroline Lecourtois</b>

### INTERNATIONAL RELATIONS SERVICE (SAME ADRESS AS ABOVE)

<b>RESPONSIBLE OF THE SERVICE</b> <b>ERASMUS + COORDINATOR</b>	<b>Justine SIMONOT</b> justine.simonot@paris-lavillette.archi.fr Phone number : + 33 1 44 65 23 26
<b>MOBILITY (INCOMING)</b>	<b>Juliette VILLAIN</b> juliette.villain@paris-lavillette.archi.fr Phone number: + 33 1 44 65 23 28
<b>MOBILITY (OUTGOING)</b>	<b>Marie MALINOSKY</b> marie.malinosky@paris-lavillette.archi.fr Phone number: + 33 1 44 65 23 27
<b>ADMINISTRATIVE ASSISTANT</b>	<b>Justine LANJOUERE CROUX</b> <a href="mailto:justinelanjouerecrox@paris-lavillette.archi.fr">justinelanjouerecrox@paris-lavillette.archi.fr</a> Phone number: +33 1 44 65 23 29
<b>ACADEMIC TUTORS FOR INCOMING STUDENTS</b>	The list of ENSAPLV referent teachers for each destination is available on the website:  Section " <u>Procédure de candidature / Application procedure</u> " → " <u>Enseignants référents par destination / Referent teachers by destination</u> ".  Website : <a href="http://www.paris-lavillette.archi.fr/index.php?page=foreign-exchange-students">http://www.paris-lavillette.archi.fr/index.php?page=foreign-exchange-students</a>

The international relations service **is not in charge of the PhD student** wanting to stay at ENSAPLV. These students can contact the **research service**: Caroline VARLET, responsible of the research service ([caroline.varlet@paris-lavillette.archi.fr](mailto:caroline.varlet@paris-lavillette.archi.fr)).

## CALENDAR AND KEY DATES

<p>ACADEMIC CALENDAR</p> <p>ACADEMIC YEAR 2024/2025</p>	<p><b><u>Please note: the dates indicated are provisional and could be changed.</u></b></p> <p><b>1<sup>st</sup> semester 2024/2025: Fall semester (dates to be confirmed)</b></p> <ul style="list-style-type: none"> <li>▪ <b>From September 2<sup>nd</sup> to September 21<sup>st</sup>, 2024: <u>Optional</u></b> intensive French courses prior to the start of the academic year. A fee of 50€ is charged to the student.</li> <li>▪ <u>September 19<sup>th</sup>, 2024:</u> Welcome meeting for incoming students and meeting with professors of ENSAPLV</li> <li>▪ <u>September 30<sup>th</sup>, 2024:</u> Beginning of courses of the first semester</li> <li>▪ <u>End of January, 2025:</u> End of the first semester</li> </ul> <p><b>2<sup>nd</sup> semester 2024/2025: Spring semester (dates to be confirmed)</b></p> <ul style="list-style-type: none"> <li>▪ <u>From February 3<sup>rd</sup> to February 15<sup>th</sup>, 2025: <u>Optional</u></u> intensive French courses prior to the start of the beginning of the courses. A fee of 50€ is charged to the student.</li> <li>▪ <u>February 20<sup>th</sup>, 2025:</u> Welcome meeting for incoming students and meeting with professors of ENSAPLV</li> <li>▪ <u>March 3<sup>rd</sup>, 2025:</u> Beginning of courses of the second semester</li> <li>▪ <u>Beginning of July, 2025:</u> End of the second semester</li> </ul>
<p>DEADLINES FOR THE NOMINATION BY THE PARTNER UNIVERSITIES</p>	<ul style="list-style-type: none"> <li>▪ <u>May 2<sup>nd</sup>, 2024:</u> Mobility stay planned for the first semester or the whole year</li> <li>▪ <u>October 31<sup>st</sup>, 2024:</u> Mobility stay planned for the second semester</li> </ul> <p><b>Please respect these deadlines</b></p>
<p>DEADLINES FOR THE ONLINE APPLICATION BY STUDENTS</p>	<ul style="list-style-type: none"> <li>▪ <u>May 22<sup>nd</sup>, 2024:</u> Mobility stay planned for the first semester or the whole year</li> <li>▪ <u>November 13<sup>th</sup>, 2024:</u> Mobility stay planned for the second semester</li> </ul> <p><b>Please respect these deadlines</b></p>

