

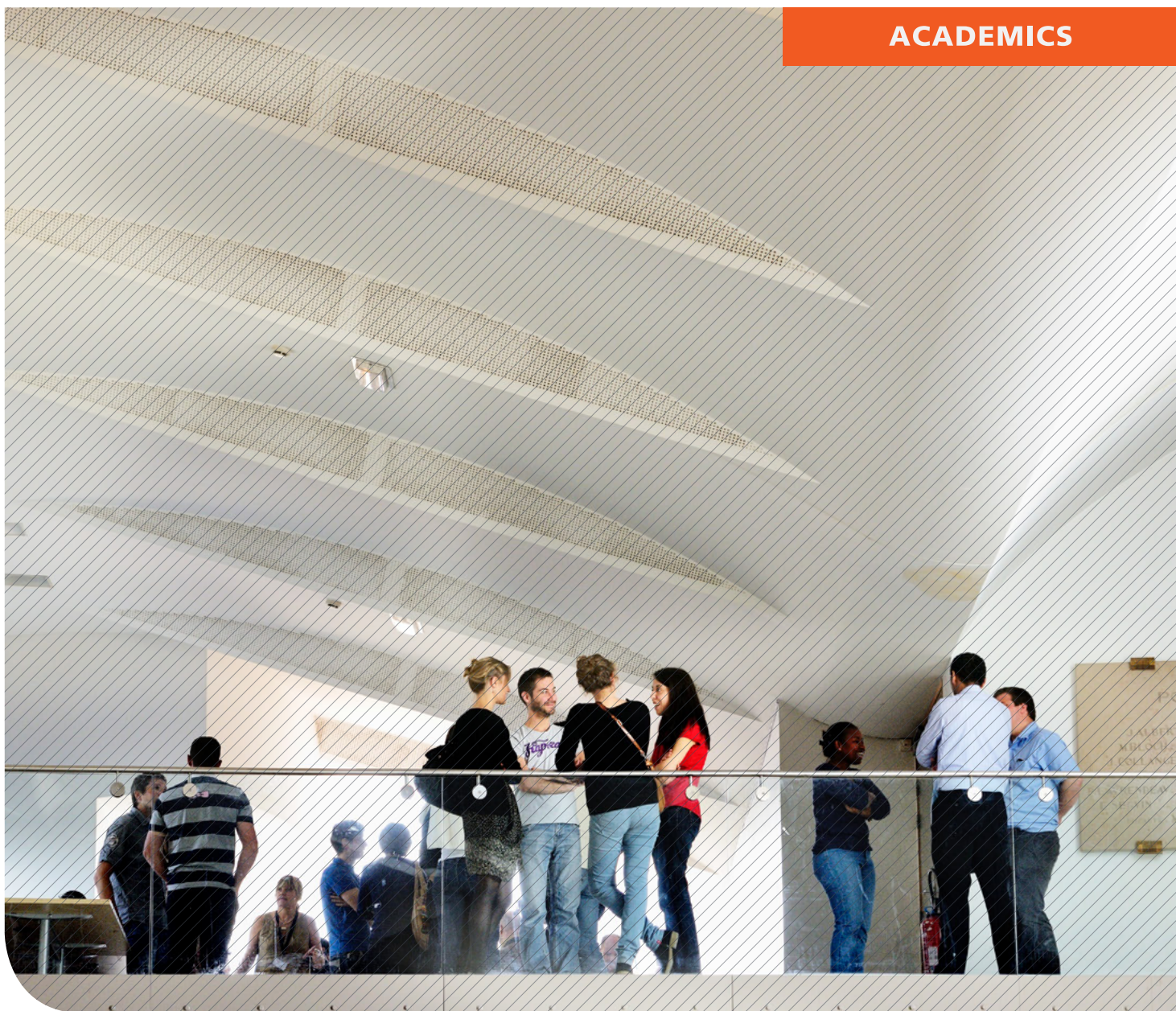
R
RENTRÉE

2023.2024

ÉCOLE
NORMALE
SUPÉRIEURE
DE LYON

WELCOME
BOOKLET

ACADEMICS



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WELCOME TO ÉCOLE NORMALE SUPÉRIEURE DE LYON (ENS DE LYON)

Whether you are a student, a member of the academic community, administrative or technical staff, I would firstly like to congratulate you for joining ENS de Lyon.

Every new academic year is a key moment for our institution, even more so for you, and even for me this year. For you indeed, it is your first year; for me, after twenty-five years working at the university, I am back to the School I attended in the 1990s. Whatever your status, your field of study, or your position, I hope you will be as happy as I was here as a student in the Physics Department, and then as a doctoral student.

You will discover a unique School, where the quality of training and research is foremost. An ENS is a melting pot which, by intertwining training and research, aims at making a difference in world of research and higher Education, in France and abroad. The value of the students we welcome, the quality of the academic staff working here, the careers of our alumni, none of this would not exist without the ability of our institution to create and maintain an environment conducive to this demanding and permanent exchange between fields of study, skills, cultures and generations. The commitment of administrative and technical personnel also is a key factor for the success of our work; so are the relations with the national research organizations and our partners of the Lyon Saint-Étienne area.

My ambition is first and foremost to bring this quality to its highest. I am also convinced that we have a special responsibility as an École normale supérieure, rooted in public service: to disseminate the fruits of the knowledge that we create and that we transmit to our students, beyond the premises of the School and the academic world. Our action will be guided by a few key principles: social openness, international development, the link between science and society, innovation and, of course, our contribution to the ideas and solutions that must be found to meet the challenges of the multiple transitions that we must achieve, particularly so in light of the ecological crisis we are currently facing.

During this academic year, I shall have the opportunity to discuss the life and the goals of the School with all our communities and partners, with the goal to shape a new School strategy. I hope that as "new entrants" at ENS de Lyon, you will participate in these discussions because this project must be shared with and by everyone.

I wish you a very happy 2023 academic year!

Emmanuel Trizac
President

ENS DE LYON

About ENS de Lyon

As a public institution of higher education, École normale supérieure de Lyon is dependent on the French Ministry of Higher Education and Research. It is one of the four Écoles normales supérieures (École normale supérieure-PSL, École normale supérieure Paris-Saclay, École normale supérieure de Rennes and École normale supérieure de Lyon). All four are internationally recognized French “grandes écoles”.

ENS de Lyon offers training in both teaching and research. It provides demanding programs, from the third year of the bachelor’s degree to a doctoral degree, to students recruited through our competitive entrance exam and selected students from our application process, while developing leading research in the fields of the Exact and Experimental sciences (Biology, Chemistry, Computer science, Mathematics, Physics, Earth Sciences) and the Human and Social Sciences (Literature and Arts, Languages, Social Sciences and Humanities).

Innovation-oriented, ENS de Lyon offers high-level scientific training, anchored in research. Students can acquire diverse skills and build original study pathways through personalized and international training. After 4 years of “Normalienne” schooling, Normalien students receive the ENS de Lyon Diploma.

ENS de Lyon’s internationally renowned research laboratories contribute to the advancement of knowledge and its cultural, scientific and technical development. Students and academics work side by side daily, sharing enthusiasm and creativity.

ENS de Lyon is also oriented towards the field of education, with the French Institute of Education (IFÉ). National structure for research, training and mediation of knowledge in education, IFÉ is based on a continuous interaction with the educational communities.

ENS de Lyon trains the teachers and researchers of the future; while the preparation for the “agrégation” is still one of its principal goals, its double curricula, additional training and work experience in the professional environment enables its students to expand their opportunities beyond the professions of teaching and research. Working alongside the universities of the Rhône-Alpes region, in Europe and on other continents, but also in companies, ENS de Lyon offers its students a wide range of perspectives.

An internationally recognized establishment where knowledge is acquired and shared, ENS de Lyon is a formidable tool to “study and discover”, combining a spirit of openness and initiative, of dynamism and interdisciplinarity.

HISTORY

École de Fontenay (an establishment for young girls created in 1880) and École de Saint-Cloud (open to boys since 1882) are the ancestors of École normale supérieure de Lyon. Initially oriented towards primary education, the two ENS have developed opportunities in secondary education since 1945: preparing students for the CAPES and then for the “agrégation”.

In 1981 they united, the two establishments were dissolved in 1987: one part, relocated to Lyon, became École normale supérieure de Lyon (for scientists), while the other, specialized in literature, remained near Paris under the name of École normale supérieure de Fontenay/Saint-Cloud. Both now train their students in the fields of research, university teaching or preparatory classes, and more generally French government administrations.

Transferred to Lyon in 2000, ENS de Fontenay/Saint-Cloud changed its name to École normale supérieure in Literature and Humanities. In 2004, it opened up an option in its competitive entrance exam for the Arts; it also awards master’s and doctorate degrees, in co-accreditation with partner universities.

On January 1, 2010, a new ENS was created: École normale supérieure de Lyon, comprising of École normale supérieure in Literature and Humanities and the former École normale supérieure de Lyon, dedicated to the exact sciences.

This new ENS has been given expanded competencies (LRU).

On January 1, 2011, ENS de Lyon also joined the former National Institute of Pedagogical Research, now the French Institute of Education (IFÉ), a national platform for research, training, expertise and innovation in education.

In 2017, École normale supérieure de Lyon celebrated its 30th anniversary in Lyon.

LABELS

ENS de Lyon is committed to national and international strategies certifying the relevance and quality of the good practices it implements and continuously seeks to improve.

Sustainable Development & Corporate Responsibility (DD&RS)

Since 2022, ENS de Lyon has been committed to the Sustainable Development and Social Responsibility certification process known as DD&RS in French. Created by the Conférence des Grandes Écoles in 2015 and supported by the French Ministry of Higher Education and Research, this label makes it possible to promote the ecological transition and social responsibility approaches of French higher education and research institutions both nationally and internationally. 5 major themes have been considered: governance, training, research, environmental management and social policy. Find out more at: [www.ens-lyon.fr/en / About us / Our commitments / Sustainable development](http://www.ens-lyon.fr/en/About-us/Our-commitments/Sustainable-development)

HRS4R

Since March 2019, ENS de Lyon has held the "HR Excellence in Research" label, issued by the European Commission. The European Human Resources Strategy for Researchers, also known as HRS4R, aims to improve the practices of organizations and institutions working in the field of research in terms of recruitment, working conditions and career support for researchers. By committing to the HRS4R strategy,

ENS de Lyon is also participating in the construction of the European Research Area. Find out more at: [www.ens-lyon.fr/en / About us / Working at ENS de Lyon / HRS4R](http://www.ens-lyon.fr/en/About-us/Working-at-ENS-de-Lyon/HRS4R)

Welcome to France

ENS de Lyon has obtained the "Bienvenue en France" label at the highest level (3 stars) awarded by Campus France for the period 2019-2023. This label recognizes the quality of the reception facilities, the training and teaching support offer, the housing and the quality of life on campus as well as the quality of post-degree follow-up. This label, which appears on Campus France's training catalogue, contributes to strengthening the School's attractiveness and international visibility.

CAMPUS

112,829 m² on 2 campuses in close proximity: René Descartes (headquarters) and Jacques Monod

– The Diderot Library of Lyon (1.2 million volumes available on the Descartes campus) with collections in Humanities and Social Sciences (Descartes campus), in exact and experimental sciences (Monod campus) and in education (Descartes campus)

- 1 theater: Kantor
- A film studio: Jean-Claude Carrière room
- 2 music rooms
- Extensive sports facilities: 2 gyms; tennis courts; dance studios, body building, martial arts...
- 2 restaurants: 1 on the Descartes campus and 1 on the Monod campus

MEMBERS OF ENS DE LYON

In 2022-2023

- 2,426 students
- 496 doctoral students
- 548 academics
- 589 administrative and technical staff

TEACHING

2,426 students including: 1,078 normalien students, 558 students, 287 non-degree students, 44 international exchange students, 35 CPES pupils.

A multi-disciplinary higher-education establishment

- Research training as from 3rd year of bachelor's degree level to doctoral level
- Diverse pathways from a selection of 26 majors at master's degree level on offer at ENS de Lyon in the arts, literature, languages, economics, sciences, social sciences and humanities;
- 12 training departments: literature and the arts; biology; chemistry; computer science; education and digital humanities; languages, literature and foreign

civilizations; mathematics; physics; Earth sciences; humanities; economy; social sciences;

- 1 language center;
- 1 sports center;
- Preparation for the "agrégation" in 16 disciplines.

RESEARCH

– 20 mixed research units (UMR) having contracts with big research organizations, 2 hosting research units, 1 training program in evolving research training (FRE), 1 project incubator, 6 research support units (UAR) and 9 platforms and technical platforms

- 8 student-led Junior Laboratories
- 10 joint degree doctoral schools
- 496 doctoral students
- 89 theses defended in 2022-2023
- 61 private research contracts
- 12 HDR (accreditation to supervise research)
- 9 entries at the Labex - laboratories of excellence research projects
- 3 entries at the Equipex - equipment of excellence
- 3 international research structures, including the Joint Research Institute for Science and Society (JoRISS), International Joint Research unit (Unité mixte internationale E2P2L) at the CNRS, Rhodia, ENS de Lyon and East China Normal University (ECNU),
- In 2022: 77,507 references and 1,700 published articles

EVENTS

2022-2023:

- more than 300 scientific events
- more than 100 cultural events

INTERNATIONAL REACH

- 13% international students
- 14% international teachers (not including doctoral students)
- 69 nationalities represented on campus
- 1 language center

- 260 international research partnerships
- privileged partnerships with École polytechnique fédérale de Lausanne (EPFL), ECNU (East Normal China University), Politecnico di Milano, the Indian Institutes of Science Education and Research (IISER)
- 20% French students on training abroad
- 16% of theses carried out at ENS de Lyon in international joint supervision of theses
- 40 to 60 foreign visiting professors each year
- 31 Doctor Honoris Causa titles awarded since 2010
- "Welcome to France" label at the highest level (3 stars) for the 2019-2023 period, awarded by Campus France

AN ESTABLISHMENT OF EXCELLENCE

- Fields medal 2010
- 38 ERC grants
- 9 research members of the French Academy of Sciences
- 49 research members of the Academic Institute of France
- 67 CNRS medals
- 8,736 enrolled in the competitive entrance exam for 226 places of Normalien students admitted on competitive exam
- 5th in the French QS ranking (184th at world level)
- Among the 15th best universities in the THE ranking of small universities
- 301-400th in the Shanghai ranking

MODERN AND HIGH-QUALITY EQUIPMENT

- 9 technological platforms including the 1 GHz spectrometer, the only one in the world, the paleogenetic platform (Palgène), a digital and modeling study center, an Imaging platform and information systems in geography, and an imaging and microscopy platform, a vectorology platform with a laboratory at a L3 level...
- 1 project incubator

AT THE HEART OF A RESEARCH CENTER AND CORPORATE NETWORK

- member of 2 thematic networks for advanced research, one in the exact sciences, Finovi, and the other in the social sciences and humanities, including an institute for advanced studies, Collegium of Lyon;
- member of 3 competitiveness clusters: Lyon BioPôle (vaccines and diagnostics), Axelera (chemistry and environment) and Lyon Urban Truck and Bus (transport)
- 346 research contracts signed between ENS de Lyon and private partners, including 39 CIFRE theses;
- 9 currently incubated companies;
- 80 patent families, about thirty of which are exploited (license/assignment) by private partners;
- around 50 protected software and copyrights (databases, images, etc.);

For more information on ENS de Lyon, visit our website in French: www.ens-lyon.fr or in English: www.ens-lyon.fr/en/

ENS DE LYON

ENS de Lyon in pictures

Discover the interactive virtual tour of ENS de Lyon on the international website (sections "Campus Life/ Campus Tour").

