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# *Handbook for the international student*

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*Ecole Supérieure  
d'Electricité*

*Campus de Gif :  
3 rue Joliot-Curie  
91190 Gif-sur-Yvette  
France  
Tel: 33. 1. 69.85.12.12*

*www.supelec.fr  
international@supelec.fr*



# Welcome

Dear International Students,

This practical student handbook is designed to help familiarize yourselves with Supélec. Keep it with you for reference. You will find important information and tips ranging from *Academic Affairs* to *Savoir Vivre*. It complements the information the Admissions team will have sent you. Some of you may not find the information they are looking for in this guide. If so, ask our different Supélec offices.

Over your stay with us, you will have the opportunity to live a unique experience from the inside of a top-tier French *Grande Ecole* whose tradition, since established in 1894, has been to transmit knowledge and academic excellence while providing personal development. Whatever the program you choose at the undergraduate or postgraduate level you will most certainly find a course that interests you and supports your career aspirations.

Two of the greatest resources of our school are the Faculty who is highly involved in research as well as the students, some of whom you may befriend for life.

It is also the great opportunity you have to live and study close to Paris where you will enjoy a rich cultural life and entertainment.

The management and staff of Supélec look forward to welcoming you during the academic year 2009/2010.

Once again, *bienvenue*, and I wish you every success and happiness in your studies at Supélec.



Pr. Claude Lhermitte  
Director of Supélec International Affairs

*Every effort has been made to ensure the accuracy of the information contained in this handbook. Supélec reserves the right to make changes to the information given. Applicants will receive additional, current information during the admissions process and on joining our school.*

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Website: [www.supelec.fr](http://www.supelec.fr)

Intl. Affairs tel: +33.1.69.85.12.44

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Intl. Affairs email: [international@supelec.fr](mailto:international@supelec.fr)

Schedule :

weekdays : 7:30am – 8:00pm

Office hours :

generally: 8:30am – 5:15pm

# ARRIVAL IN SUPELEC

## ARRIVAL BY AIRPLANE & RER TRAIN



There are two main airports in Paris: Roissy-Charles de Gaulle and Orly.

**Taxi:** from Charles de Gaulle (CDG), the fare is approximately 75 € to 85 €.

If you arrive at **CDG**, you also have the option to ride the **RER B** heading to *Saint-Remy-les-Chevreuse*. Get off at **Le Guichet** (4 stops after *Massy-Palaiseau*). Beware: not all trains stop at Le Guichet. Check from signs.

If you have a lot of luggage it is really not advised to ride the RER as you will have to call a taxi at Le Guichet. It is highly recommended to just take a licensed taxi from the airport.

But if you do not have too much, check out [www.ratp.fr](http://www.ratp.fr) and you can get the schedule to **Le Guichet**.

**Taxi:** From Orly Airport (ideal because closest to Supélec), the approximate fare is 45 €.

If you arrive at **Orly**, you can take a taxi with the approximate fare listed above.

Additionally, there is a train service (Orlyval) which commutes between Orly and **Antony RER B** stations. Switch to **RER B** line and head to *Saint-Remy-les-Chevreuse*. Get off at **Le Guichet**, 4 stops after *Massy-Palaiseau*. Beware: not all trains stop at Le Guichet. Check from signs.

If you have a lot of luggage, once again, it is really not recommended to take the RER. Just take a licensed taxi from the airport.

But if you do not have too much, check out [www.ratp.fr](http://www.ratp.fr) and you will get the schedule to **Le Guichet**.

On Sundays the licensed taxi fare is usually higher from the airport (up to an extra 20 € to 30 €) to your final destination, and Parisian taxis are allowed to refuse a ride to Gif-sur-Yvette or Supélec.

It is quite rare, though.

## FROM LE GUICHET STATION TO SUPELEC CAMPUS

From **Le Guichet** Station to Supélec, you will have to take bus number 269/02 until **Supélec** stop.

Beware: there is no bus 269/02 on weekends.

If you arrive on a Saturday, you can take bus 91/06 from **Massy-Palaiseau RER B** station heading to **SAINT-QUENTIN GARE ROUTIERE**, until **Moulon** stop.

## THE SUBWAY or “LE METRO”



If you want detailed information, check out [www.ratp.fr](http://www.ratp.fr).

The last train back from central Paris (*Chatelet*) is around 12:30am on weekdays. Traffic is reduced on weekends.

**Fares:**

- € 1.60 for a one-way ticket (14 metro lines inside Paris)

- € 3.00 for a one-way suburban ticket (Paris + suburbs). Fare may vary according to destination

If you have a car (and do not come from too far), we strongly recommend you take it with you, as the bus service is reduced on Saturdays, Sundays and bank holidays. Only bus 91.06 might be working.

The safest way to get to the RER station on weekends is walking (about 45 minutes).

As you may know, Supélec is not exactly in the center of Paris: it is an approximate 40 minute commute south from the metro station of *St Michel* and *Chatelet-Les Halles* (heart of Paris).

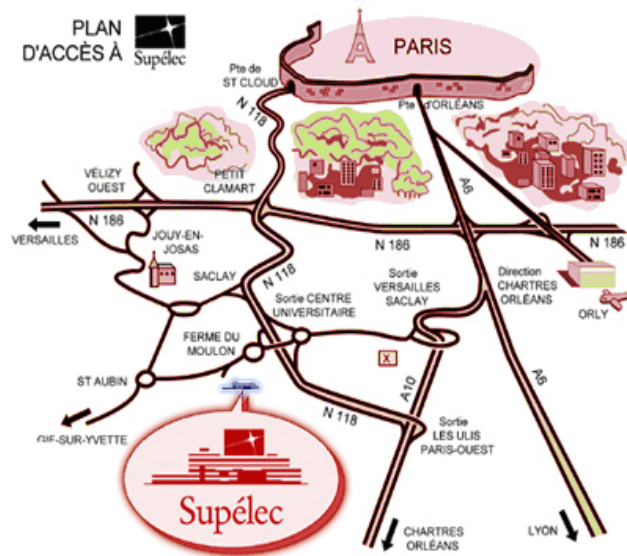
**How to reach downtown Paris with public transportation:**

Take bus 269.02 near Supélec gates and get off at the stop “Guichet RER arrivée”. Go to the RER station (you will see it from the stop) and take the RER heading to Charles de Gaulle airport.