## NOMINATION AND APPLICATION PROCEDURE

<p>NOMINATION PROCEDURE BY THE HOME UNIVERSITY</p>	<p>ENSAPLV accepts students selected by the home university in conformity with the number of students stipulated in the exchange agreement.</p> <p>Students are advised to study for a full academic year. Even if it is possible to arrive in the second semester, integration into the school is more difficult.</p> <p><b><u>Home university nominates</u></b> the selected students to the International Relations Service by e-mail (<a href="mailto:juliette.villain@paris-lavillette.archi.fr">juliette.villain@paris-lavillette.archi.fr</a>) which specifies:</p> <ul style="list-style-type: none"> <li>◆ FAMILY NAME</li> <li>◆ First name</li> <li>◆ Gender</li> <li>◆ Date of birth</li> <li>◆ Nationality</li> <li>◆ Study level at ENSAPLV: <b>First cycle</b> (3<sup>rd</sup> year of higher education) or <b>Second cycle</b> (4<sup>th</sup> year, 5<sup>th</sup> year or more years of higher education)</li> <li>◆ Exchange period (<i>academic year</i>)</li> <li>◆ Start semester (<i>1<sup>st</sup> Semester: beginning of September to end of January, 2<sup>nd</sup> Semester: end of February to beginning of July</i>)</li> <li>◆ Duration (<i>number of semesters</i>)</li> <li>◆ Email</li> </ul>
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<p>APPLICATION PROCEDURE BY THE STUDENT</p>	<p><b><u>The student completes the online application</u></b> after receiving an informative e-mail from ENSAPLV:</p> <ol style="list-style-type: none"> <li>1. Complete the online application form.</li> <li>2. Upload all the required documents:           <ul style="list-style-type: none"> <li>◆ Photo of the student</li> <li>◆ Copy of passport</li> <li>◆ Draft learning agreement signed by applicant and home university coordinator</li> <li>◆ Certificate attesting French ability level at the moment of the application</li> <li>◆ Confirmation signed by the home university coordinator</li> </ul> </li> </ol> <p>A student's acceptance is not conditional on the provision of a portfolio, although it may be useful to the student on arrival at a course to introduce themselves to the teacher.</p> <p>We do not need the letter of intent and transcripts of records</p> <p><b>Do not send your application documents by post.</b></p> <p><b><u>The letter of acceptance</u></b> will be sent to the home university in June for a first semester or a whole year study period and at the beginning of December for a second semester study period.</p> <p><b>CAUTION:</b> Exchange students at ENSAPLV <b><u>are not allowed to register as regular student of the school the year following their mobility</u></b>. No applications can be made during their mobility.</p> <p><i>For example, a student in exchange during the academic year 2024/2025 will not be able to enrol as a regular student in 2025/2026 at ENSAPLV. At the end of the mobility period, student will have to continue to study at the home university and will only be able to apply for an admission for the academic year 2026/2027 at ENSAPLV.</i></p>
<p>STUDY PLAN AND PEDAGOGICAL RULES</p>	<p><b><u>The study plan</u></b> submitted in the application form is not final. This study plan will be definitively fixed after the pedagogical registration at the beginning of the semester. However, it must comply with the pedagogical rules established ENSAPLV.</p> <p>To complete this study plan, you can consult:</p> <ul style="list-style-type: none"> <li>▪ The description of the offer and the pedagogical rules on the booklet “Courses offer for exchange students” on the ENSAPLV website</li> <li>▪ The catalogue of courses by semester on the ENSAPLV website</li> <li>▪ A summary of the pedagogical rules in the section “Pedagogical rules specific to mobility students” of this document</li> </ul> <p>Website: <a href="http://www.paris-lavillette.archi.fr/index.php?page=foreign-exchange-students">http://www.paris-lavillette.archi.fr/index.php?page=foreign-exchange-students</a></p>
<p>CERTIFICATE OF FRENCH LANGUAGE LEVEL</p>	<p>The French language attestation can take several forms:</p> <ul style="list-style-type: none"> <li>▪ An official certificate by an accredited institution</li> <li>▪ A teacher’s attestation signed and stamped by the coordinator of the home university</li> <li>▪ An OLS certificate for the students coming under the Erasmus+ programme</li> </ul>