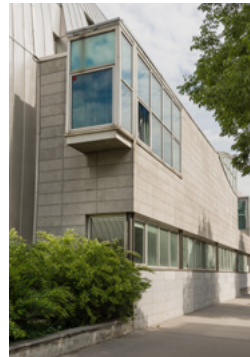
THE DESCARTES CAMPUS

The Descartes campus is located at 15 parvis René Descartes.

The buildings



The René Descartes forecourt and the main entrance of ENS de Lyon



Training center



The restaurant



The research buildings



The Jacqueline Bonnamour Residence



The Artemisia building



The Buisson building

THE GARDEN



Garden of the Descartes campus



THE DIDEROT LIBRARY

The library can be found on the Descartes campus at the 5 parvis René Descartes.
The exact sciences section is located on the Monod campus.



Inside Library



Library entrance



Inside Library

THE MONOD CAMPUS

The Monod campus is located at 46 Allée d'Italie.



The Monod campus



The M7 and the Mérieux auditorium



A research building: the M5



The entrance of the Monod campus



The Residence Debourg



The Condorcet room



The IGFL



Laboratory



Laboratory

HUMAN RESOURCES STRATEGY FOR RESEARCHERS

ENS de Lyon holds the "HR Excellence in Research" label, awarded by the European Commission, since March 22, 2019. By committing to the Human resources strategy for research staff (HRS4R), ENS de Lyon is participating in the construction of the European Research Area.

The European Commission recognises with this label the institutions which make progress in aligning their human resources policies to the 40 principles set out in the European Charter for Researchers and the Code of Conduct for their Recruitment. A commitment based on a customized action plan and human resources strategy.

These 40 principles define the roles and responsibilities of academics and staff contributing to research activities on the one hand, and on the other hand, provide recommendations enabling their employers to improve working, training and recruitment conditions with a view to making scientific careers and researchers' mobility more attractive. The focus is on professional equality, research evaluation, researchers' careers, research integrity, open science and innovation.

In 2016, ENS de Lyon decided to adhere to the European principles and to launch a collective dynamic aiming to obtain the HRS4R label. On March 22, 2019, ENS de Lyon was awarded the label for five years and launched the implementation of the strategy validated by the European Commission (EC), mobilizing a dozen departments in a cross-cutting qualitative approach over three years. In October 2022, following a self-evaluation of the initial action plan, a new strategy, in continuity and progression of the first one, received a very favourable opinion from the EC.

The HRS4R strategy is now integrated into the establishment's overall policy and is part of the Strategic Development Axes 2021-2026. It aims to offer academics the most efficient working environment:

- ensuring continuous improvement in HR practices: equal access to employment, working conditions, career development, continuing education, mobility;
- ensuring a research area that respects freedom of research, scientific ethics and integrity, and promotes innovation and open science;
- providing value-added in the granting of European subsidies: bonus for adopting and applying the European Charter and Code when applying for a Horizon Europe project, priority in case of ex-aequo answers to calls for projects, etc.

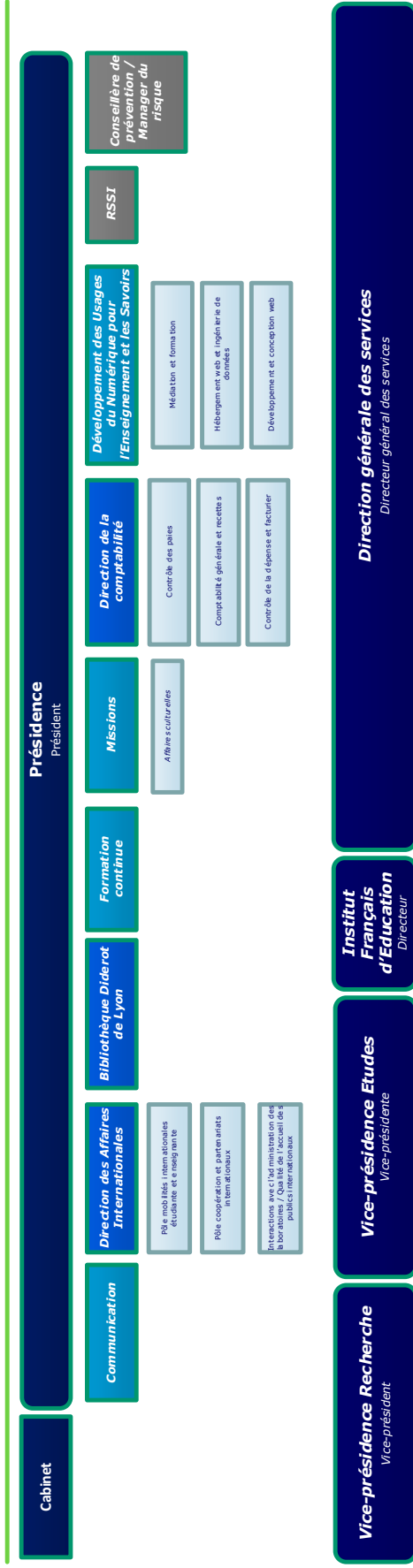
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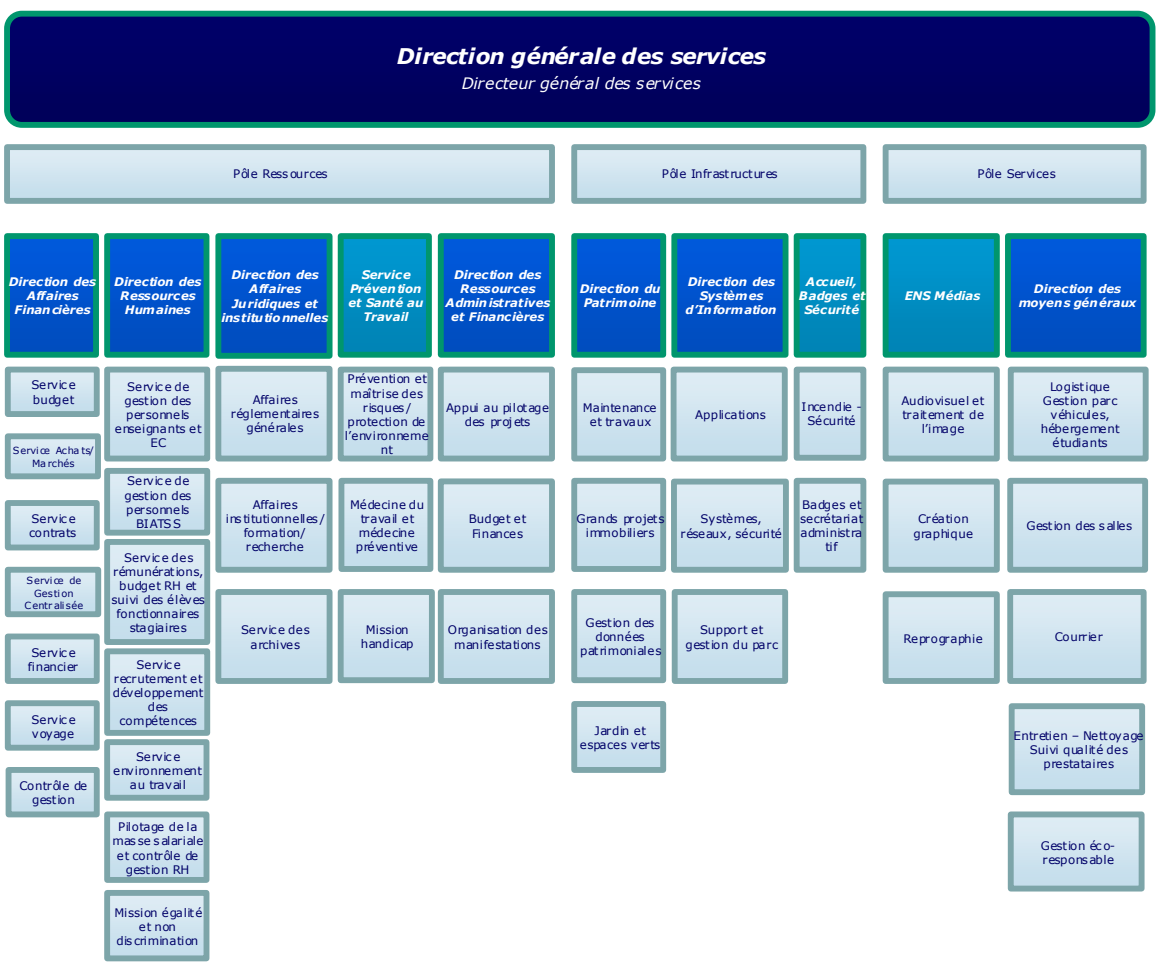
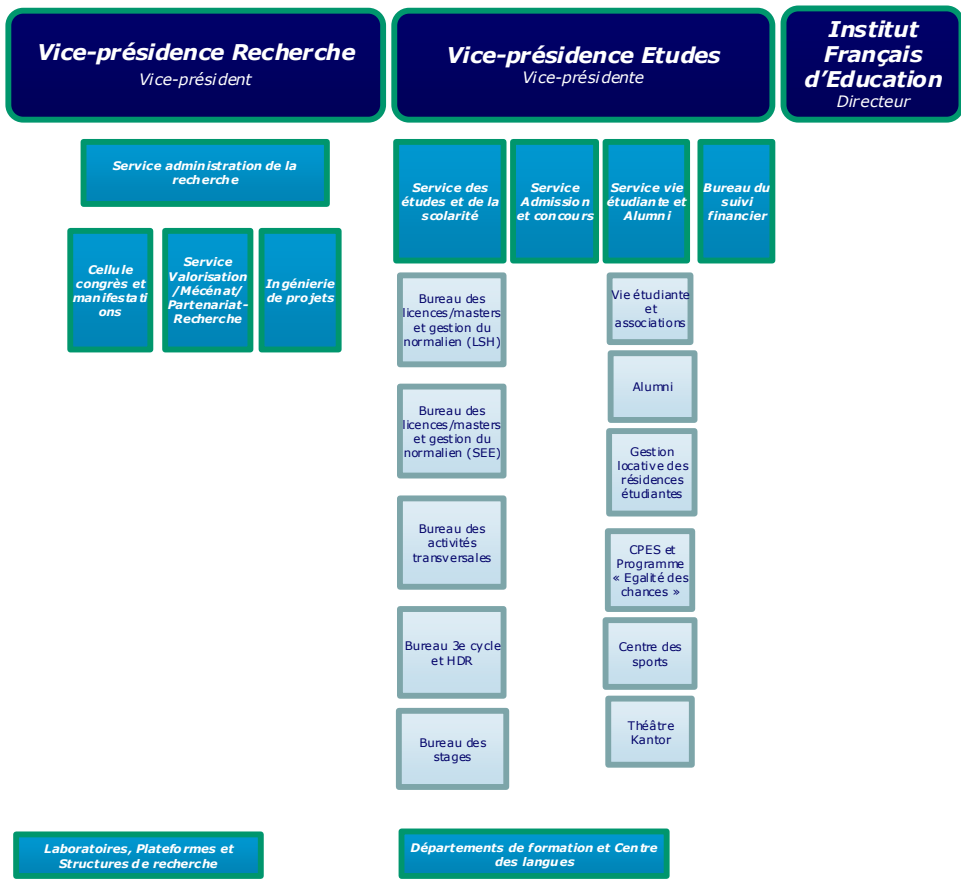
- enhancing the ENS de Lyon national and international attractiveness;
- enhance its international reputation;
- confirm its position in the European Research Area

Contact:

HRS4R officer
Régine Matéossian
hrs4r@ens-lyon.fr

Organigramme de l'ENS de Lyon – 2023





Direction Service

Vice Présidence Études
Vice-présidente

Départements de formation

Centres de formation

Département des Sciences de la Terre

Département des Lettres et Arts

Centre de Langues

Département de Biologie

Département de Sciences Humaines

Centre des sports

Département de Chimie

Département de Sciences Sociales


Département de Physique

Département des Langues, Littératures
et civilisations étrangères

Département de Mathématiques

Département de Éducation
et Humanités numériques

Département d'Informatique

 : Départements et Centres de formation

Vice Présidence Recherche
Vice-président

**Unités mixtes
de recherche**

**Unités de
recherche**

**Unités d'appui
à la recherche**

Hôtel à projet

Services

**Équipement
scientifique**

UMR 5648
CIHAM

UMR 5317
IHRIM

UR 1633
CERCC

UAR 3444
BIOSCIENCES

IXXI

PSMN

ICP-MS

UMR 5308
CIRI

UMR 5190
LARHRA

UAR 3721
COMET

CBP

Irradiateur
à rayons X

UMR 5283
CMW

UMR 5239
LBMC

UAR 2002
Les Houches

ENS Éditions

P3

UMR 5574
CRAL

UMR 5182
LCH

UAR 3773
LLE

PSI

UMR 5082
CRMN

UMR 5276
LGL-TPE

UAR 2000
MSH-LSE

Plateforme
de micro
spectrométrie
Raman

UMR 5600
EVS

UMR 5668
LIP

UAR 3602
PERSEE

Datacenter
SING

UMR 5824
GATE

UMR 5672
LPENSL

UMR 5189
HISoMA

UMR 5667
RDP

UMR 5062
IAO

UMR 5206
TRIANGLE

UMR 5191
ICAR

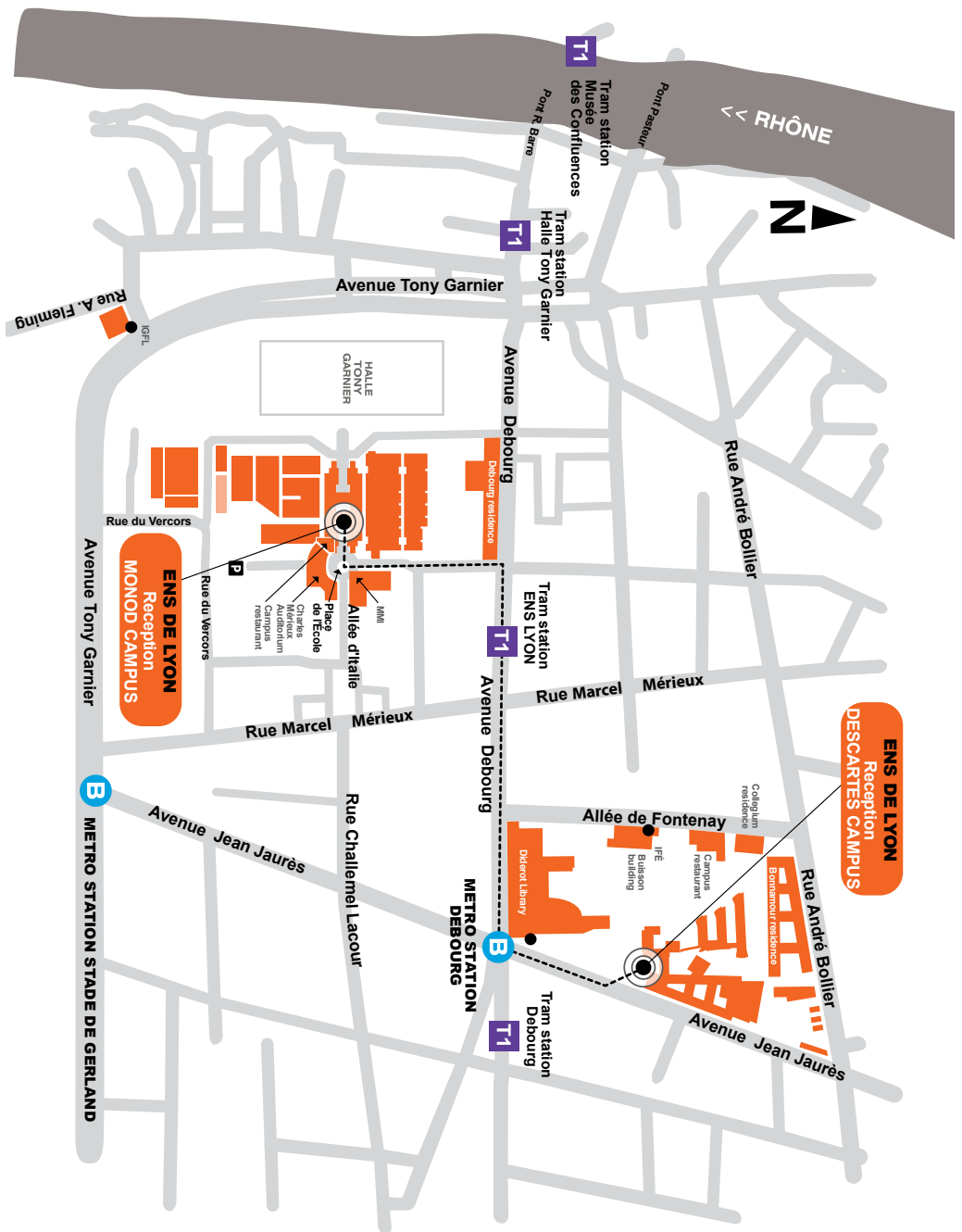
UMR 5669
UMPA

UMR 5242

 : Laboratoires, Plateformes et Structures de recherche

ENS DE LYON

Access map and ENS de Lyon map



ENS DE LYON
 Reception DESCARTES CAMPUS
 15 parvis René Descartes,
 69007 Lyon

ENS DE LYON
 Reception MONOD CAMPUS
 46 allée d'Italie,
 69007 Lyon

Diderot Library
 Reception
 5 parvis René Descartes,
 69007 Lyon

BUISSON / IFÉ
 Reception
 19 allée de Fontenay,
 69007 Lyon

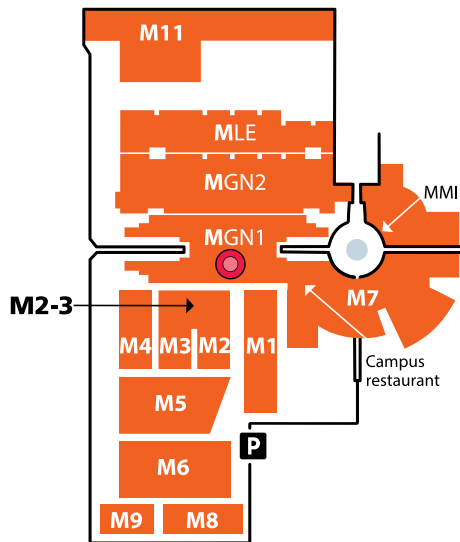
IGFL
 Reception
 32-34 avenue Tony Garnier,
 69007 Lyon

ENS DE LYON
 Reception
 DESCARTES CAMPUS

ENS DE LYON
 Reception
 MONOD CAMPUS

METRO STATION
 DEBOURG

MONOD CAMPUS

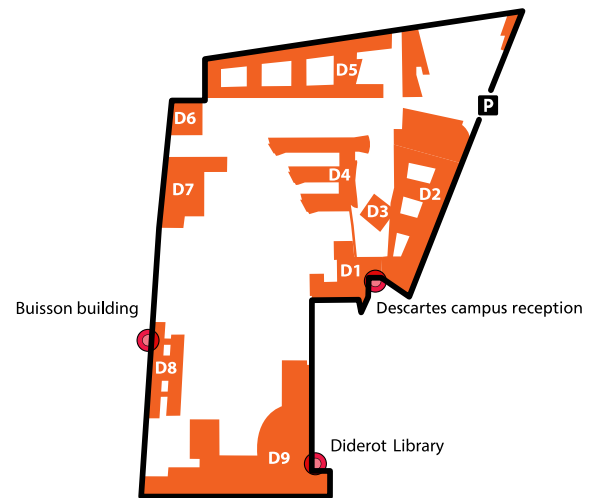


M10
IGFL

Monod campus reception ●
MGN1 VP Research, Administration,
 Research laboratories, Library, Persée
MGN2 and MLE Teaching areas
M1 to M10 Research laboratories
M11 Debourg residence and gymnasium
Access from ENS de Lyon's main square (place de l'École)
 Mérieux Auditorium,
 MMI, Condorcet room,
 Campus restaurant

Parking Access P
 reserved access

DESCARTES CAMPUS



Descartes campus reception ●
 Kantor Theatre and Descartes Auditorium
D1 Presidency, Administration
D2 Descartes Auditorium, Teaching areas,
 VP Studies and Studies services
D3 Artemisia
 (Artemisia gallery, ENS Media, Accountancy office)
D4 Research laboratories
D5 Bonnamour residence
D6 IEA residence (Collegium de Lyon)
D7 Campus restaurant
D8 Buisson building
 (Institut français de l'Éducation IFÉ, ENS Éditions,
 ENS Éditions bookshop, Administration)
D9 Diderot Library

Parking access P
 reserved access

EQUALITY AND ANTI-DISCRIMINATION POLICY

**When I
don't say
yes
I am
definitely
saying
no.**

signalement.violences.discriminations@ens-lyon.fr



UNIVERSITÉ
DE GENÈVE

#NERIENLAISSERPASSER



ENS
DE LYON

**IF YOU WITNESS
SEXUAL AND SEXIST
VIOLENCE
REPORT IT**

Distract

Go up to the victim and give them a reason to escape from the situation: say that someone needs to speak to him/her or say that you need to speak to them. Any excuse is good to get the victim out of danger.

**Wait until it's
safe to call**

Wait until the situation you have just witnessed has calmed down, then ask the victim if they are ok or phone one of the emergency services listed below once the person is safe. It's never too late to report violent or inappropriate sexual behavior.

Take action

Criticize negative behavior. Tell the person to stop and ask the victim if they are ok. Inform several people if possible.

Delegate

Speak to a person in authority so that they can look after the situation immediately or call for help.

Emergency services: 112 by telephone, 114 by text

ENS security at Descartes: 04 37 37 64 64

ENS security at Monod: 04 72 72 81 51

Reporting an incidence at ENS de Lyon:

signalement.violences.discriminations@ens-lyon.fr

Trained staff, proficient in English, will be able to help you.

#NERIENLAISSERPASSER



ENS
DE LYON

**For you,
it's just a joke
just a gesture
just flirting
just a remark
but in the eyes
of the law,
it's a crime.**

signalement.violences.discriminations@ens-lyon.fr



UNIVERSITÉ
DE GENÈVE

#ENsemble
contre
le harcèlement



ENS
DE LYON

**My sexuality
is not
a choice.
But your
homophobia,
is.**

signalement.violences.discriminations@ens-lyon.fr



UNIVERSITÉ
DE GENÈVE

#ENsemble
contre
le harcèlement



ENS
DE LYON

Prevention of gender-based and sexual violence: Reporting incidents and helpline

For acts that may amount to gender or sexual discrimination, harassment or violence, a special procedure has been set up at ENS de Lyon. This procedure does not require you to have filed a formal legal complaint. It is conducted completely independently of any other legal action taken at a criminal level and is based on 4 principles:

- Distinct stages involving key players who are independent from each other.
- A counselling team to listen actively to the person who has reported the case in a caring, objective and unprejudiced manner
- Action carried out in agreement with the person who reported the case.
- Procedures subject to confidentiality by the various stakeholders involved.

If you are a victim or witness of gender-based or sexual violence or any form of discrimination and harassment, you are invited to report it using:

- A dedicated email address: signalement.violences.discriminations@ens-lyon.fr
- An anonymous form available in English on the ENS de Lyon international website (www.ens-lyon.fr/en), under the headings "About us > Our commitments > Fight against discrimination and violence".

The Equality advisors, the Equality and non-discrimination officer and the occupational psychologist are the only ones with access to this report. They will respond within a week to fifteen days maximum (except during school holidays or when the School's offices are closed).

If the person who filed the report wishes to continue the process, an appointment will be set up with two helpline advisors including a member of the Equality Team: (Equality Team Officer and / or Equality Officer) or the occupational psychologist or a member of the Medical Health Service (doctor or nurse). In agreement with the person being listened to, this information is then given to the Action Unit, which meets every fortnight, and, after studying the situation, draws up recommendations and forwards them to the Principal's Office. In agreement **with the person who reported the incident**, these measures are initiated after **a decision by the Governing Board**.

Contact:

- Equality and non-discrimination officer: Florence Françon - mission.egalite@ens-lyon.fr
 - Equality Advisors: Natacha Portier and Philippe Daubias, referentes.egalite@ens-lyon.fr
- You can find all the information you need about the fight against gender and sexual violence on on the ENS de Lyon international website (www.ens-lyon.fr/en), under the headings "About us > Our commitments > Fight against discrimination and violence".

The equality plan

Committed to gender diversity and professional equality, since 2013, ENS de Lyon has formalized its commitments as part of an Action Plan for professional equality between women and men that was presented to staff representatives at the technical committee meeting of June 29, 2021, and validated by the Board of Directors, July 9, 2021. The action plan on professional equality 2021-2023 is divided into 5 objectives:

1. Assessing, preventing and addressing pay and career gaps
2. Ensuring equal access for women and men to occupations and professional responsibilities
3. Work-life balance
4. Fight against discrimination, harassment and gender-based and sexual violence
5. Governance, steering and monitoring of professional equality policy.

Learn more on the intranet page: "Documents > Ressources humaines > Égalité professionnelle > Plan d'action pour l'égalité professionnelle entre les femmes et les hommes 2021-2023"

Contact:

- Equality and non-discrimination officer: Florence Françon - mission.egalite@ens-lyon.fr
florence.francon@ens-lyon.fr
- Human Resources Director: Yasmina Chams
yasmina.chams@ens-lyon.fr

TRANSIDENTITY

ENS de Lyon is committed to facilitating the use of the preferred first name on documents and documents that are used internally in the establishment for transgender people. Whether you are a student or member of staff, you can request the use of your preferred first name. You don't need to apply to the registry office to change your first name, and no supporting documents are required.

Application form available on the website.

Contact : mission.egalite@ens-lyon.fr or referentes.egalite@ens-lyon.fr

Detailed terms and conditions are available on the website: About us > Our commitments > Fight against discrimination and violence > Fight against LGBT+ Phobia

DISABILITY POLICY

The School is engaged in a policy of recruitment, admission and support for people with disabilities. The Disability Officer, Thibaut Chambriard, works with the medical service, the social worker and the Human Resources department to provide support for staff and students.

Contact:

mission.handicap@ens-lyon.fr

ACTION TOWARDS ECOLOGICAL TRANSITION

ENS de Lyon is committed to taking action towards ecological transition that will involve all its work and projects, training, research, transmission of knowledge, management of premises, and campus life. An Ecological Transition Project Manager was appointed

at the start of the 2022 academic year to work with the presidency of ENS de Lyon, in charge of a "road-map" for the institution. A dedicated team and many stakeholders are working on everything that can be implemented in ENS de Lyon to achieve our goal of reducing our carbon footprint by 50% by 2030, but also to influence the content of training, research projects and practices, as well as the management conditions of our campus and working practices, to meet the challenges of these changes.

The institution has embarked on a process of labeling Sustainable Development and Social Responsibility, which we would like to present in 2025. This approach concerns us all, and everyone can play their part, even by taking tiny individual initiatives. We are also fortunate to have a remarkable garden, a place conducive to biodiversity, and it is up to us to preserve this. On campus, you will find:

- An incentive for soft mobility, with plenty of places for bicycles and two bike maintenance/repair stations
- A selective sorting system with sorting bins
- Compost bins around the residences
- Measures to save energy, to bring us collectively to adopt new practices, in addition to building renovation work
- Tips and best practices on digital waste

In parallel, and in connection with academics and associations involved in the ecological transitions, awareness-raising initiatives have been set up, for both students and staff: including climate frescoes, 2-ton workshops, and ecological awareness conferences.