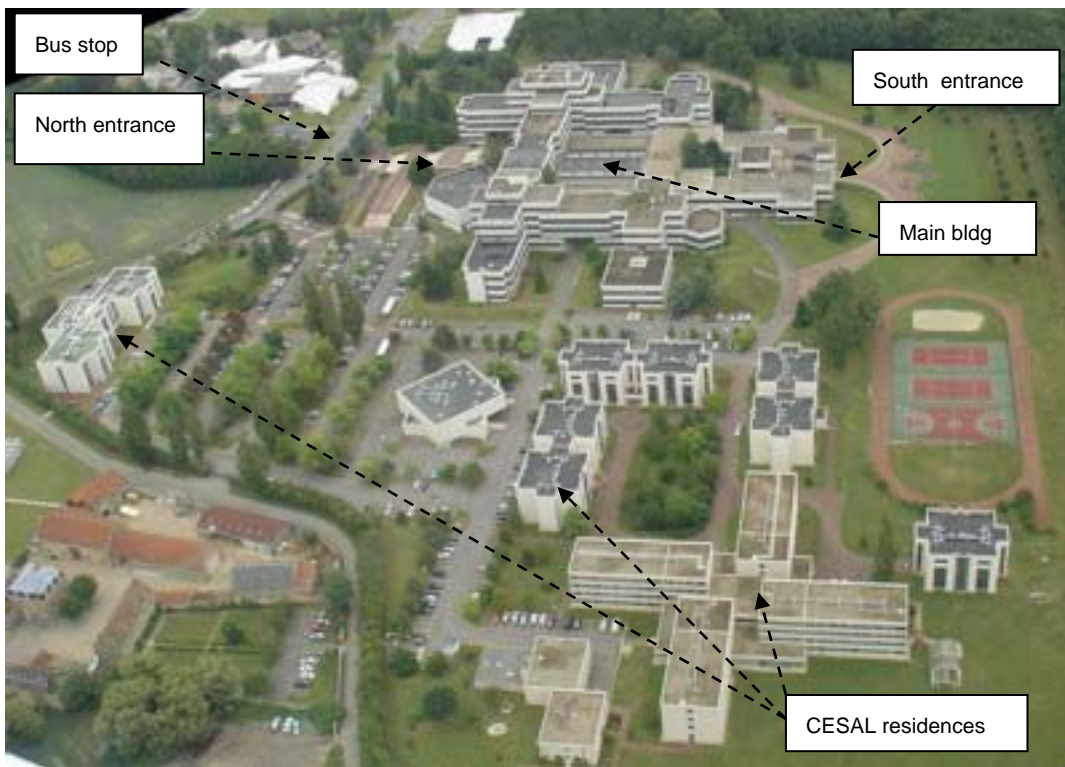
**OR:** Take bus 91.06 heading to Massy and get off at “Massy-Palaiseau RER”. Take the RER (you will see it also from the stop).

The bus schedules to go to Le Guichet or Massy-Palaiseau from Supélec are available at the reception desk (near North Entrance) inside Supélec building.

## GIF-SUR-YVETTE SUPELEC CAMPUS LOCATION

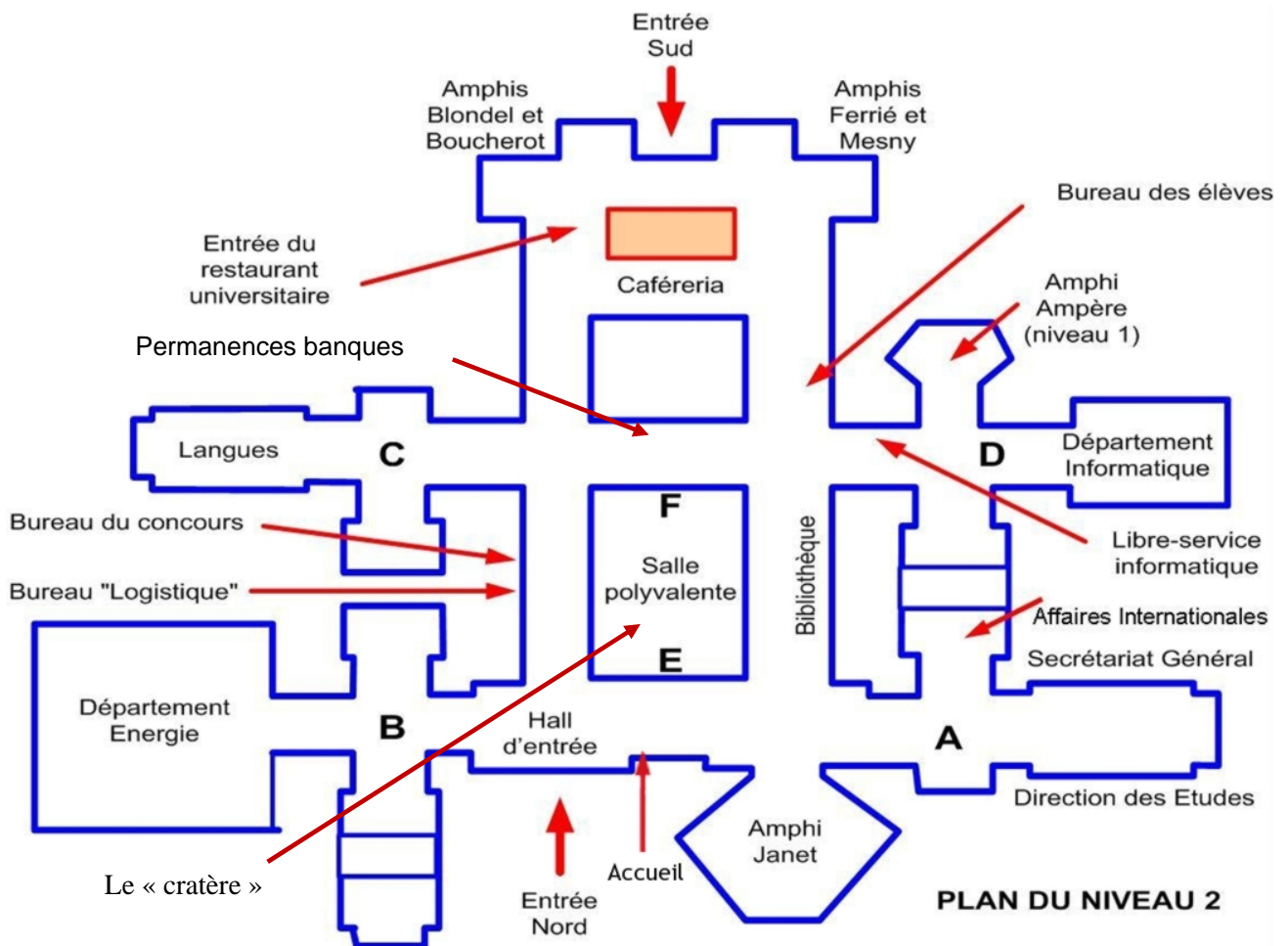


Bird's eye view of Supélec campus:



## SUPELEC BUILDING

Underneath is a map of Supélec ground floor:



Aisle A is divided into:

- Academic Affairs or *Direction des Etudes*: down the hall, to your right
- Student's Affairs or *Secrétariat Général*: down the hall, to your left
- International Affairs or *Affaires Internationales*: to your left

### What they say about us...

*"What I liked there was the kindness of the French, the possibilities (languages, sports) and associations (Rezo...) of Supélec. The courses were well made because of the good handouts. I would recommend it to make the experience of another educational system and see how a French Grande Ecole works. And Supélec is well known in France and seen as a good school."*

Mr. Martin Justra, University of Stuttgart (Germany), Master's Degree Student in Electric Energy Systems, 2009.

## WEATHER CONDITIONS & CLOTHING

For those of you who are not familiar with France and the Paris area, we have provided a short description of average weather conditions in Paris as well as suggested clothing.

Gif-sur-Yvette Supélec campus is located south of Paris (20 miles/30km) on Plateau du Moulon. In winter temperatures may easily drop below - 5° C increased by wind-chill factor.

SEASON	TEMPERATURE	SUGGESTED CLOTHING
Late Summer/early Fall	25-20°C	T-shirts, jeans, light pants, summer shoes, sneakers, hat
Fall	18-12°C	Sweaters, long-sleeved shirts, rain coats, umbrella
Winter	8-0°C (snow in Jan and Feb.)	Boots, gloves, woolen hats, winter jacket, warm sweaters, pullovers
Spring	15–20°C	T-shirts, jeans, umbrella

## WHAT TO BRING TO MAKE SETTLING INTO CAMPUS A LITTLE SMOOTHER:

<b>BATH</b>	<b>BEDDING</b>
Regular toiletries (soap, shampoo, toothbrush, toothpaste, towels, toilet paper)	A pillow, a pillow case, extra blanket
<b>ROOM</b>	<b>MEDICINE</b>
An alarm clock, an adaptor, an Ethernet cable (standard RJ-45 cable), a phone card to call home	Aspirin, cold medicine, lots of vitamins
<b>SCHOOL</b>	<b>FOOD &amp; CASH</b>
Backpack, notebooks, a laptop. Do not buy books until you get a professor-approved book list	Your own food if you arrive on a Sunday as most stores are closed on Sundays in France Approximately €500 in cash to survive the first "bill-me" weeks. ATM outside campus (to your right when leaving Supélec) which accepts most cards from around the world: VISA, MasterCard

# GETTING SETTLED

**ON-CAMPUS ACCOMMODATION:** Residence halls are supervised by C.E.S.A.L.

CESAL services are roughly as follows (complete details and housing forms will be sent to admitted students late July by Academic Affairs):

there are 3 types of residence with rents from 330 € per month,

- Résidence 1:      single room + bathroom: +/- 358 €  
                         single room + common bathroom for 2: +/- 333 €

On each floor one kitchen equipped cooking plate. Fridge in each room. However, NO oven or microwave.

- Résidence 2:      single room + bathroom + small kitchen for 2: +/- 377 €  
                         studio + bathroom + small kitchen: +/- 387 €

- Résidence 3:      studio + bathroom + small kitchen: +/- 397 €  
                         studio for a couple + bathroom + small kitchen: +/- 646 €



residence 3



residence 1

Rooms are equipped with TV and telephone outlets, high speed internet access (bring Ethernet cable), bed, desk, closet, (single or common) bathroom.

Ethernet cable is offered if you join *Club Rézo*.

## MAILBOXES

When school resumes, 1st, 2nd and 3rd year students as well as Master Research students are provided with a mailbox secured by a combination. Mailboxes are gathered in block 2 to 29 and located in the Supélec building basement (between aisles E and A. See map p. 6).

Besides regular mail, course handouts are automatically placed into mailboxes unless students are not "regular students" (i.e. not full time students or double degree students). In that case handouts will have to be bought from the Printing Services for +/- 10 cents a page. The Printing Services are located in Supélec basement as well.

Exchange students (i.e. non degree students) will not have a mailbox in block 2 to 29 but in block to 71 to 87. Those will be allocated a few days after courses have started.

## HOUSING ALLOWANCES or ALLOCATIONS LOGEMENT

European students and students staying more than 1 semester requesting a French *Titre de séjour*, may apply for *Allocations Logement* also known as *APL* from the French government. To be eligible for APL, contact C.E.S.A.L residence manager when you get there. You may get as much as €180 per month; it is worthwhile applying – the earlier, the better – as it may take up to 4 months for the process to be completed. No retroactive effect is possible.

Beware: non European students have to show proof of *Titre de séjour* to benefit from *APL*.

Check out [www.CAF.fr](http://www.CAF.fr) for more details.