## STUDY MOBILITY AT ENSAPLV

PEDAGOGICAL OFFER	<p>Students on mobility have an adapted pedagogical offer:</p> <ul style="list-style-type: none"> <li>▪ In the first semester (Fall semester): the students have access to courses in <b>semester 5</b> (Licence 3 /3<sup>rd</sup> year), <b>semester 7</b> (Master 1 /4<sup>th</sup> year) and <b>semester 9</b> (Master 2 / 5<sup>th</sup> year)</li> <li>▪ In the second semester (Spring semester): the students have access to courses in <b>semester 6</b> (Licence 3 /3<sup>rd</sup> year) and <b>semester 8</b> (Master 1 /4<sup>th</sup> year).</li> </ul> <p><b>Courses of Licence 1 and 2 (1<sup>st</sup> and 2<sup>nd</sup> year) are not open for exchange students. Semester 10 (second semester of Master 2) is devoted to the individual final work of the student, leading to the ENSAPLV Master diploma. As a consequence, there is no collective classes during this semester.</b></p> <p><i>Exchange students may work on their final work if one professor of ENSAPLV has agreed to tutor them.</i></p> <p><b>Pedagogical offer</b> is detailed by semester on the ENSAPLV website:  <a href="http://www.paris-lavillette.archi.fr/index.php?page=foreign-exchange-students">http://www.paris-lavillette.archi.fr/index.php?page=foreign-exchange-students</a></p> <p>The mobility student <b>is free to choose the courses according to the expectations of the home university</b>. However, the student <u>is advised to respect the study level</u> for the choice of the <u>Project course</u>.</p>																					
PEDAGOGICAL RULES SPECIFIC TO MOBILITY STUDENTS	<p>Exchange students have specific pedagogical rules, which can be found in "Courses offer for exchange students " on the website:  <a href="http://www.paris-lavillette.archi.fr/index.php?page=foreign-exchange-students">http://www.paris-lavillette.archi.fr/index.php?page=foreign-exchange-students</a></p> <p>Hereafter, some rules to elaborate the study project:        The selection of courses is chosen among the courses of Licence 3 (<b>L5 or L6</b>) *, Master 1 (<b>M7 or M8</b>) * and Master 2 (<b>M9</b>) * with a <b>maximum</b> of 60 ECTS credits per year or 30 ECTS credits for a one semester exchange.</p> <table border="1" data-bbox="515 1485 1445 1895"> <thead> <tr> <th>COMPONENT CODE*</th> <th>TEACHING</th> <th>NB. MAX PER SEMESTER</th> </tr> </thead> <tbody> <tr> <td>L517PA - L621PA M71 PA - M84 PA M97 PA</td> <td>Project (P)</td> <td>1</td> </tr> <tr> <td>M71CTID - M84CTID</td> <td>Cross Disciplinary Course Intra-domain (CTID)</td> <td>4</td> </tr> <tr> <td>M73CTA - M86CTA M99CTA</td> <td>Construction-Atmospheres (CTA)</td> <td>2</td> </tr> <tr> <td>M73TR - M86TR</td> <td>Digital transition - BIM - Representation (TR)</td> <td>2</td> </tr> <tr> <td>M72S+M72IR</td> <td>Thematic seminar + Introduction to research (S + IR) **</td> <td>1</td> </tr> <tr> <td></td> <td>History (H), Philosophy (PH) ou Sociology (SH)</td> <td>1</td> </tr> </tbody> </table>	COMPONENT CODE*	TEACHING	NB. MAX PER SEMESTER	L517PA - L621PA M71 PA - M84 PA M97 PA	Project (P)	1	M71CTID - M84CTID	Cross Disciplinary Course Intra-domain (CTID)	4	M73CTA - M86CTA M99CTA	Construction-Atmospheres (CTA)	2	M73TR - M86TR	Digital transition - BIM - Representation (TR)	2	M72S+M72IR	Thematic seminar + Introduction to research (S + IR) **	1		History (H), Philosophy (PH) ou Sociology (SH)	1
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	<p>** A student may only take a Seminar course in semester 8 if he/she has taken the same course in semester 7.</p>																					