Contact :

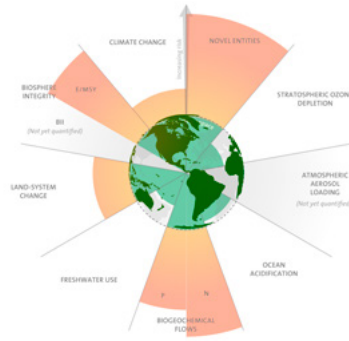
transition.ecologique@ens-lyon.fr

CONFÉRENCES DE LA MISSION TRANSITION ÉCOLOGIQUE

NATACHA GONDRA

de l'École des Mines de St-Étienne

LES LIMITES PLANÉTAIRES



© U.S. Laurentz/Azota based on Steffen et al. 2015

LE 28 NOVEMBRE 2022 DE 12H30 À 13H30
amphi Descartes



CYCLE DE CONFÉRENCES TRANSITION ÉCOLOGIQUE

CARINE MICHEL

Chargée de Recherche en Chimie, ENS de Lyon

REMPLENER LE PÉTROLE PAR DES ÉPLUCHURES, UN RETOUR VERS LE FUTUR RÉALISTE ?



11 MAI 2023 DE 12H30 À 13H30
salle des Thèses - Site Monod

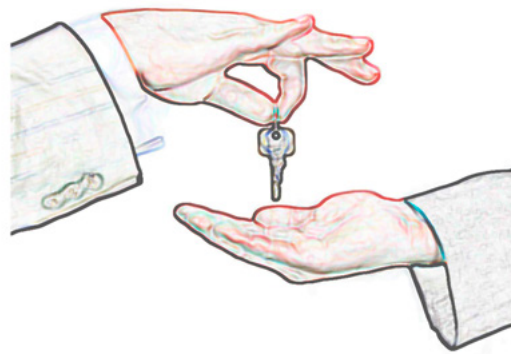


CYCLE DE CONFÉRENCES TRANSITION ÉCOLOGIQUE

ALEXANDRE MONNIN

MSc Strategy & Design for the Anthropocene

LA REDIRECTION ÉCOLOGIQUE



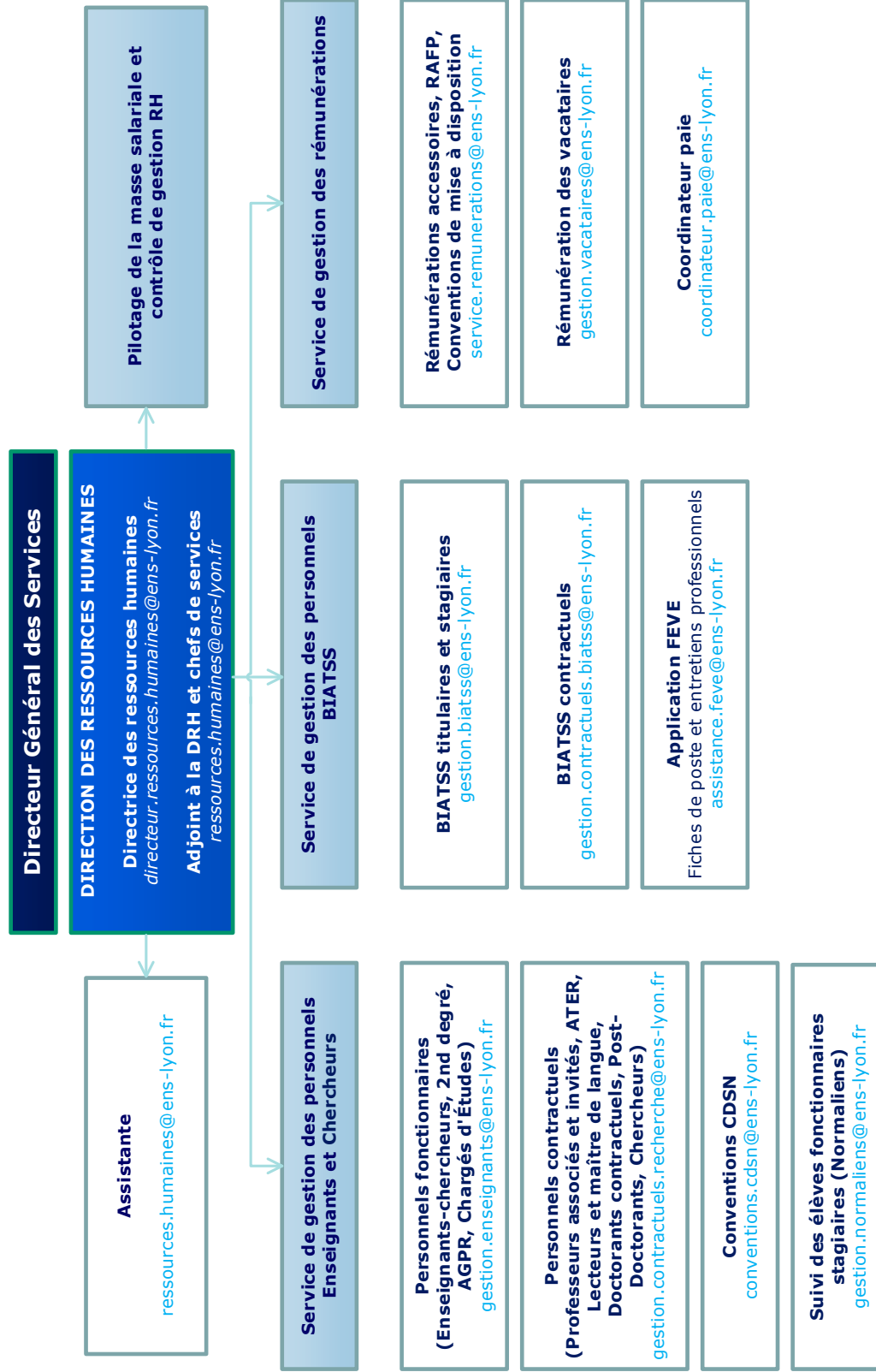
23 FÉVRIER 2023 DE 12H30 À 13H30
amphi Descartes



YOUR PROFESSIONAL LIFE AT ENS DE LYON

Human Resources Department

Services rattachés à la Direction Générale des Services Direction des Ressources Humaines



Localisation des personnels: Site Descartes

Services rattachés à la Direction Générale des Services

Direction des Ressources Humaines

Directeur Général des Services

DIRECTION DES RESSOURCES HUMAINES

Directrice des ressources humaines
directeur.ressources.humaines@ens-lyon.fr

Adjoint à la DRH et chefs de services
ressources.humaines@ens-lyon.fr

**Service recrutement et développement
des compétences**

Recrutement

recrutement@ens-lyon.fr

Formation des personnels

formation.des.personnels@ens-lyon.fr

Gestion des concours

concours.itrf@ens-lyon.fr

Application CUEILLETTE

assistance.cueillette@ens-lyon.fr

Service environnement au travail

Absences

Arrêts, justificatifs, application ABSENCES

gestion.absences@ens-lyon.fr

Action sociale

action.sociale@ens-lyon.fr

**Gestion des AT/MP, CLM/CLD et temps
partiels thérapeutiques**

accident.longue.mala die@ens-lyon.fr

Télétravail

gestion.teletravail@ens-lyon.fr

**Certificats d'exercices
Reconstitution carrière**

Pour préparer votre dossier de retraite

reconstitution.carriere@ens-lyon.fr

Application HAMAC

Droits d'accès, horaires, plannings, CET

assistance.hamac@ens-lyon.fr

YOUR PROFESSIONAL LIFE AT ENS DE LYON

Teaching and research: what you need to know...

TEACHING SERVICE

At ENS de Lyon, academics and teachers will have to devote at least 4/5th of their service to teaching students either face-to-face or remotely. Academics and teachers may also be required to carry out administrative tasks or educational responsibilities, leading to exemption from teaching duties, according to the process defined in the guidelines.

All these activities will be considered as working time on an individual and annual roster. Trainee lecturers benefit from a 48-hour exemption equivalent to tutorials for the first two years. In the first year, the 48 hours must include 32 tutorial equivalent hours devoted to the follow-up of training, essential for their establishment.

STATUTORY SERVICE REQUIREMENTS				
STATUS	Annual statutory requirements (hours)	Terms of service for the establishment		Equivalent in hours
		4/5ths face-to-face or distance learning	1/5th teaching or other types of intervention	
PR / MCF (professor/Assitant professor)	192	154	38	Tutorial/ Supervised work
PRAG / PRCE ("agrégé"/"certifié" professor)	384	307	77	Tutorial/ Supervised work
ATER (Temporary teaching and research assistants)	192	192		Tutorial/ Supervised work
PAST (associate teachers)	192	154	38	Tutorial/ Supervised work
Lecturers	300	including a maximum of 100 hrs. of tutorials		Practical work
Language teachers	288	including a maximum of 192 hrs. of tutorials		Practical work
Lecturer preparing the Agrégation (AGPR)	192 to 384	Changes in relation to the investment in teaching & AGPR research		Tutorial/ Supervised work
Contractual PhD students with ACE (complementary teaching activities)	From 1 to 64	From 1 to 64		Tutorial/ Supervised work

ORGANIZATION OF TEACHING

Extensive Organization

For the logistical organization of your teaching (room reservation, planning, sending of notes ...), please contact the studies and tuition department. Organization of educational services are set out in the memorandum voted each year by the Board of Directors.

PART TIME WORK

Beneficiaries

The following are eligible for part-time work:

- permanent or trainee officials.
- non-permanent staff after one year of full-time service.

Probationary officials shall have their probationary period extended in proportion to the working time required to obtain a full-time service.

Part-time work is granted:

- on each birth until the 3rd birthday of the child or each adoption
- to provide care for a spouse, a dependent child or an ascendant with a disability requiring the presence of a third person, or victim of an accident or serious illness.
- in the event of a recognized disability.
- for the creation or takeover of a business.

The request must be in writing

Authorization to practice part-time is granted for a period of one year. Renewal shall take place by tacit agreement, for the same period within the limit of three years.

Organization

Authorization to work part-time is subject to service requirements. The duration of part-time service ranges from 50% to 90% of the weekly duration of service.

Treatment – allowances

Persons who work part-time shall receive a percentage of pay equal to the ratio between the weekly authorized length of service and the length of service required for staff working full-time, except for staff working at:

– 90% = 91.40%

– 80% = 85.70%

This method of calculation applies to the person's salary, and residence allowance, in addition to the New Salary Scale known as NBI and premiums and allowances of any kind. It is possible, to a certain extent, to pay extra-contributions for retirement on a full-time basis.

TEACHERS SECONDED TO THE FRENCH INSTITUTE OF EDUCATION (IFÉ)

Teachers seconded to IFÉ are recruited to carry out the following activities:

– study manager (seconded teachers of the 1st and second degree): they do not carry out teaching but must complete 1,607 hours per year as part of the mission entrusted within the IFÉ and fall under the ARTT protocol of the institution.

– in charge of studies and research (made available by other institutions): a system of discharges completes the regulatory system of the ENS de Lyon, according to the assignment and the framework of the management board.

BONUSES

The institution's compensation policy for teaching staff is detailed in the annual directive. The principles of the establishment's compensation policy for teaching staff are set out in an annual framework memorandum.

Higher education premium (PES) and research and higher education premium, known (PRES)

The PES concerns teachers of the first or second level (PRAG, PRCE, teachers in vocational school known as PLP, school teachers known as PE). It amounts to €2,308 per year, paid in two instalments: with the pay in December and in June. The PRES concerns ATERs. Its amount is €1,304.07 per year, paid in two instalments: with the pay in December and in June.

Statutory indemnity of the independent regime for academic staff (RIPEC C1)

This indemnity is for professor and assistant professor. It amounts to €3,500 per year, paid monthly.

Administrative Responsibility Bonus (PCA), Pedagogical Responsibilities Bonus (PRP) or Indemnity for Special Duties or Responsibilities (RIPEC C2)

The recognition of the commitment of academics and secondary school teachers in administrative responsibilities is reflected in the attribution of a PCA, a PRP or RIPEC C2. The list of functions concerned shall be adopted annually by the Management Board.

Individual Bonus (RIPEC C3)

The individual bonus linked to the quality of work and professional commitment (C3) can be awarded for: educational investment; scientific activity; investment in tasks of general interest or all three of these reasons combined. It is awarded on request, according to criteria and amounts defined by the institution and paid monthly for a period of 3 years, under one of the reasons mentioned above. At the end of the 3 years, a waiting period of 1 year applies before being able to benefit from the bonus again for the same reason. However, nothing prevents the academic from applying at the end of the 3 years and being awarded the bonus for a different reason. This bonus is incompatible with a PEDR (IUF, Fields medal, CNRS medals, etc.).

Doctoral and research supervision bonus (PEDR)

Only beneficiaries of a PEDR by right (academics placed in delegation to the University Institute of France, in chair of excellence or having received a prize mentioned in the decree of 20 January 2010) will be able to be awarded a PEDR from 2022 and for a period of four years.

To benefit from this bonus, academics must carry out a teaching service of 42 hours of classes or 64 hours of tutorials/supervised work (TD) or an equivalent combination. This teaching service must be carried out as a priority in the institution in which they carry out their research. In the event of a CNRS or INRIA delegation ≤ 6 months, the bonus is maintained.

In the case of a CRCT, the premium is maintained. The amount of the PEDR depends on the grade and body of the academic. It is paid quarterly.

ACCUMULATION OF ROLES AND PAY

Any accumulation of pay must be the subject of an application for authorization or prior declaration at the beginning of the activity. Cumulation may be authorized by the President or Vice-President of Academic Affairs or the Vice-President of Research after validation by the Department Chair and/or the Laboratory Director, depending on your status. The regulations provide for specific restrictions on the cumulation of activity for contractual doctoral students and ATERs. Please consult these restrictions on the intranet of ENS de Lyon, before making a request for accumulation of different positions. The forms (similar for an application for authorization or for a declaration) can be downloaded from the intranet.

LEAVE FOR EDUCATIONAL PROJECTS

Since 2019, a new training system applicable to academics and other staff responsible for teaching functions in higher education institutions has been implemented and reflects the commitment to the recognition of the educational investment of teaching staff. Beneficiaries of leave for educational projects (CPP) are:

- working tenured academics.
- civil servants of other bodies placed on secondment in a body of academic, governed by Decree No. 84-431 of 6 June 1984 (university professors, lecturers and similar academics);
- and teachers of the 1st and 2nd degrees in higher education.

The duration of the leave, six or twelve months, cannot be split. The beneficiaries are, during this period, relieved of teaching services and cannot be remunerated for additional teaching.

Leave for educational projects is granted by the President of the School, in view of a project presented by the candidate, after consultation with the restricted Board of Directors. The analysis of proposals is mainly based on the following criteria:

- interest regarding the training policy of the establishment.
- detailed provisional timetable for the implementation of the project.
- dimension of the project beyond the sole discipline or the only supporting department. The application must be submitted on the Galaxie module NAOS

application. CPP applications are examined for opinion by the restricted board and are granted by the president of the institution.