## EXPENSES & BUDGET

**Planning expenses fees upon arrival:** an approximate € 1,200 budget is expected to get you settled.

You will have to pay for:

-Rent -Another € 400 security deposit or <i>la caution</i> is required -A home insurance is compulsory -The monthly rent is due every 1 <sup>st</sup> day of the month	+/- € 350 + € 400  Makes a total of +/- € 900
-Train tickets to ride the bus or suburban trains to get around	+/- € 30 (€ 3.00 for a one-way suburban train ticket. Makes 10 one-ways or 5 round trips)
-Tuition fees if your school does not have an exchange agreement with Supélec	From € 226 to € 4,820
-Medical insurance coverage or social security which is mandatory for all students, whether of French or foreign nationality -It runs from Oct. 1 to Sept. 30 -E.U students can be waived the French <i>Sécurité Sociale</i> coverage provided they show proof of valid social security coverage (e.g., European Health card)	€ 195
-A private health insurance (optional) called <i>Mutuelle</i> . The Smerep or the LMDE are the main ones. They cover for civil liability, repatriation, and accident	From € 84 to € 300
-A private insurance (mandatory) to cover for civil liability if you do not subscribe to Smerep or LMDE.	€ 27
-Pocket money to pay for the meals	€ 50 (€ 2.85 a meal at the CROUS restaurant)
-Library deposit -Book rental is free -Make certain you have returned all your books. If not, you will not be delivered your Supélec degree	€ 150
<b>From €1,200</b>	

**Planning your monthly budget:** for a student living on campus for AY 2008/2009, the estimated budget was approximately € 650. Details are as follows:

Rent: € 350 (€ 180 deducted if APL-eligible)  
CROUS restaurant+ breakfast & dinner: € 200  
Entertainment: € 50  
Miscellaneous: € 50

## BANKING SERVICES & POST OFFICE

**Banks:** before attempting to open a bank account make sure you have checked into your apartment before as you will be asked an address in France.

French banks are generally open from 9:00am-12:00pm and 2:00pm-5:00pm. It is strongly recommended to open a bank account in France as banking operations from France can be very expensive.

Three French banks are represented in Supélec and hold office hours over lunch time (11:30am-2:00pm). They are located next to P.E teacher's office (Aisle F see map p. 6).

Société Générale 	Credit Lyonnais 	BNPParibas 
Tuesdays & Fridays	Wednesdays	Mondays & Thursdays

**To open a bank account,** provide the following documents:

- some identification: valid I.D or passport
- original proof of domicile
- Student's card

Banks often provide a checkbook and a debit card with the bank account. You can also access your bank account and do banking operations on the internet. (A convenient but NOT free of charge service).

### A few words & what to do if your wallet is stolen:

*Carte bleue:* debit card

*Compte courant:* bank account

*Chéquier:* checkbook

*Encaisser un cheque:* cash a check

*Relevé de compte:* bank statement

*RIB (meant for Relevé d'Identité Bancaire):* bank details/bank identifier code/bank account details

*Virement:* wire transfer

If you are stolen your wallet, you will have to *faire opposition* (stop your check or block your credit card).

Call the emergency number the bank will have given you when opening a bank account. Go to the nearest police station or *Commissariat* to fill in the loss report.

The police will give you some temporary identification documents allowing you to be a legal alien.

Call the Embassy of the country you are from and your French bank in order to renew your card and checkbook. Some banks provide protection against theft. Ask them.

### The Post Office:



Stamps can be bought at the post office or stationery (known as *Tabacs*).

€0.56 each or €5.60 for 10 stamps (*carnet*). Further info is available on: [www.laposte.fr](http://www.laposte.fr)

For prices in France, check: <http://www.laposte.fr/Particulier/Consultez-nos-tarifs/Tarifs-Courrier>

For prices outside France, check: <http://www.laposte.com/-how-it-works-77-?lang=en>

There is a post office service at Supélec: 8:30am- 12:00pm and 1:30pm- 4:45pm

Stamp prices:

- France & Europe: €0.56
- Europe: €0.70
- Rest of the world: €0.85

If no phone card or envelope is sold at Supélec post office, it can be sold in regular post offices and *Tabacs*.

## PLACING A CALL:

The phone in your room will not be activated when you get in; you will have to do it later in the week by calling toll-free number 1014 and giving the number above your room door.

France Télécom offers special 'Pastel' cards that allow you to use any phone (payphone or private) and get billed directly on your bank account.

For international phone-calls, you can get phone cards at all *Tabacs*. A few students have tried buying cheap phone cards from [www.budgetelecom.com](http://www.budgetelecom.com). You must dial 68 immediately after you dial your personal access code in order to use the phone card.

You may also buy phone cards at any French post offices: they cost between € 10 and € 15; rates are not expensive.

If you want to use a payphone in Supélec, you can either use to the payphone in front of the post office, or in Résidence 1, in main hall.

If you stay in France long enough, you will probably need a cell phone. There are several companies available such as *Orange*, *SFR* and *Bouygues Telecom*. Visit the phone stores in Versailles, Vélizy, and Paris to get an idea.

Before buying a phone, inquire about available contracts (be careful: many of them are 1-year or 2-year contracts).

All of them have one thing in common: you "buy" minutes and text messages (SMS or *texto*)

Three types of contracts are proposed:

- 1) you buy a prepaid card
- 2) you buy a fixed amount of minutes and SMS per month and everything additionally spent will be charged
- 3) you buy a fixed amount of minutes and SMS. Once you have spent it all you cannot use your phone until the next month.

In order to get a cell phone, you will need the following documents:

- A check from your French bank: you will not have to sign it
- Some identification
- A RIB (*Relevé d'Identité Bancaire*: bank account details)

## What they say about us...

*"One of the first few things I liked about Supélec was the fact that all the students stayed on campus. Moreover, I stayed in an apartment with other French students. This helped me greatly to blend in better with the normal Students and get involved in the student activities such as Cercle Europe Week, Charity Run and of course, the soirees. Having everyone in a common space for a long period of time helps one to make new friends and that is what being on exchange is all about - exchanging culture! I have come to love the location of the campus. At first, one might feel that it is far from the city of Paris. But the Plateau de Moulon has its own charm - quiet serenity. Coming from a city like Singapore, the landscape is a soothing sight. Supélec is a prestigious university to study in. It has many programmes for students to learn from and excel in. It is but an essential stepping stone to the industry out there! In brief, I really enjoyed the chance to study in a Grand Ecole and meet many of the French students here."*

Ms. Sneha Madhusudhanan, N.U.S (Singapore), Non-Degree Student, January to June 2009.

# ACADEMIC AFFAIRS

**ORGANIZATION:** the first and second year degree courses are identical on all three campuses. In 3<sup>rd</sup> year, the 14 majors are spread between the different sites. Each campus has its own teaching staff and research personnel specializing in the major academic disciplines of the school.

First and second year syllabi include common core courses (mandatory for all students) as well as elective courses from scientific, cultural or business-related areas, or languages, sport and project work. As Supélec courses are all taught in French (maybe in English in a near future) it is crucial you have a good command of French. Brush up your French in the summer. Note there is no French taught in the summer in Supélec.