<b>LANGUAGE OF DIDACTICS</b>	<p>French is the teaching language.  <b>All theoretical courses are taught in French.</b></p> <p>A lot of teachers at ENSAPLV are from foreign countries. Depending on their language skills, some teachers are able to provide individual corrections in the student's language, particularly in Project courses.</p>
<b>RECOMMENDED LEVEL OF FRENCH LANGUAGE</b>	<p>A minimum <b>B1 level in French abilities is strongly recommended</b> to be able to understand and attend classes.</p> <p>Students who do not speak French will be limited in their choice of courses. They are advised to choose theory courses preferably in the second semester, after having improved their language skills in the first semester.</p> <p><b>A French course</b> is offered during each semester (to be confirm) for the exchange students with a level below B2. This validation of the French course will allow 2 ECTS for the first semester and 1ECTS for the second semester.</p>
<b>INTERNSHIP</b>	<p>Students who want to have a work experience through an internship must bring from their home university <b>a letter indicating that this internship is compulsory</b> during his/her studies to get their diploma. This letter is compulsory to have an agreement signed by ENSAPLV with the employer.</p> <p>The internship must <u>take place during the mobility period</u>. Besides, the student must comply with ENSAPLV regulations internship (tutoring by ENSAPLV teacher, requirement of a written report). The student will then receive 8 ECTS credits.</p>

**END OF MOBILITY**

<b>TRANSCRIPT OF RECORDS</b>	<p><b>The transcript of records</b> are sent by e-mail to the International Relations Office of the home university at the end of February for students staying for the 1<sup>st</sup> semester ; and at the end of July for students staying for the 2<sup>nd</sup> semester or the whole year.</p>																		
<b>CREDIT SYSTEM, ECTS, MARKS</b>	<p><b>Maximum 30 ECTS for one semester and 60 ECTS for the whole year</b></p> <p>French grading scale runs from 0 (lowest grade) to 20. A minimum of 10 points (Pass grade) is necessary to obtain the corresponding ECTS of the attended class.</p> <p>ECTS grading scale for an obtained grade of 10 points and upper.</p> <table border="1" data-bbox="464 1641 1382 2033"> <thead> <tr> <th>Definition</th> <th>ECTS grade</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td>EXCELLENT – Outstanding performance with only minor errors</td> <td>A</td> <td>10%</td> </tr> <tr> <td>VERY GOOD – Above the average standard with some errors</td> <td>B</td> <td>25%</td> </tr> <tr> <td>GOOD – Generally sound work with a number of notable errors</td> <td>C</td> <td>30%</td> </tr> <tr> <td>SATISFACTORY – Fair but with significant shortcomings</td> <td>D</td> <td>25%</td> </tr> <tr> <td>SUFFICIENT – Performance meets the minimum criteria</td> <td>E</td> <td>10%</td> </tr> </tbody> </table>	Definition	ECTS grade	Distribution	EXCELLENT – Outstanding performance with only minor errors	A	10%	VERY GOOD – Above the average standard with some errors	B	25%	GOOD – Generally sound work with a number of notable errors	C	30%	SATISFACTORY – Fair but with significant shortcomings	D	25%	SUFFICIENT – Performance meets the minimum criteria	E	10%
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CERTIFICATE OF ATTENDANCE	<p><b>A certificate of attendance</b> will be given to the student at the end of the mobility stay, stating the dates of arrival and departure.</p> <p><b>Important:</b></p> <ul style="list-style-type: none"> <li>◆ This certificate is personal and can be delivered only to the person concern.</li> <li>◆ The arrival date refers to the welcome meeting or the beginning of Intensive French courses at soonest.</li> <li>◆ The day of departure is the day of the last exam that the student passes.</li> <li>◆ The length can be extended up to September 30<sup>th</sup> if the student is doing an internship during summer.</li> </ul>
<b>PRACTICAL INFORMATION</b>	
SPECIAL FACILITIES FOR DISABLED PERSONS	No
HEALTH INSURANCE AND THIRD PERSON LIABILITY INSURANCE	<p>Students from <b>UE</b> must bring their <b>European health insurance card</b>, valid till the end of their stay in France.</p> <p><b>Non-UE</b> students have to register for <b>French health insurance</b> (“Sécurité sociale étudiant”). From 2018/2019 this is <b>free</b> of charge for students.</p> <p><b>Each student</b> must have contracted a <b>third person liability insurance</b>. The student must bring a document giving evidence of this insurance.</p>
ACCOMODATION	<p>ENSAPLV doesn't provide rooms in university residences ; the question of accommodation is very difficult in Paris and rather expensive ! (minimum 600€ per month).</p>