RESEARCH

Academics who, during the period in question, wish to devote themselves exclusively to research work may apply for a CNRS/INRIA delegation or CRCT.

The CNRS/INRIA delegation

An application for this delegation must be made on the Galaxie module SIRAH application (CNRS delegation) or at the Human Resources Department (INRIA delegation), on specific dates each year. Each file is then submitted to the restricted Board of Directors for opinion and classification and then forwarded by the School to the EPST concerned. The duration of the delegation may be from six months to one year. During this period, the persons concerned continue to receive their pay and enjoy the rights relating to the position of activity. They are detached from their teaching duties.

Leave for thematic research and conversions (CRCT)

Tenured academics, in a position of activity, may benefit from leave for research or thematic conversions, for a maximum duration of twelve months per six-year period. The application must be submitted on the Galaxie module NAOS application.

- If it is filed under the CNU, the CRCT file is transmitted after the opinion on the duration and date of the beginning of the leave by the President of the establishment.
- If it is submitted in respect of the institution, the CRCT file must go before the restricted scientific council of the institution.

The latter will examine all requests and will grant one or more CRCTs within the limit of the number of semesters previously defined, specifying the duration of the leave granted. Beneficiaries of a CRCT are subject to a prohibition on cumulation of pay but receive their salary, the grade allowance (RIPEC C1) and, where applicable, the PEDR or the individual bonus (RIPEC C3).

TRAVEL

The **travel expenses form** for an assignment must be entered onto the GFC Missions application (see the department administrative office or the administrative office of the research laboratory) and signed by the President of the institution or by the Vice-presidents **at least two weeks before the trip**. For travel abroad to countries other than those of the European Community and the European Economic Area, 2 copies of the travel form must be completed in at least two weeks before the trip. There is a specific procedure at the School that must be respected. **NB: for travel to areas that are not recommended for security reasons, you must first seek the advice of the Security and Protection officer (fsd@ens-lyon.fr). The positive response must be attached to the travel form when it is forwarded for signature.** In addition, you benefit from insurance and an "assistance" agreement provided by ENS de Lyon for your trips in France and abroad.

The statement of travel expenses is completed by the teachers themselves on their return from their assignment. It is essential to provide **all original copies of proof of expenditure**. All the necessary conditions and forms are on the intranet: FAQ / Recherche / Partir en mission.

YOUR PROFESSIONAL LIFE AT ENS DE LYON

What to do in case of...

... UNEXPECTED ABSENCE

In the event of an unforeseen absence, you must immediately:

- inform your department head or the person in charge of your department.
- provide the HR department with proof of absence within 48 hours.

Any unjustified absence will result in a salary deduction. If you have any queries, please contact your HR department.

... SICKNESS

In the event of illness, you must notify your head of department or your department manager, and have your physician draw up a notice of sick leave to be sent to the Human Resources Department within 48 hours.

There are four types of sick leave:

- ordinary sick leave.
- sick leave for long-term illness.
- long-term sick leave.
- leave for serious illness.

The maintenance of all or part of salary is set by the regulatory provisions provided for this purpose. Since January 2018, a one-day waiting period has been applied from the first day of sick leave.

For academics, leave entitles them to a reduction in teaching service obligations. Intervention of leave for health reasons may lead to a reduction in annual leave entitlement.

For all inquiries, please contact:

Your HR manager according to your sector for ordinary sick leave.

The manager for sick leave for long-term illness or long-term sick leave:

gestion.conges.maladie@ens-lyon.fr

Detailed procedures can be found on the intranet, section: Documentation / Ressources humaines / Congés maladie

... MATERNITY LEAVE

Pregnant women on active service are entitled to maternity leave, whether they are civil servants, permanent or probationary employees, or on contract. The leave may include (on presentation of a medical certificate) pre-natal leave for pathological conditions related to pregnancy, or post-natal leave for pathological conditions related to childbirth. Maternity leave lasts **16 weeks** for the 1st and 2nd children, and 26 weeks for the 3rd and subsequent children.

Conditions, duration, pay, end of leave, special cases: to find out all you need to know about maternity leave, visit **service-public.fr**.

When/how do I declare my pregnancy to ENS de Lyon?

You must submit the "First prenatal medical examination" form (also called, translated from French "You are expecting a child") issued by your doctor or midwife, before the end of the 14th week of pregnancy:

- the HR Director (Biatss or Teachers staff management services).
- and the CAF (French health and social security fund)

Your HR management department will send you a maternity leave order, indicating the dates of your leave. Your manager (head of department/department director/laboratory director) **should be informed**.

After the birth of your child, you will need to **send the birth certificate or your updated family record book to the HRD** (Biatss or Teachers staff management services). You can then apply for the SFT (family treatment supplement).

Detailed terms and conditions can be found on the intranet, section: Documentation / Ressources humaines / Congés liés à l'arrivée d'un enfant

... PATERNITY LEAVE

After the birth of a child, the father, and possibly the person living with the mother, are entitled to paternity and childcare leave. To find out everything you need to know about paternity leave, including its conditions, duration, pay, effects on your career and administrative situation, visit **service-public.fr**.

The duration of leave is set at a **maximum of 25 calendar days**. Of these 25 calendar days, **4 must be taken** consecutively and immediately **after the 3-day birth leave**.

The remaining 21 calendar days can be taken **continuously, or in 2 periods of at least 5 days each**. **These 21 days must be taken within 6 months of the birth**.

For permanent and contract employees: if the child is hospitalized immediately after birth, the father or the person living with the mother is also entitled to additional paternity leave for the duration of the hospitalization, up to a maximum of 30 calendar days.

How to apply:

- You must send your request, **endorsed by your manager** (department head/department director/laboratory director), to the HR Director (Biatss or teachers personnel management department), **at least one month before the desired start date**. The request must be accompanied by the documents listed on the service-public.fr website.
- Your HR department will draw up a paternity leave decree, indicating the dates of your leave.

Detailed terms and conditions can be found on the intranet, section: Documentation / Ressources humaines / Congés liés à l'arrivée d'un enfant

YOUR PROFESSIONAL LIFE AT ENS DE LYON

Accident at work

WHAT IS CLASSED AS AN ACCIDENT AT WORK ?

There are several different situations.

Work-related accident

An accident is considered a work-related accident when a civil servant or contract employee, either at the workplace, or while traveling on official business or for official purposes, on the orders or with the approval of their hierarchy.

If a civil servant or contract employee has an accident, either at the place where they work, or while traveling on official business or for official purposes, on the orders or with the approval of the hierarchical authorities then it is considered a work accident.

The term "accident de service" is used for permanent and probationary civil servants, and "accident de travail" for non-permanent civil servants.

Please note

Any accident sustained by a civil servant, whatever the cause, is presumed to be attributable to the department, at the time and place of service, in the performance or on the performance by the civil servant of his or her duties or of an activity which constitutes the normal extension thereof, in the absence of personal fault or any other circumstance detaching the accident from the service.

Commuting accident

Accident occurring on the way to and from work. Each commute must be as short as possible and within a timeframe close to the beginning and end of the employee's shift.

WHAT TO DO IN CASE OF AN ACCIDENT ?

Immediately after the accident, the victim must call or get someone to **call the security department (Descartes and Buisson sites: (04 37 37) 64 64; Monod site: (04 72 72) 81 51; IGFL site: (04 26 73) 13 00 or 13 00 or 06 30 52 88 61)**. Security personnel are trained for these types of intervention. Depending on the victim's state of health, they will

then be referred initially to the medical department or emergency room, or to the Human Resources Department. The Human Resources Department or the Prevention and Occupational Health Service (SPST) will issue the victim with an accident certificate (for permanent staff or those on fixed-term contracts of more than one year whose accident falls under the responsibility of ENS de Lyon), as well as the documents (declaration) that need to be completed to process the case. This will enable the doctor consulted to issue the victim with an initial medical certificate, and all the practitioners consulted to be reimbursed for medical expenses incurred in connection with the accident. The employee will not incur any costs until the final certificate has been issued.

The employee must notify the Human Resources Department **within 24 hours**, or have the employee's supervisor do so, and the medical report of the injury must be drawn up **within 48 hours**.

For non-tenured employees, the declaration must be sent by the administration to the Caisse primaire d'assurance maladie (CPAM) **within 48 hours**.

Accident analysis

Following an accident, the SPST can take evidence from the agent on site and investigate the causes and circumstances of the accident. The aim of this analysis is to prevent another accident of the same type.

The CHSCT (Health and Safety Committee) of ENS de Lyon can also conduct investigations into service and workplace accidents and occupational or work-related illnesses.

These investigations must be carried out:

- in the event of a serious accident in the line of duty or at work, or of a serious occupational or professional illness which has resulted in death or is likely to result in permanent disability, or which has revealed the existence of a danger, even if the consequences could have been avoided.
- in the event of an accident in the line of duty or at work, or an occupational or professional illness that is repeated at the same or similar workstations or in the same or similar functions.

RESPONSIBILITY TO THE DEPARTMENT

A decree issued by the Conseil d'Etat sets the terms and conditions of the temporary disability leave attributable to service mentioned in the first paragraph and determines its effects on the administrative situation of civil servants.

The administration examines the request for temporary disability leave attributable to the service and subject to the production of all documents:

- recognizes the responsibility.
- or arranges for a medical examination of the claimant by an approved physician when circumstances appear to detach the accident from the department, or when the illness results from a disease contracted in the department.
- or initiate an administrative inquiry to establish the facts and circumstances leading to the accident or illness.
- or consult the departmental reform commission, when a personal fault or any other circumstance is potentially likely to detach the accident from the department; when a personal act by the civil servant or any other circumstance unrelated to the necessities of everyday life is potentially likely to separate the commuting accident from the department.

At the end of the investigation, the administration decides whether the disability is assignable to the department and, if so, places the employee on temporary disability leave attributable to the department for the duration of the work stoppage.

The administration must carry out a second medical examination by an approved physician at least once a year after the six-month extension of the leave initially granted.

The fact that the administration issues a certificate of direct payment of accident costs does not **prejudge the decision that will be taken once the case has been investigated. If the accident is not attributable to the service, or if the employee fails to submit a complete file, the costs will be borne by the victim.**

FINANCIAL ASPECTS

Remuneration and reimbursement of expenses

In the event of work stoppage and recognition that the accident is attributable to the department, full salary is maintained for the duration of the stoppage. A final medical certificate must confirm recovery.

ENS de Lyon will cover medical expenses incurred because of an accident based on the circular dated January 30, 1989.

For contract staff, see the intranet, section Documentation / Ressources humaines / Maladie et accident.

Please note: while your salary is being maintained by the establishment, you will also receive IJSS benefits. You must provide your BIATSS department manager with proof of the amount of compensation you are receiving. The daily allowance will then be deducted from your full or half salary.

The administration may suspend payment of salary until this information has been provided.

If the doctor determines that you are disabled by 10% or more, you will need to file a disability claim.

For further information, please contact :

Work Environment Department

accident.longue.maladie@ens-lyon.fr

Precise terms and conditions to be found on the intranet, section: Documentation / Ressources humaines / Accident de service et de trajet

YOUR PROFESSIONAL LIFE AT ENS DE LYON

Engagement for researchers

THE HRS4R LABEL

See fact sheet 6 on this subject.

RESEARCH LEAVE AND CONVERSION OF RESEARCH TOPIC (CRCT)

Tenured academics, who are currently working, may benefit from leave for research or thematic conversions, for a maximum duration of twelve months per six-year period. The application must be submitted on the Galaxie module NAOS application.

– If it is filed under the CNU, the Conversion of the Research Topic file (CRCT in French) is transmitted once the President of the establishment has decided on the duration and start date of the leave.

– If it is submitted in the name of the institution, the CRCT file must go before the scientific council sitting in sub-commission of the institution. The latter will examine all requests and will grant one or more Conversion of the Research Topic within the limit of the number of semesters previously defined, specifying the duration of the leave granted. Beneficiaries of a CRCT are not allowed to accumulate pay but receive their salary, the grade-related allowance (RIPEC C1) and, where applicable, the PEDR or the individual bonus (RIPEC C3).

AFFILIATED PROFESSORS

ENS de Lyon wishes to encourage the long stays of eminent international researchers in its laboratories and give them greater visibility, by defining an "affiliated professors" program of chairs lasting at least 3 months spread out over 3 years. To be eligible to apply for such a Chair, a researcher must:

- carry out its main activity outside French territory.
- propose a work program, in connection with the host laboratory.
- commit to spending a minimum of 15 days per academic year within the School for the duration of the Chair;
- commit to give, over the 3 years, a minimum of 10 hours of lectures or courses.

ENS de Lyon will pay the beneficiary based on €130/day for stays of less than one month or payment on guest professor's salary for stays of more than one month. Any researcher obtaining such a chair will receive an official letter from the École normale supérieure de Lyon and may use the title of "professor affiliated to ENS de Lyon" or "Invited Guest Professor of ENS de Lyon" during the period of obtaining.

The file includes a detailed *curriculum vitae*, a research project and the opinion of the head of the host laboratory. Letters of recommendation may be attached. These files will be examined during the campaign of professors invited by the CSR of ENS de Lyon.

YOUR PROFESSIONAL LIFE AT ENS DE LYON

Your rights to control your personal data

PERSONAL DATA

Reference texts:

Data protection act dated January 6, 1978, amended by the law of June 20, 2018, (EU) regulation 2016/679 of the European Parliament and of the Council of April 27, 2016, applicable since May 25, 2018, law of June 21, 2014, for confidence in the digital economy, law of June 20, 2018, on the protection of personal data.

In accordance with the reference texts, ENS de Lyon undertakes to comply with the regulations in force applicable to the processing of personal data.

Personal data are collected and processed for a purpose relating to education. The president of ENS de Lyon is the person responsible for this process.

The legal basis for the processing is based on the performance of a task carried out in the public.

Each person whose personal data is collected has a right of access, rectification, opposition, updating and deletion of information concerning them, which they can exercise by contacting the data protection officer appointed by ENS de Lyon at the following address:

dpo@ens-lyon.fr

IMAGE RIGHTS

When you start at ENS de Lyon, you are asked to sign a form for the transfer of your image rights in the context of a use strictly relative to the communication of ENS de Lyon, without commercial purpose.

If you do not want your image to be used by ENS de Lyon, please contact communication@ens-lyon.fr.