Year 1 is divided into sequences 1 to 4. Year 2 is divided into sequences 5 to 8.  
More information is available in French and English on <http://www.supelec.fr/fi/>

## RULES AND REGULATIONS:

**Class schedule is:** 8:45 am to 12:00pm. Break at 10:15am  
1:30am to 4:45pm (depending on elective course). Break at 3:00pm  
Thursday afternoons are free and dedicated to sport or language courses.

**Grading systems:** grades obtained at exams are out of 20. Supélec GPA is out of 4.

Supélec uses the ECTS. 60 credits are generally allocated for one typical year in Supélec and are distributed as follows:

Core courses:	3 credits
Lab work:	1 credit
Project:	4 credits
Electives (outside sport & languages)	2 credits

**Exams** take place at the end of each sequence in November, January, April and June.

Retake exams are organized early June. They ONLY deal with core courses. No retake exam is possible for electives.

You may be eligible to retake an exam if you have obtained less than a 07/20 grade at an exam and if your average grade for core courses exams is 10/20 or more.

**Attendance:** you are expected to attend class and examinations and complete assignments. A grade 0 will be given for every unjustified absence. It is your responsibility for providing satisfactory evidence to justify your absence. Make sure you consequently inform the following departments and bring justification:

- Logistics (see map p.6 "Bureau Logistique") for absence dealing with every course but a language course
- Language Department for absence dealing with a language class
- The P.E Department for absence dealing with a sport class

If it is necessary for you to be absent from school for any reason other than illness, permission must be sought from Academic Affairs Associate Deans for year 1, 2 or 3.

## Disciplinary procedures:

- Cheating (e.g., copying from another student's test, using unauthorized materials during a test, using a cell phone etc)
- Plagiarism (e.g., the act of passing off some other person's ideas as one's own)
- Disruptive behaviour (e.g., personal insults, physical threats, refusal to comply with faculty direction)

are subject to disciplinary action and sanctions.

**Email** is the preferred communication channel with Supélec students. It is your responsibility to obtain a Supélec student email account and check that address on a regular basis. After signing the Supélec IT Charter at Student's Affairs, you will be provided with an email address, which goes [firstname.lastname@supelec.fr](mailto:firstname.lastname@supelec.fr) as well as a login and a password.

*Club Rézo* will help you have internet access inside your rooms upon arrival.

Your Supélec email account will automatically be de-activated one month after the award-degree jury has met and you have graduated.

### Getting back to class in September 2009:

It is imperative you be present on the following dates (if unable to attend, please contact international Affairs: [international@supelec.fr](mailto:international@supelec.fr))

<b>First Year:</b>	<b>Tuesday September, 1</b>	<b>at 8:30am</b>
<b>Second Year:</b>	<b>Tuesday September 15</b>	<b>at 8:30am</b>
<b>Third Year:</b>	<b>Thursday September 10</b>	<b>at 8:30am</b>

All important information will be given to you on these dates (presentation of the school, rules and regulations, email address, course registration, etc).

A Supélec tour will be organized on **Thursday, September 17** with the help of *Cercle Europe Association*. An integration weekend will be organized on **September 5 & 6**. Do not miss out, if you can. This will be the opportunity to meet new friends and discover associations.

**Check-in:** it will take place in Amphitheater Janet (see map p.6). On September 1, 10 and 15, each new intake will be handed out some useful materials (class schedule, first week course handouts, school regulations etc).

Until late September you will have the opportunity to have your picture taken at the "Bureau du Concours" (see map p.6) in order for your student's card to be issued. Exchange students (i.e. non degree students) do NOT have a student's card.

### Public Holidays for 2009/2010

Jan. 1:	New year's Day
April 5:	Easter Monday
May 1:	Labor Day
May 8:	1945 Victory Day
May 13:	Ascension Day
May 24:	Whitsun
July 14:	Bastille Day
August 15:	Assumption Day
November 1:	All Saints 'Day
November 11:	1918 Armistice Day
December 25:	Christmas Day

**School breaks:** France is divided into 3 geographical areas for school holidays:

Rennes, Metz are Area A or *zone A*  
Aix, Marseille are Area B or *zone B*  
Paris, Versailles are Area C or *zone C*

Gif-sur-Yvette campus belongs to *zone C*. Underneath are the dates for Supélec breaks for AY 2009/2010:

<b>Christmas Holidays</b>	Friday December 18, 2009 (after class) to Monday January 4, 2010
<b>Winter break</b>	Friday February 19, 2010 (after class) to Monday March 1, 2010
<b>Spring break</b>	Friday April 16, 2010 (after class) to Monday May 3, 2010
<b>Ascension Day break</b>	Wednesday May 12 (after class) to Monday May 17, 2010

## Suggested reading list:

For those of you arriving in 2<sup>nd</sup> Year we strongly recommend some of the following reading in order to prepare for Supélec toughest courses. These books are available, upon request, at the library:

### 1. Représentation Et Analyse Statistique Des Signaux (RASS)

- P.J. Brockwell, R.A. Davis, Time Series: Theory and Methods, Springer Series in Statistics, Springer, Second Edition, 1991.
- W.B. Davenport, W.L. Root: An Introduction to the Theory of Random Signals and Noise; Wiley-IEEE Press, 1<sup>st</sup> Edition, 1987.

### 2. Signal et Communication

- H. Reinhard : "Éléments de mathématiques du signal (Tome 1, Signaux déterministes)", Dunod, 1<sup>ère</sup> Edition, 1995
- A. Ambardar : « Analog and Digital Signal Processing », Brooks-Cole, 2d Edition, 1999
- A. Oppenheim, A. Willsky : "Signals and Systems", Prentice Hall, 1<sup>st</sup> Edition, 1997
- J.P Norton : "An introduction to Identification", Academic Press, 1<sup>st</sup> Edition, 1986

### 3. Composants A Semi Conducteurs

- Vapaille, Castagné : « Dispositifs et circuits intégrés semi-conducteurs », Dunod, 1st Edition, 1987
- Sze : « Semiconductor Devices » Wiley, 2d Edition, 2001
- Colinge, Van De Wiele : « Physique des dispositifs semi-conducteurs », De Boeck, 1st Edition 1996

### 4. Méthodes Numériques Et Optimisation (MNO)

- H. Press, B. Flannery, S. Teukolsky, W. Vetterling : "Numerical Recipes", Cambridge University Press, 2d Edition, 1992
- J. Stoer, R. Burlisch : "Introduction to Numerical Analysis", Springer-Verlag, 3<sup>rd</sup> Edition, 2002

## French courses:

French courses (beginner, intermediate and advanced) are offered to international students. As the majority of Supélec core and elective courses are taught in French a satisfactory level of French is required (European Standard B2).