TRANSIDENTITY

ENS de Lyon is committed to facilitating the use of the first name used on documents and documents that are used internally in the establishment for transgender people. In this context, if you need to change your first name (with or without a certificate from a Town Hall or a High Court), send a mail to: referentes.egalite@ens-lyon.fr

Contacts:

Equality and non-discrimination officer: Florence Françon - mission.egalite@ens-lyon.fr

Equality Advisors: Natacha Portier and Philippe Daubias

RH POLICY AT THE ENS DE LYON

Continuing education

A training plan is drawn up for each calendar year, after analysis of the requests entered in the "Cueillette" tool. This plan specifies the main areas of training and brings together the range of courses on offer, based on requests from staff, departments and the needs of the establishment. The aim is to improve ENS de Lyon's operations, develop staff skills, prepare them for competitive examinations and support their professional development.

This plan is available on the intranet, along with an information brochure on training, and practical information sheets on each of the staff training programs. In addition, the Staff Training Department, which is part of the Human Resources Department, is available to help you consider any specific requests you may have, and to support you in your career development or retraining plans.

The Staff Training Department will inform you of all the training opportunities available throughout the year.

Distribution of information:

- by e-mail to agents, department heads and division directors.
- via ENS de Lyon information media: Entre NouS, posters.
- on the intranet.

WHO IS THE TRAINING FOR?

Training courses are aimed at ENS de Lyon's teaching staff and BIATSS personnel (libraries, engineers, administrative, technical, service and health workers), both permanent and contract.

Tenured and contract staff can take part in various types of training courses organized:

- by ENS de Lyon.
- by other higher education establishments (Convergence).
- by the Board of Education.
- by specialized organizations.

WHERE TO FIND OUT MORE?

Contact the Human Resources Department

Staff Training Department – Descartes site

15 parvis René Descartes

BP 7000 – 69342 Lyon Cedex 07

Contact: formation.des.personnels@ens-lyon.fr

Tel. : (04 37 37) 65 85 / 65 72 / 60 09

HOW TO GET TRAINING?

The staff training program includes training courses at ENS de Lyon, as well as individual training courses requested by staff or teams, subject to certain conditions.

The "Cueillette" application enables each employee to express their training wishes. These requests are validated and prioritized by the line manager. Depending on priorities and budget, staff can then take part in individual training or cross-functional training open to all.

The Training Committee validates the annual training plan and issues opinions on requests relating to specific schemes (professional training leave, mobilization of the personal training account, skills assessments). The Training Committee meets three times a year.

Requested at the initiative of the department manager in the context of the position held.

The training will be financed in full by the staff training department (subject to the availability of funds).

Agent-initiated request

- for individual training, the request must be quantified and justified in the "Cueillette" application. It is preferable to accompany the request with a training program, especially for technical training.

- for a skills assessment, the personal training account can be used. A request for funding for all or part of a training program can also be made to the staff training department and granted within the limits of a budget allocated for this purpose.

- in the case of professional training leave, teaching costs are borne by the employee, but an allowance may be paid during the months of training (85% of salary, resident's allowance and 100% of the family salary supplement, excluding bonuses).

Further information on specific training schemes can be found on the intranet.

HR POLICY AT ENS DE LYON

Social action

Social action aims to improve living conditions for staff and their families. ENS de Lyon pursues an active policy in this area. A department and a commission are dedicated to social action issues within the HR department. A social worker assists staff members who require assistance.

Within the limits of available funding, the social action department offers a range of services to ENS de Lyon staff (permanent staff; contract staff on contracts of 6 months or more; doctoral students; post-doctoral students; ATERs). Inter-ministerial services are also available to government employees.

OUR GOAL

The social action office is responsible for:

- inform staff about existing financial assistance and application procedures.
- examine applications, in conjunction with the social assistant and the social action committee.
- pay benefits to staff with disabled children.
- direct staff to sites offering other services to government employees.

BENEFITS OF THE ESTABLISHMENT

Family assistance benefits

These benefits are paid at the request of the employee, and in a variety of ways:

- **no means-testing for allowances** to parents of disabled children, for stays in specialized vacation centers, for fathers and mothers on leave.
- **means-tested for vacation centers** with or without accommodation, language stays, extra-curricular sports or artistic activities for children.

Meals

Meal subsidies (ranging from 4.87 euros to 0.73 euros, depending on the "index band") are granted to staff members who have lunch at the Descartes and Monod administrative restaurants.

In September 2022, the price of a meal for agents is set according to the table below.

Pay index	Price of the meal
Pay index below 364	3,30 €
Pay index between 365 and 480	4,46 €
Pay index between 481 and 534	6,08 €
Pay index between 535 and 625	6,08 €
Pay index above 625	7,44 €

Additional assistance

These aids can be requested in various situations:

- request for additional assistance (or help)
 - vacation assistance for children.
 - assistance for children in higher education.
 - requests for assistance for staff and contract personnel (minimum 6-month contract).
 - assistance for families of hospitalized patients.
 - assistance for loss of income due to illness.
- Applications are examined by the social worker, who presents them anonymously to the School's social action committee.

SOCIAL WORKER

The social worker will help and guide you in all your dealings with the hospital, and will examine your applications for financial aid, social housing and other forms of assistance.

Appointments with the social worker can be made directly by e-mail (ldelorme@actis.asso.fr) or via the medical department through Madame Cohen (liliane.cohen@ens-lyon.fr).

Employees requesting exceptional assistance must make an appointment with the social worker. Appointments are held at the Medical Department on the Descartes campus.

OTHER SERVICES

These services are not paid for by the establishment, but directly by the inter-ministerial social action scheme. **It is an individual initiative for employees.**

Vacation vouchers

Vacation vouchers can be used to pay for transport, accommodation and catering, as well as admission to museums, exhibitions, theaters...

To qualify, you must be an active or retired civil servant. The rate of State contribution (between 10 and 25%) depends on your reference tax income.

More information on conditions and procedures at: **www.fonctionpublique-chequesvacances.fr**

Childcare for children under 6

Civil servants are eligible for an inter-ministerial social benefit: the CESU benefit for the care of young children under the age of 6. This benefit is subject to family quota.

For further information, visit

www.cesu-fonctionpublique.fr

Social housing for civil servants

For more information: **www.demande-logement-social.gouv.fr**

Installation assistance for civil servants (A.I.P.)

More information on:

<https://www.aip-fonctionpublique.fr/>

For further information, please contact:

action-sociale@ens-lyon.fr

You will find all the information you need on the School's intranet website.

HR POLICY AT ENS DE LYON

Mobility Management Guidelines

SCOPE OF APPLICATION

In accordance with the texts in force, in particular the law of August 6, 2019, on the transformation of the civil service and the decree of November 29, 2019, on management guidelines, ENS de Lyon issues its own management guidelines (LDG) in line with Mobility Management applicable to personnel reporting to the French Ministry of Higher Education and Research, the French Ministry of National Education or the Rectorate.

These Mobility Management guidelines are part of a multi-year human resources management policy. From the employee's point of view, they include several support measures designed to encourage mobility both within and outside ENS de Lyon.

Details can be found on the intranet, section Documentation / Ressources humaines / Mobilité des personnels

CORPORATE TRAINING PLAN

Corporate training plan

This annual training plan defines the strategic priorities set by management. Needs are identified during individual interviews and collected using the Cueillette tool.

Particular attention is paid to training in preparation for competitive examinations, to enable staff to develop professionally and move internally or externally, as well as to health and safety training.

The implementation of the training plan will enable us to offer both cross-functional and individual training courses over the course of the year, enabling each employee to develop his or her skills and meet specific job-related needs, with a view to encouraging mobility. The Convergence network in the Lyon and Saint-Etienne regions offers inter-establishment training courses in human resources, schooling, finance, accounting and laboratory management.

Individual support programs:

Two application campaigns to benefit from special training schemes are set up each year, for staff who wish to:

- mobilize their right to leave for professional training.
- use hours on their personal training account.

- validate all or part of their diplomas through validation of acquired experience
- take part in a skills assessment as part of a career transition or reorientation.

The purpose of the training commission is to issue opinions on training requests linked to a professional project, as well as on requests for mobility under the Erasmus program, another tool for enhancing skills and career development.

At the request of employees or their department managers, individual coaching interviews can be arranged with the HR Department's Recruitment and Skills Development Department.

Details can be found on the intranet, section Documentation / Ressources humaines / Dispositifs spécifiques de formation des personnels ENS de Lyon

INTERNAL OR EXTERNAL MOBILITY

Organizing internal mobility on an ongoing basis

When a job is vacant, the vacancy announcement is published on a specific space (Softy platform) to enable ENS de Lyon staff to apply. At the same time, it is published on the Place de l'Emploi Public website in accordance with decree 2018-1351 of December 28, 2018, and via several channels (Pôle Emploi, Cap Emploi, APEC, Indeed) depending on the nature of the position for at least 30 days, in accordance with decree 2019-1414 of December 19, 2019.

The CVs are then reviewed by the HR Department's recruitment and skills development department and the recruiting department. After a joint selection, interviews are organized jointly, and recruitment is finalized in most cases. The internal candidate will be contacted either by the HR department alone if their application does not meet the criteria expected for the position, or by the selection committee set up ad hoc if the application meets the expected criteria.

Internal mobility between departments

An employee may request a change of department (with equivalent salary scale) between the three branches (library, administration of National Education and Higher Education (AENES) and engineers, research and training technicians (ITRF), if they submit a reasoned application to the administration and after an interview with the HR department. The agreement is subject to the availability of a corresponding position, the opinion of the President of ENS de Lyon and the decision of the ministry responsible for the host department. These transfers between different fields can take place either by direct integration or after a period of secondment.

Outgoing external mobility

At ENS de Lyon, all BIATSS staff are eligible for external mobility at any time.

There are also other ways of taking part in this process. For example, as part of the annual academic mobility campaign organized by the rectorate for category C - ITRF staff and all AENES staff. Special profile positions (PRP) can also be used for these same groups. For library staff, an annual national campaign is run by the Ministry of Higher Education, Research and Innovation. All the mechanisms and procedures relating to outgoing external mobility are described in the Ministry's Mobility Management.

Contact:

For information on the external mobility of BIATSS staff:

gestion.biatss@ens-lyon.fr

gestion.contractuels.biatss@ens-lyon.fr

Legal provisions for outgoing mobility

- pre-secondment.
- secondment.
- availability.

These 3 schemes are described in the "mobility" management document, which can be downloaded from the intranet, section Documentation / Ressources Humaines / Carrière et vie professionnelle.

For information on staff support and training:

formation.des.personnels@ens-lyon.fr

STATUTORY INFORMATION

Employee representation on various bodies

Staff are represented on statutory bodies at academic (CAPA), national (CAPN) and local level. These bodies are consulted on all points relating to the careers of staff members.

ACADEMIC OR NATIONAL BODIES

Since the reform of the civil service resulting from the law of August 6, 2019, the sphere of intervention of the academic (CAPA) and national (CAPN) joint administrative commissions has been refocused on the most significant unfavorable decisions. Decisions relating to promotion and development, for their part, are excluded from the expertise of the CAPs.

The composition of these bodies is published in the BIR (*Bulletin d'information du rectorat*) or the BO (*Bulletin officiel*).

SCHOOL AUTHORITATIVE BODIES

The Joint Commission of the establishment (known as the CPE in French)

The CPE is made up of a limited number of staff members, and gives its opinion on the classification of staff members on lists of suitable candidates and promotion boards, and on transfers, grading, secondments, etc. It prepares the groundwork for the CAPA or CAPN. It is made up of staff and administrative representatives.

The Works Council (known as the CSA in French) and its specialized health, safety and working conditions committee (known as the F3SCT in French)

The CSA is concerned with the operation and organization of departments. It is consulted on questions and draft texts relating to the forward-looking management of staff numbers, jobs and skills, to the broad outlines of compensation policy and related distribution criteria, or to training and the development of professional skills and qualifications.

ENS de Lyon's Works Council is made up of:

- the President, Chairman of the Committee.
- the Director General, with authority for human resources.

- 10 full members and 10 alternate members representing staff.

The F3SCT contributes to improving working conditions, health and safety, and accident prevention. It meets at least three times a year.

Its goals:

- to make all useful proposals to the Board of Directors with a view to promoting safety training and contributing to the improvement of health and safety conditions within the establishment (occupational health and safety and health and safety registers are available at the reception desk of each building or in the laboratories to enable you to inform the F3SCT of your remarks. A dematerialized register is available on the facility's intranet website).

- analyze the risks for staff and users, particularly pregnant women.

- investigate all work-related accidents, serious occupational illnesses and repetitive work-related illnesses.

- intervene in the event of serious and imminent danger (registers are available at the Presidency reception desk - Administration building on the Descartes site - for reporting any risks).

- issue an opinion on the annual risk prevention program

- examine the annual report of occupational physicians.

Board of Directors (known as CA in French)

The Board determines ENS de Lyon policy and votes on its budget. 12 elected representatives of ENS de Lyon staff sit on the Board: 4 elected members from the "university professors and equivalent" college, 4 elected members from the "other teaching and research staff, including library scientific staff" college, 2 elected members from the "students" college and 2 elected members from the "engineering, administrative and technical staff" college.

The Scientific Council (known as CS in French)

The Scientific Council evaluates the scientific and teaching activities of ENS de Lyon. It decides on the research program, as well as the allocation of teaching and research credits provided for in the budget. A research engineer is a member of this committee.

Student Life and Studies Council (known as CEVE in French)

This Council is consulted on all matters relating to initial and continuous training courses, assessment procedures, applications for accreditation, projects for new courses and the evaluation of courses. In addition to the President of ENS de Lyon, who is an ex-officio member, the CEVE is made up of 16 members, including (among the 9 members elected by the college) 1 representative of the college of "engineers, administrative, technical, manual and service staff, library staff other than scientific library staff, and health and social service staff".

The Joint Consultative Commission for contract staff (known as CCP in French)

The Joint Consultative Commissions are consulted on individual matters relating to the professional situation of contract agents (questions relating to dismissal at the end of the probationary period, disciplinary sanctions other than official warnings and reprimands, and temporary exclusion from duties with deduction of pay for a maximum of three days, etc.).

STATUTORY INFORMATION

Rights and obligations of public officials

These rights and obligations apply to the nominated public officials with public officer status or trainees as well as to contract employees.

RIGHTS

Main rights as defined by the French General Public Service Code (code général de la fonction publique CGFP):

- Freedom of opinion (article L.111-1)
- Non-discrimination (article L.131-1 *et seq.*)
- Safeguarding against moral or sexual harassment (article L.133-1 *et seq.*)
- The right to strike (article L.114-1 *et seq.*)
- The right to belong to a union (article L.113-1)
- Protection of public officers performing their official duties (functional protection - article L.134-1 *et seq.*)

The right to access your personal file (article L.137-1 *et seq.* of CGFP)

Personal files of staff members must include all required administrative documents. Personal files must not state or include any information either relative to a member of staff's opinions, or political/union membership, religious or philosophical activities or amnestied sanctions. Staff members may access their files on request.

The right to training

See the "Continuing education" sheet.

OBLIGATIONS

There is an obligation for ENS de Lyon staff members to devote all of their professional work to the tasks entrusted to them (article L.121-3 of CGFP).

The employment of a public officer with a lucrative private activity is prohibited.

However, accumulation of activities may be allowed, on request, for ancillary activities subject to the opinion of the Director General of Services and/or The Ethics Commission.

See the Human Resources department to find out more about the procedure.

Obligation of secrecy, reserve, discretion, and neutrality (articles L.121-2, L.121-6, L121-7 of CGFP):

- This obligation is reserved for supervisors and staff with public officer status. The principle of neutrality of the public service prohibits staff members from turning their position into any form of propaganda (be it political, philosophical or religious);
- There is also an obligation to maintain professional discretion for all facts, information or documents of which staff members are aware during the course of their duties.

Duty to meet requests for public information

Responsibility for the tasks assigned to the staff member (article L.121-9 of CGFP)

Obligation to comply with the instructions from supervisors (article L.121-10 of CGFP)

Unless the given order is clearly illegal and likely to seriously jeopardize public interest

Duty of attendance

It is mandatory to be present during working hours, to come to work on time, and to leave only with the agreement of the supervisor.

Failure to comply with these obligations constitutes as professional misconduct that would lead to disciplinary action.

STATUTORY INFORMATION

Civil servant positions

A permanent employee is in a statutory and regulatory position on a French administration level.

Your status indicates:

- the hierarchy of grades in your department.
- the number of steps in each grade.
- the rules governing grading and the length of service required to change step and grade.
- how you can be promoted to higher grades.

During their career, civil servants may be placed in different positions depending on their situation.

ACTIVE EMPLOYMENT AND ASSIGNMENT

Active employment is the position of a civil servant who, while holding a grade, performs the duties of one of the jobs corresponding to that grade.

Assignment is the position of a civil servant who remains in their original position, continuing to receive the corresponding pay, but who perform their duties in a different administration from their own, in a public or private organization of general interest, in an association focusing on a goal that is of general interest, or in an international intergovernmental organization. Such transfers may only take place with the consent of the civil servant concerned. The interested party must perform duties at a hierarchical level comparable to those performed in their original administrative department. The duration of the assignment is variable.

SECONDMENT

The civil servant is placed outside their original department but continues to benefit from promotion and retirement rights within that department.

Secondment is granted at the request of the interested party, but with the advice of the competent body. It may be granted in very specific cases. The duration of the secondment may vary from 6 months to 5 years.

At the end of the secondment, the civil servant is, at their request:

- either reinstated in their original department, with priority for assignment to their former post.
- or integrated into the body from which they were seconded, under the conditions laid down in the body's specific regulations.

AVAILABILITY

Availability is the status of a civil servant who temporarily ceases to work in the public sector. It may be granted for various reasons. A civil servant on availability ceases to benefit from his or her pay, advancement rights (except in certain cases) and retirement rights, unless, under certain conditions, he or she engages in another activity. It is either granted automatically, or at the request of the interested party.

- **Automatically granted** in the event of temporary physical unfitness, following the opinion of the medical committee or the reform committee, on expiry of the employee's entitlement to sick leave or long-term leave, if reclassification is not possible. The duration is 1 year, renewable twice.

- **At the request of the interested party**, subject to service requirements: for personal reasons (duration of 5 years, renewable once, on condition of 18 months' return to service at the end of the 5-year period), for studies or research of general interest (duration of 3 years, renewable once), to set up or take over a business (2 years maximum).

- **Granted by right** to raise a child under the age of 12, to care for a relative, to follow a spouse, to adopt a child, for the duration of a civil servant's term of office as a local elected official. Availability is granted for a maximum of three years (6 weeks maximum for adoption), with the possibility of renewal.

PARENTAL LEAVE

Parental leave is a period of unpaid leave during which the employee (civil servant or non-tenured employee) completely ceases their professional activity to raise a child. Employees on parental leave may receive the PreParE benefit (shared child-rearing benefit) if they meet the conditions for entitlement. Parental leave may be granted up to the child's 3 years of age, in renewable periods of 2 to 6 months for civil servants and 6 months for contractual employees.

Periods of parental leave since August 7, 2019, are considered, up to a limit of 5 years for the entire career, for advancement in step and grade for civil servants.

For contractual employees, the duration of parental leave is considered in full for the 1st year, then half for subsequent years, when calculating the seniority or length of service required, to register for an internal competition.

Parental leave is considered when calculating pension rights, under varying conditions for civil servants and contractual employees.

PENSIONS

Law no. 2014-40 of January 20, 2014, guaranteeing the future and fairness of the pension system has significantly modified existing legislation. Guides containing all the information you need are available on various sites:

- the Ministry of Finance website

<https://retraitesdeletat.gouv.fr/>

- the service-public.fr website

<https://www.service-public.fr/>

A simulator can be used to estimate the amount of your pension:

<https://www.info-retraite.fr>

Retirement date

Retirement depends on a minimum age and length of contributions. Unless otherwise stipulated by law, you cannot retire before reaching a minimum age. This age varies according to whether you are a civil servant in the sedentary or active category. There are exceptions to this age requirement.

The insurance period is the length of time during

which the future pensioner builds up their pension rights. It is made up of various periods.

Civil servants or non-permanent staff who reach the age limit for employment are automatically retired. However, in certain cases, civil servants may continue to work beyond this age limit, by right or subject to service requirements.

Follow-up of Files

To enable the pensions department to approve the service record (overall indicative estimate), a questionnaire is sent to all permanent employees at the age of 55. This file in no way prejudices the actual departure of the persons concerned.

Retirement applications must be submitted on the appropriate forms at least one year before the planned retirement date.

For further information, please contact
reconstitution.carriere@ens-lyon.fr

TRAINING, RESEARCH AND INTERNATIONAL PROGRAMS AT ENS DE LYON

Training

THE TRAINING OFFER

Training through research

ENS de Lyon offers its students training through research with international and multidisciplinary programs that are part of their academic pathway, leading quite naturally to doctoral studies. ENS de Lyon trains academics of tomorrow, through double curriculum, multiple degree programs and additional training as well as offering extensive opportunities for its students to gain experience in a professional environment, opening up opportunities beyond professions in teaching and research.

Trained in research as from pre-master's level, ENS de Lyon students follow their program in one of the 20 majors of the master's programs in the faculties of arts, literature, economics, sciences and humanities; work experience in laboratories and research thesis, directed by recognized researchers, are essential elements of the training, along with the possibility of belonging to a Junior Lab run by doctoral students.

Students at ENS de Lyon benefit from personalized support from teaching staff and are able to develop their own pathway depending on their professional goals.

12 teaching departments

As soon as students start their studies at ENS de Lyon, they start with a pre-master's year (possibly including a Bachelor 3rd year delivered by a partner university) or a first year of Master's in one of the departments of the ENS de Lyon.

There are 12 departments: Arts and Literature; Biology; Chemistry; Computer Sciences; Earth Sciences; Education and Digital humanities; Foreign Languages, Literatures

and Civilizations; Humanities; Mathematics; Physics; Social Sciences; Foreign Languages.

A Language Center

There are language courses for non-specialists. Students can prepare a certification in English (Cambridge Advanced English).

A Sports Center

There are many sports and sporting activities on offer at ENS de Lyon facilities (sports hall, dance studios, fitness centers).

THE ENS DE LYON DIPLOMA

The ENS de Lyon diploma, equivalent to a master's degree, is the common framework for "normaliennes" studies. All students admitted either through entrance exam or through our application process must enroll for the ENS de Lyon diploma to accomplish a full academic pathway.

All students enrolled for the ENS de Lyon diploma are known as "normalien". All those who pass the entrance exam are known as "normalien pupils" and "normalien students" is the term used for all those admitted through the application process.

The ENS de Lyon diploma offers training through research and gives each student the opportunity to design their own pathway based on their professional project: with courses all over the world, ENS de Lyon benefits from multidisciplinary programs and leads to jobs in teaching and research, but also to other opportunities, such as public or corporate administration.

The ENS de Lyon diploma includes components common to the entire institution and elements relating to the training offer of each department. The diploma booklet, declined by department, is updated at the beginning of each academic year, then distributed via the study portal: it is the reference document that guides students to build their curriculum in connection with their tutor.

Contact: diplome.ens-lyon@ens-lyon.fr

USEFUL CONTACTS

Vice-Presidency Academics affairs

Vice-President: Emmanuelle Boulineau
Descartes campus, D2 building, 2nd floor
Assistant: Sylvie Dehay, tel. n°: (04 37 37) 60 07 /
email: vice.presidence.etudes@ens-lyon.fr

Academics affairs service

Descartes campus / D2 building, 2nd floor, D2 203
Monod campus / ground floor, LE.B67
Head of department: Christine Boccingerher
Assistant: Delphine Ponsot
Phone: (04 37 37) 60 58/ 66 70
Email: tous.etudes.scolarite@ens-lyon.fr

"Normaliens" and Master's Degrees Office:

Peggy Garcia (Arts & Humanities) et Aurélie Cochat (Sciences)

Administration Office for Training

For the following departments:

- Literature, arts, humanities: etudes_departements_lash@ens-lyon.fr
- Languages, social sciences: etudes_departements_iss@ens-lyon.fr
- Exact and experimental sciences: etudes_departements_monod@ens-lyon.fr

Or contact the Academic managers via their personal email: @ens-lyon.fr

For the 3rd cycle:

- PhD and accreditation to supervise research: etudes-theses-hdr@ens-lyon.fr

The Academic managers provides administrative support for students and management of training administration.

Student and campus life service

Descartes campus, D2 building, 2nd floor, D2 216
Head of department: Emma Bessières
Phone: (04 37 37) 60 51

Email: vie.etudiante@ens-lyon.fr

Supporting students in their associative and cultural projects, rental management of student accommodation, management of the Alumni network, setting up of gender equality programs, interactions with the socio-professional world.

Admissions service

Descartes campus, D2 building, 2nd floor
Head of department: Anne-Laure Gras
Phone: (04 37 37) 61 74

Email: admission.concours@ens-lyon.fr

Please contact this service for all queries relating to the entrance exam for ENS de Lyon.

TRAINING, RESEARCH AND INTERNATIONAL PROGRAMS AT ENS DE LYON

Research

Advancing in our knowledge, using it to develop general or specific training, while promoting its applications in business: these are the major research objectives at ENS de Lyon.

This cutting-edge research, recognized on an international level, is developed in 29 research laboratories or structures covering most of the disciplines in experimental sciences, as well as languages, literature, humanities and social sciences. It is based on innovative research programs at a national and international level. ENS de Lyon focuses on interdisciplinarity, combining theoretical and technological approaches; temporarily associating researchers from ENS de Lyon and other institutions within the framework of joint research programs. This research is also based on high-quality equipment, sometimes unique in the world (18 heavy-duty research devices, incubators, technology platforms). Some of this research work is applied in the socio-economic world. ENS de Lyon has filed 80 patent families since 1994, 58 software programs since 1996, 20 secret skills, 34 brands, 19 of which are currently active, and several databases. It has some twenty active licenses and has supported 36 start-ups, with a success rate of around 80%. ENS de Lyon is involved in an average of 400 research contracts with private partners each year, 80 of which it manages itself. Research at ENS de Lyon has helped create more than 270 jobs.

ENS de Lyon has put different means into place to reach its goals for research. In addition to the Administrative and Financial Coordination Department, it has also developed an Innovation and Technology Transfer Department as well as a Project Engineering Department and a Congress and Events Department. It also administers a research fund to finance high-level scientific projects. ENS de Lyon has set up unique training labs in research through research, known as Junior Labs, that are created and managed entirely by students.

USEFUL CONTACTS

Research Vice-Presidency

Monod campus, 2nd floor

Phone: (04 26 23) 38 35

Email: vice.presidentie.recherche@ens-lyon.fr

Administrative and Financial Coordination of Research

Véronique Vial

Monod campus, 2nd floor

Email: administration.recherche@ens-lyon.fr

An interface between research units and central support services, this department provides services to researchers, assists with the preparation of the Scientific Council and the follow-up of decisions, internal calls for tender (research funds and visiting professors), and the organization of research platforms.

Project Engineering Department

Émilie Sablon

Monod campus, 2nd floor

Email: ingenierie.projets@ens-lyon.fr

Support for researchers for project tenders (Europe, ANR, Regional...); help with researching finance; follow-up of financed projects.

Innovation and Technology Transfer Department

Justine Chefneux-Broué

Monod campus, 2nd floor

Email: valorisation@ens-lyon.fr

Scientific collaboration between laboratories (negotiation of industrial contracts or consortium agreements); Intellectual property (patenting, software, copyright...); Technology transfer: Licensing, setting-up a business, development of innovative projects.

Congress and Events Department

Tessa Adrian-Roux

Monod campus, 2nd floor

Email: cellule.congres@ens-lyon.fr

Conference organization assistance service: support in the organization of scientific events by taking charge of logistics and the administrative and financial management of events.