Though Supélec does not offer French courses over the summer, you may have a look at the following centers in the Paris area and Brittany (west of France) for a brush-up:

- *CHAMBRE DE COMMERCE ET d'INDUSTRIE in Paris*
- *EPF in Sceaux*
- *ALFAP in Bures-sur-Yvette. Tel : +33 (1).64.46.18.59.*
- *LANGUE ET COMMUNICATION (RENNES) [HTTP://LANGUEETCOMMUNICATION.COM/CONTENT/VIEW/1/2/](http://LANGUEETCOMMUNICATION.COM/CONTENT/VIEW/1/2/)*
- *UNIVERSITE D'ETE – CIREFE (RENNES): [HTTP://WWW.UNIV-RENNES2.FR/CIREFE](http://WWW.UNIV-RENNES2.FR/CIREFE) TEL : +33 (0)2 99 14 13 01*

# FACILITIES FOR STUDENTS

**THE LIBRARY** supports your study and research needs while you are at Supélec. Ask them for guidance. Open from Monday to Thursday, 8:30am-5:15pm and on Fridays from 8:30am to 4:15pm. Closed on weekends.

During school breaks, the schedule is:

Monday through Thursday: 8:30am-12:30pm / 1:15pm-5:15pm

Fridays: 8:30am-12:30pm / 1:15pm-4:15pm



Be careful: there is no bookstore or convenient store at Supélec: paper, pens, calculators, English-French dictionary must either be brought from home or bought in Supélec surrounding city stores.

**THE I.T DEPARTMENT** provides and runs an important structure in support of teaching and research throughout the school. It can also help you with your computing and IT activities.

6 computer labs are available (see map p. 6) comprising 72 PCs in rooms D2-04/ D2-05 and D2-23/ D2-26.

Secured WiFi is available throughout the campus and guaranteed (on ground floor of Supélec building) with your current username and password on supelec-wpa network.

To see how to connect to WiFi, please consult <http://wifi.supelec.fr>.

Get in touch with the department for any related problems you may have.

**DOCTOR'S:** a General Practitioner/a physician (Dr Jean-Pierre Detroyes) comes on campus 3 times a week (office located in Residence 2). You will need to call him before having an appointment: 01.60.12.23.17

Schedule:

Mondays & Fridays: 12:00pm – 1:00pm

Wednesdays: 1:00pm- 2:00pm

A psychologist comes on campus twice a week (Supélec basement near Printing Services).

Schedule:

Tuesdays: 1:00pm-2:00pm

Thursdays: 1:00pm-3:00pm

**SPORTS:** outside the sport class hours and as long as you show proof of a medical coverage, you are free to do sport in:

- Salle omnisport (also called « the crater ») see map p. 6
- Tennis courts nearing the Student's residences
- Gym located in D1-04 underneath the library. Opens from 8:45am to 8:50pm. Closed on weekends.

Hitting the ball on the nearing city green, horse riding or having a dip at the Ecole Polytechnique swimming pool on Thursday evenings is possible but not free of charge. Ask the *Association Sportive* for further information.



## THE “CROUS” RESTAURANT/THE PIZZA PLACE/THE CAFETERIA

**The CROUS** is located in Supélec basement.

The schedule is from Monday to Friday from 11:30am to 1:30pm.

A complete meal is €2.85 (course dish + cheese + dessert + entrée). Reduced service is also available during school breaks.

**The pizza place** is located in south entrance (see map p.6).

The schedule is from Monday to Friday from 12:00pm to 2:00pm. A new flavored pizza for each day of the week. Check from menu list.

**The cafeteria** is located on first floor (see map p.6).

The schedule is from Monday to Thursday 8:00am to 5:00pm – Fridays: 8:00am to 4:00pm.

Payment can be made with *Moneo* smart card charged for a minimum of € 10 at the two teller machines in front of staircases.

Underneath is the list of snack prices at the cafeteria:

<b>Canned beverages</b>	Coca-cola, Schweppes, Orangina, Minute maid pommes, Sprite, Perrier	€1.10
<b>Coffee</b>	Café/déca	€0.65
	Cappuccino	€0.80
	Café crème	€0.75
<b>Hot cocoa</b>	Grand chocolat	€0.90
<b>Tea</b>	Thé	€0.65
<b>Water</b>	Vittel 50 cl	€0.90
	Evian 50 cl	€0.90
<b>Fruit juice</b>	Pampryl	€1.10
<b>Chocolate bars</b>	Mars, Bounty, Kit Kat, Nuts, Twix, M&Ms, Snickers, Kinder	€1.00
<b>Gums</b>	Chewing gum	€1.10

<b>Rolls</b>	Pain aux raisins, pain au chocolat, chausson aux pommes	€ 0.95
	Beignet (doughnut)	€ 0.90
	Croissant	€ 0.65
<b>Pizza</b>	Pizza	€ 2.15
<b>Pies, quiches &amp; sandwiches</b>	Quiches et tartes	€ 2.15
	Salade	€ 0.65 to 3.40
	Croque monsieur	€ 2.15
	Hot dog	€ 1.60
	Sandwich	€ 1.40 to 3.90
	Chips	€ 0.45

### What they say about us...

*“I was a double degree student in 2<sup>nd</sup> and 3<sup>rd</sup> year. What I particularly enjoyed in Supélec were the good teachers and the great ambiance as well as the sports facilities (I am very keen on sport). I was very happy with this experience and would definitely recommend it for Supélec’s prestige as well as its student’s associations. If I had to define Supélec touch, I would not hesitate to say it is the quality of its teaching.”*

Mr. Tomas Alonso Martinez, Universidad Pontificia Comillas (Spain), Double Degree Student, 2009.

# STUDENT AFFAIRS

If admitted into Supélec, the Admissions team will have sent you an acceptance package (including housing forms) late July 2009. The offer acceptance will have to be sent back while our school is out for the summer. DO NOT USE EXPRESS MAIL TO POST YOUR ACCEPTANCE LETTER AS IT WILL BE AUTOMATICALLY REROUTED TO YOUR ADDRESS AFTER A FEW DAYS.

## TUITION FEES

If your university does not have an exchange agreement with Supélec (such as Erasmus program or others) you will have to pay for the tuition fees. The fees quoted here apply to the 2009/2010 academic session, except for Master Recherche and Doctorat degrees which are still under the 2008/2009 fee regulation.

Supélec degree programs	Registration fees	Additional fees (e.g. handouts)	Total Fees
Diplôme d'ingénieur	€920	€720	€1,640
Diplôme de spécialisation	€4,100	€720	€4,820
Master Recherche*	€226	€180	€406
Doctorat*	€342	may vary	€ + 342

\*fees are subject to change as of September 2009

Students are expected to pay all financial obligations to Supélec upon arrival in September at Student's Affairs.

Students will not be able to progress or obtain their degrees unless all fees have been paid in full.

## ADMINISTRATIVE DOCUMENTS:

### A valid passport

**The residence permit or *Titre/Carte de séjour*** is an official document that allows you to be in a legal alien in the Schengen countries if you are NOT an E.U student. It is possible to travel from one country to another if you own a visa or a *Titre de séjour* from one of these European countries.

Every NON E.U student must have a *Titre de séjour* for the duration of their program in Supélec. Renewal of *Titre de séjour* must be made 2 months prior to expiration date of first one.

Where can you obtain the *Titre de séjour*?

Before asking for a *Titre de séjour*, you first need to have a place to live in France. Your address in France is associated to a *Prefecture* (administrative center) where you will be able to obtain le *Titre de séjour*. Contact Supélec Student's Affairs team: they are in charge of facilitating the procedure.

Documents to bring:




EU students	NON EU students
<p><i>Le Titre de séjour</i> is not mandatory</p> <p>EU students must come from:</p> <p><i>Germany, Austria, Belgium, Cyprus, Denmark, Spain, Estonia, Finland, Greece, Hungary, Ireland, Italy, Lettonia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, The United Kingdom, Slovakia, Slovenia, Sweden, Switzerland, Czech Republic, Iceland, Norway and Liechtenstein.</i></p>	<p>You can stay in France with a valid passport and a <i>D visa Long Séjour CESEDA L 313-7</i></p> <p>Before the expiration date (2 months before), you need to ask for a <i>Titre de séjour</i>. The <i>Titre de séjour</i> has to be renewed every year.</p> <p>Among the documents to provide are:</p> <ul style="list-style-type: none"> <li>• <i>Cerfa</i> form (see Students Affairs)</li> <li>• Valid passport</li> <li>• 1 birth certificate (<i>Extrait d'acte de naissance</i>) translated into French by official translators (list of official translators and interpreters on <a href="http://www.ceticap.com/">http://www.ceticap.com/</a>)</li> <li>• 3 recent pictures (35 x 45 mm): bare-headed, white background. Scanned pictures are not authorized. Pictures can be done at professional photographer's store in Orsay or in Carrefour supermarket in Les Ulis city</li> <li>• Proof of domicile in France</li> <li>• OFII form (medical examination form)</li> <li>• Proof of financial resources (corresponding to a minimum € 430 per month)</li> </ul> <p>The <i>Titre de séjour</i> can be obtained between 4 to 12 weeks. In the interim, you will receive a <i>Récépissé</i> which is valid for 3 months.</p>

### Learning Agreement

Before the beginning of your program in Supélec, you will have discussed the list of necessary courses/credits to pick with your home university exchange coordinator. Bring this document to Supélec International Affairs (see map p, 6). The exchange coordinator will sign and return it to your home institution.

## OFFICES

Underneath is the list of offices you will most likely deal with as well as useful contacts:

Academic Affairs	International Affairs	Student Affairs
		
Dealing with: Transcripts, degrees, courses, student's cards, exams, juries	Dealing with: Everyday life & problems, relationships & development with partner universities, validation of learning agreements	Dealing with: Tuition fees, health insurance, residence permit, visa, allowances
Office # A2-21	Office # A2-07	Office # A2-12 & A2-13
Contact: Ms. Suraud  Email: <a href="mailto:direction.etudes@supelec.fr">direction.etudes@supelec.fr</a>	Contact: Mr. Lhermitte Ms. Chretien Ms. Marcy  Email: <a href="mailto:international@supelec.fr">international@supelec.fr</a>	Contact: Ms. Steinmetz (year 3) Ms. Pegorier (year 2) Ms. David (year 1)  Email: <a href="mailto:pascale.steinmetz@supelec.fr">pascale.steinmetz@supelec.fr</a> <a href="mailto:laurence.pegorier@supelec.fr">laurence.pegorier@supelec.fr</a> <a href="mailto:sophie.david@supelec.fr">sophie.david@supelec.fr</a>

### What they say about us...

*"We love the atmosphere and the culture of the school. Everyone's very friendly and inviting, and we felt very much at home as soon as we got here. I'm especially thankful to the professors who helped us along the way when we had difficulties understanding the subject due to the language barrier. It's a school that has a very good balance between work and play. I enjoyed meeting students from many different parts of the world, especially in French classes, as well as the various activities that Supélec has to offer, from the soirees to the extracurricular activities like VTT. I will remember Supélec for the warmth of everyone here."*

Ms. Shraddha Patil, N.U.S (Singapore), Non-Degree Student, January to June 2009.

# STUDENT'S ASSOCIATIONS & TRAVELING

## RECREATION

You can join approximately 20 associations of which *Cercle Europe, BDE, Cheer Up, Esperance en Béton, Supélec Promo, CC+* (more info on: [www.rez-gif.supelec.fr](http://www.rez-gif.supelec.fr)) or approximately 40 clubs of which *Cine Club, Poker, Sono, Foot, Club Photo* (more info on: [www.rez-gif.supelec.fr](http://www.rez-gif.supelec.fr)).

Please note that the EUROPEAN CITIZENSHIP IS REQUIRED to join the Junior Enterprise association.



**The Supelec Gala** which takes place in October is a highlight of a student's life.

**The Supelec Forum** takes place early December and is host to numerous prestigious French and foreign companies. This 2-day huge career fair is a must you do not want to miss.

## TRAVELING

For students from outside the European Union and from E.U most recently added countries:

**It is not possible to get around the Schengen countries if you have not already received a residence permit or *carte de séjour*.** The *Récépissé* delivered by the *Prefectures* (before you are officially granted your *carte de séjour*) will not work either. That means that students from outside Europe will not be able to travel European countries.

The only way to travel European countries when you are not European is to ask for a Tourist Visa **from your home country, before arriving to Supélec, for every European country you plan to visit.**

## EMBASSIES IN PARIS

ALGERIA EMBASSY 11 RUE ARGENTINE, 75016 PARIS +33.1.53.72.07.07	PAKISTAN EMBASSY 18 RUE LORD BYRON, 75008 PARIS +33.1.45.62.23.32
BELGIUM EMBASSY 9 RUE DE TILSITT, 75017 PARIS +33.1.44.09.39.39	PORTUGAL EMBASSY 3 RUE NOISIEL, 75116 PARIS +33.1.47.27.35.29
BRAZIL EMBASSY 34 COURS ALBERT 1 <sup>ER</sup> , 75008 PARIS +33.1.45.61.63.00	REPUBLIC OF SINGAPORE EMBASSY 12 SQ AVENUE FOCH, 75116 PARIS +33.1.45.00.33.61
CANADA EMBASSY 35 AVENUE MONTAIGNE, 75008 PARIS +33.1.44.43.29.00	RUSSIA EMBASSY 40 BOULEVARD LANNES, 75116 PARIS +33.1.45.04.05.50
CHINA EMBASSY 20. RUE WASHINGTON, 75008 PARIS +33.1.53.75.88.31	SPAIN EMBASSY 165 BOULEVARD MALESHERBES, 75840 PARIS +33.1.44.29.40.00
FEDERAL REPUBLIC OF GERMANY EMBASSY 13 AV FRANKLIN ROOSEVELT, 75008 PARIS +33.1.53.83.45.00	TUNISIA EMBASSY 25 RUE BARBET DE JOUY, 75007 PARIS +33.1.45.55.35.98

## **Miscellaneous - “A” as in ...**

**Amphitheatres** are named after famous French scientists (see map p.6):

- Janet (North Entrance),
- Boucherot, Blondel, Ferrié, Mesny, Ampère (South Entrance)

**Amphitheatres F3-05 & F3-06:** Aisle F see map p, 6 - second floor

- F3-05 is to your left / F3-06 is to your right

**Cinema** in Orsay, Palaiseau, Les Ulis 2, Vélizy, Versailles or Paris (non-dubbed or V.O. in Odéon, Les Halles & Champs-Élysées areas) – Prices are about 6 € to 10 €.

**Coffee and drinks** are available at the cafeteria and in the Residences (ground floor).

**Common sense:** use your common sense. When in a foreign country, be extra careful and do not do things you would not usually do at home.

**Emergency:**

**SAMU 91 (the paramedics): 15**

**The Police: 17**

**The Firefighters: 18**

**European emergency call: 112**

**Medical Assistance (night and holidays): 01.69.07.47.18**

**Whatever the emergency and whatever the time, do not forget to inform the residence manager by calling: 01.69.85.15.98**

Centre Hospitalier d'Orsay: 4 place du General Leclerc. PB 27 91401 Orsay, Cedex.

Orsay Hospital: 01.69.29.75.75

Surgery/psychiatry/earspecialist/traumatology/intensivecare/gastro-enterology/gynecology/sonogram/scan

Clinique de l'Yvette: 43 route de Corbeil. 91160 Longjumeau: 01.69.10.30.30

Surgery/ hand surgery/gastro-enterology/ gynaecology/sonogram/scan

**Fax sending:** *Cercle Europe* Association fax and Reception desk.

**Fax receiving:** International Affairs fax: +33.1.69.85.12.48.

**Payphones:** across the post office inside Supélec building. In the main hall of Résidence.

**Pharmacy :**

Pharmacie du Centre Ville

11 places du Marché Neuf. 91190 Gif-sur-Yvette. tel: 01.60.12.05.07

Pharmacie du Guichet

49 rue Charles de Gaulle 91400 Orsay. tel: 01.69.28.53.59

**Photocopying:** in the *Court Circuit Club* room (in front of the *BDE* or Student's Board). Cards bought from the *BDE* (10€-100 copies).

In the library. Cards can be bought in the library. 10 cts a copy.

In *Junior Entreprise Association* room (to the right of the *BDE*). 10 cts a copy. No card needed.

**Pizza delivery:** *Royale Pizza*: 01.69.31.39.75.

**Pre-departure precaution:** do not forget

- Your passport and visa. Make copies of them and save them away from your originals in case of loss
- Check if your credit cards and ATM cards can be used in France and Europe
- Verify your electrical equipment is 220V
- Your European health card if any
- Your medicine ingredients. Brands are different in France
- A dozen (35 x 45 mm) bare-headed. white background pictures
- Address list of Supélec, friends and family, embassy of the country you are from

**Savoir-vivre:** you say *Salut!* ("hi") to students. *Bonjour Monsieur, Bonjour Madame* (to someone older you do not know). You say *Tu* to someone you know and *Vous* to the others. You generally shake hands with people you do not know and may kiss the others on the cheeks (*faire la bise*). Avoid calling someone home after 10:00pm. Call if you are late or cannot make an appointment.

**Stamps:** Post office inside Supélec building.

**Supermarkets in the area:**

- *Supermarché Franprix* in Orsay (access by bus)
- *Supermarché Intermarché* in Gif-sur-Yvette
- *Supermarché Simply Market* in Bures-sur-Yvette Shop online: connect to the cyber-supermarket of your choice:

Ooshop ([www.ooshop.com](http://www.ooshop.com)) or Telemarket ([www.telemarket.fr](http://www.telemarket.fr)) or Auchan ([www.auchandirect.fr](http://www.auchandirect.fr)) or Houra ([www.houra.fr](http://www.houra.fr)).

Place your order, pay by credit card and indicate the following delivery address to receive your order:

**C.E.S.A.L**

*Supélec – Plateau de Moulon*

*1 rue Joliot Curie (Résidence 3)*

*91192 Gif-sur-Yvette*

Delivery takes place on Tuesdays & Thursdays (4:00pm -6:00pm).

Students hold office hours during which your order can be picked- in booth located in hall of Résidence 3 - (until 8:00pm on Tuesdays & Thursdays).