TRAINING, RESEARCH AND INTERNATIONAL PROGRAMS AT ENS DE LYON

Research: laboratories and doctoral schools

Research at ENS de Lyon is structured in the following way:

LABORATORIES IN HUMANITIES AND SOCIAL SCIENCES

Lyon Institute of East Asian Studies (IAO) – UMR 5062

Director: Béatrice JALUZOT

Affiliates: CNRS – Université Lyon 2 – ENS de Lyon – Sciences Po Lyon

Triangle. Action, discourse, political and economic thought – UMR 5206

Director: Anne VERJUS

Affiliates: CNRS – Université Lyon 2 – Lyon 3 University – Jean Monnet University – ENS de Lyon – Sciences Po Lyon

Institute of History of Representations and Ideas in Modernities (IHRIM) - UMR 5317

Director: Marina MESTRE ZARAGOZA

Affiliates: CNRS – Université Lyon 2 – Lyon 3 University – Jean Monnet University – University of Clermont Auvergne – ENS de Lyon

Rhône-Alpes Historical Research Laboratory (LARHRA) – UMR 5190

Director: Sophie RAUX-CARPENTIER

Affiliates: CNRS – Université Lyon 2 – Lyon 3 University – Université Grenoble Alpes – ENS de Lyon

Interactions, Corpus, Learning, Representation (ICAR) – UMR 5191

Director: Pierluigi BASSO

Affiliates: CNRS – Université Lyon 2 – ENS de Lyon

History, Archaeology, Literatures of the medieval Christian and Muslim worlds (CIHAM) – UMR 5648

Director: Marilyn NICLOUD

Affiliates: CNRS – Université Lyon 2 – Lyon 3 University – Avignon Université – EHESS – ENS de Lyon

Laboratory Environment, City, Society (EVS) – UMR 5600

Director: Etienne COSSARD

Affiliates: CNRS – Université Lyon 2 – Lyon 3 University – Jean Monnet University – ENS de Lyon – ENTPE – ENSA – INSA de Lyon – Mines Saint-Étienne

History and Sources of Ancient Worlds (HISOMA) – UMR 5189

Director: Stéphane GIOANNI

Affiliates: CNRS – Université Lyon 2 – Lyon 3 University – Jean Monnet University – ENS de Lyon

The Education Laboratory (LLE) – UMS 3773

Director: Patricia LAMBERT

Affiliates: CNRS – ENS de Lyon

Max Weber Center (CMW) – UMR 5283

Director: Christine DETREZ

Affiliates: CNRS – Université Lyon 2 – Jean Monnet University – ENS de Lyon

Center for Comparative Research on the Creative Arts (CERCC) – UR 1633

Affiliates: ENS de Lyon

Center for Economic Research on Governance, Inequality and Conflict – UR

Director: Mathieu COUTTENIER

Affiliates: ENS de Lyon

PERSEE – UAR 3602

Director : Gabrielle RICHARD

Affiliates: CNRS – ENS de Lyon

EXACT AND EXPERIMENTAL SCIENCES LABORATORIES

Lyon Astrophysics Research Center (CRAL) – UMR 5574

Director: Matthew LEHNERT

Affiliates: CNRS – Lyon 1 University – ENS de Lyon

Institute of Functional Genomics of Lyon (IGFL) – UMR 5242

Director: François LEULIER

Affiliates: CNRS – Lyon 1 University – ENS de Lyon – INRAE

Laboratory of Biology and Modelling of the Cell (LBMC) – UMR 5239

Director : Didier AUBOEUF

Affiliates: INSERM – CNRS – Lyon 1 University – ENS de Lyon

Chemistry Laboratory (LCH) – UMR 5182

Director: Stéphane PAROLA

Affiliates: CNRS – Lyon 1 University – ENS de Lyon

Parallel Computation Laboratory (LIP) – UMR 5668

Directeur : Nicolas TROTIGNON

Affiliates: CNRS – Lyon 1 University – ENS de Lyon – INRIA

Physics Laboratory – UMR 5672

Director: Jean-Christophe GEMINARD

Affiliates: CNRS – ENS de Lyon

Plant Reproduction and Development Laboratory (RDP) – UMR 5667

Director : Gwyneth INGRAM

Affiliates: CNRS – Lyon 1 University – ENS de Lyon – INRAE – INRIA

Laboratory of Geology of Lyon: Earth, Planets, Environment (LGL-TPE) – UMR 5276

Director: Éric DEBAYLE

Affiliates: CNRS – Lyon 1 University – ENS de Lyon

Pure and Applied Mathematics Unit (UMPA) – UMR 5669

Director: Frédéric DEGLISE

Affiliates: CNRS – ENS de Lyon – INRIA

Centre International de Recherche en Infectiologie (CIRI) - U1111/UMR5308

Director: François-Loïc COSSET

Affiliates: INSERM – CNRS – Lyon 1 University – ENS de Lyon

Very High Field NMR Center of Lyon (CRMN) - UMR 5082

Director: Guido PINTACUDA

Affiliates: CNRS – Lyon 1 University – ENS de Lyon

SFR BioSciences – UAR 3444

Director : Yann LEVERRIER

Affiliates: INSERM CNRS – Lyon 1 university – ENS de Lyon

PROJECT INCUBATOR

Institute of Complex Systems (IXXI) – GIS

Director: Patrice ABRY

Affiliates: CNRS – ENS de Lyon

Incubators not on the ENS campus:

Center for Human Sciences (MSH Lyon Saint-Étienne)

Affiliates: CNRS – Université Lyon 2 – Lyon 3 University – Jean Monnet University – ENS de Lyon – Lyon 1 University – Sciences Po Lyon

Institute of Chemistry of Lyon (ICL)

Affiliates: CNRS – Lyon 1 University – Jean Monnet University – ENS de Lyon – INSA de Lyon – CPE Lyon – INRAE

COMET – UAR 3721

Affiliates: CNRS – Lyon 1 University – ENS de Lyon

DOCTORAL SCHOOLS

Students may prepare a PhD in following doctoral schools:

- Molecular, integrative and cellular biology (BMIC);
- Physics and astrophysics (PHAST);
- Chemistry (chemistry, processes, environment);
- Education, psychology, information and communication (EPIC);
- Economics and management (SEG);
- Computer Science and Mathematics (InfoMaths);
- Philosophy (PHCR);
- Letters, languages, linguistics, arts (3LA);
- Ecosystems Evolution Modelling Microbiology (E2M2);
- History, geography, planning, urbanism, archaeology, political science, sociology, anthropology (ScSo).

The PhD can be co-directed with the laboratory director in France or abroad (joint international supervision of doctoral theses).

TRAINING, RESEARCH AND INTERNATIONAL PROGRAMS AT ENS DE LYON

Office of International Affairs

ENS de Lyon's international activities are designed to promote the excellence of its teaching and research. Its strategy is based on an approach in which training and research are closely linked, and revolves around strategic institutional alliances, support for the initiatives of laboratories and teaching departments in their internationalization projects, a presence in various international networks (academic, scientific and institutional), international promotion (international rankings, events, hosting foreign delegations, etc.) and attracting the best international talent.

Internationalization is at the heart of our activities, whether in terms of welcoming international visitors or outgoing mobility for students (as part of their degree program), doctoral students or research and administrative staff. Building on its many existing research partnerships, ENS de Lyon has set up a few exchange and partnership agreements that enable students to move from one semester to the next, for study stays, internships or lectureships. It participates in exchange networks for students (Erasmus+, BCI, ORA...), for academics (Erasmus mobility or specific bilateral agreements: Northwestern University, Roma Tre University...) and offers excellence scholarships to the best students from all over the world to come and study for a master's degree, giving them the opportunity to go on to a doctorate in one of its laboratories.

Campus France has awarded ENS de Lyon the "Bienvenue en France" label at the highest level (3 stars) for the period 2019-2023, in recognition of the quality of the welcome arrangements, the range of courses and teaching support, the accommodation and quality of life on campus, as well as the quality of post-graduate support.

Finally, international researchers benefit from support services to help them find accommodation, assistance with prefecture formalities and administrative formalities, as well as French language courses.

STRATEGIC PARTNERSHIPS

ENS de Lyon has placed at the heart of its European and international strategy the development of privileged partnerships with a small number of world-renowned universities with which it develops specific joint programs within the framework of a common vision in terms of research, training and level of recruitment/training of students.

– In Europe, ENS de Lyon has partnered with several renowned foreign universities to offer international double master's degrees in chemistry, biology and computer science with the École polytechnique fédérale de Lausanne (EPFL), in material sciences with the Politecnico di Milano (PoliMI) and in Franco-German intercultural studies with the Albert-Ludwigs-Universität Freiburg.

– In North America: ENS de Lyon has strong historical ties with the University of Ottawa, the University of Sherbrooke or the Northwestern University.

– In India, the partnership between the Indian Institutes of Science, Education and Research (IISER) and the four ENS in France constitutes an international network of excellence in both training and research, with exchange programs for students and researchers. In 2023, this partnership led to the creation of Biosantex, a Franco-Indian campus in life sciences for health, financed by the French Ministry of Europe and Foreign Affairs.

– In China, with the East China Normal University (ECNU) in Shanghai, two programs illustrate the research/training backing by financially supporting joint research actions (JoRISS program) while jointly training Chinese students as part of their master's degree and then doctoral degrees in co-supervision (ProSFER program with the ENS of Paris-Saclay and Rennes). Since 2003, more than 150 PhDs have been trained or are in the process of thesis under this program, making it the largest doctoral training program at the Franco-Chinese bilateral level.

Other developments are underway such as, for example, in the French-speaking world, with partners in the RESCIF network (<https://www.rescif.net/>).

A strong presence in international institutional, academic and research networks

ENS de Lyon's strong international component is reflected in its presence in networks that contribute to strengthening its visibility and setting up interdisciplinary research and training projects, in connection with international organizations, academic and/or socio-economic networks.

– Institutional networks and international organizations: AUF, Unesco, Franco-American Fulbright Commission, China Scholarship Council (CSC).

– Academic networks: UNESCO Chair "Training teachers in the 21st century" led by the French Institute of Education, the RESCIF consortium (Network of Excellence in Engineering Sciences of the French-speaking world), the consortium of the University of Galatasaray, European University Association (EUA), European Association for International Education (EAIE), Associations of International Educators (NAFSA and IAEA).

– Research networks: CNRS International Research Networks (IRN), International Research Projects (IRP), International Research Laboratory. 7 IRP (China (2), Canada, Chile, Tunisia, Norway), 1 IRL (E2P2L in China on green chemistry) and 3 IRN.

An international environment: the Collegium de Lyon

ENS de Lyon hosts on its campus an Institute for Advanced Studies (IEA), the Collegium de Lyon. It welcomes very high-level researchers from all over the world.

INTERNATIONAL ACTIVITY IN FIGURES

- 13% international students;
- 20% French students who train abroad;
- 16% of the theses conducted at the School in international thesis co-supervision;
- 30 excellence scholarships for international students of ENS de Lyon and its partners (Université de Lyon, Labex MiLyon);
- 1 language center;
- 69 nationalities on campus;
- 14% of international teachers;
- 40 to 60 foreign visiting professors welcomed each year;
- 31 diplomas and insignia of Doctors Honoris Causa awarded since 2010;

- Partner universities in 54 countries;
- 260 international research partnerships;
- positioning in the main international "education" rankings (THE, QS, ARWU-Shanghai).

USEFUL CONTACTS

Office of International Affairs

Descartes campus, building D2, ground floor

Director

Philippe Maurin

Assistant: (04 37 37) 60 71 / sylvie.motte@ens-lyon.fr

International mobility

Elodie Meynard

Phone: (04 37 37) 66 80

Email: international@ens-lyon.fr

For all the steps relating to international mobility, whether to go abroad to study, to welcome international students or Erasmus mobility for academics.

Cooperation and international partnerships

Karin Kim Lim and Xavier Person

Phone: (04 37 37) 66 83 and (04 37 37) 61 26

Email: international.strategy@ens-lyon.fr

For all questions relating to the partnerships (on-going or to be set up), strategic collaboration and IR projects.

Admissions international academics

Amélie Ballot

Phone: (04 37 37) 66 19

Email: amelie.ballot@ens-lyon.fr

For questions relating to admission of international researchers.

TRAINING, RESEARCH AND INTERNATIONAL PROGRAMS AT ENS DE LYON

Calendar for the academic year

Academic year 2023-2024

Beginning: August 21, 2023

End: September 30, 2024

CLASSES

- 1st semester: from Monday August 28, 2023 to Saturday December 23, 2023
- 2nd semester: from Monday January 9, 2023 to Saturday May 18, 2024

DEADLINES FOR SUBMITTING DISSERTATIONS OR WORK EXPERIENCE

- 1st session: Friday June 28, 2023
 - 2nd session: Friday September 13, 2024
- NB: Changes to scheduled classes due to holiday dates can be made within the administrative deadline set by the establishment.

HOLIDAYS

- Fall break: from Saturday October 28 to Sunday November 5, 2023
- Christmas/Holiday break: from Saturday December 23, 2023, to Sunday January 7, 2024
- Winter break: from Saturday February 24 to Sunday March 3, 2024
- Spring break: Saturday April 20 to Sunday April 28, 2024
- Spring public holiday: from Thursday May 9 to Sunday May 12, 2024

ANNUAL OR WEEKLY ACTIVITIES 2023-2024

- Classes for non-specialists and first-year thematic modules: every Monday from 4:30pm to 6:30pm
- Sporting activities, cultural activities or student clubs: every Thursday afternoon
- Departure for the integration weekend (WEI): Friday September 22, 2023, from 2:00 pm for first-time entrants, subject to compatibility with practical training courses.
- Interfaces Days: Thursday October 12, 2023 and Friday March 15, 2024, with the equivalent of one day dedicated to student mental health.
- Meeting with the jury of the competitive entrance exam and the CPGE literary professors: Friday November 24, 2023 (afternoon)
- Ski week: from January 22 to 27, 2024

PRACTICAL INFORMATION

Life on and off campus (1)

FIRST STEPS

As soon as you arrive at the establishment, go to the Human Resources Department to sign your **induction report** (ground floor of the D1 building, Descartes campus). Also take note of the first steps you will have to take by consulting the intranet site, section: Documentation / Ressources humaines / Nouvel arrivant - personnel ENS de Lyon.

Pay slips:

Pay slips can be accessed on the ENSAP server, the secure digital space for public officials: <https://ensap.gouv.fr/>

If you have not already done so, please create an account. You will then be able to download your pay slips online.

Employees who do not have a definitive social security number will not be able to consult their pay slips on ENSAP. The teaching and research staff management department will send the person concerned their pay slips by e-mail each month.

For s :

If you have not already done so, **make an appointment** with the Vice-President of Academic affairs: Emmanuelle Boulineau (contact her assistant – **vice.presidence.etudes@ens-lyon.fr** – Tel.: (04 37 37) 60 07 – 2nd floor of the D2 building, Descartes campus).

In addition, make yourself known to the department head.

Consult the updated list on the internet: <https://www.ens-lyon.fr>, section "Studies / Teaching Departments".

You must first complete the form at <https://instella.ens-lyon.fr> to obtain:

– a computer account

The user login details that will be given to you (login + password) are personal. They will enable you to connect to the School's workstations, to use online services (webmail, calendar, intranet) or to connect to WIFI.

– the multiservice card of Université de Lyon

which also serves as an e-wallet.

This information will be validated by the Human Resources Department or by your laboratory manager.

OTHER USEFUL INFORMATION

Online Directory

You can find practical information (name, office and telephone numbers) in the ENS de Lyon directories (intranet/Internet websites) for all staff.

Given the characteristics of the Internet network, where information is openly communicated, and the difficulty, or in some cases, the inability, to control the use of this information by third parties, you can oppose the publication of data on the Internet for data concerning you. Under the French law "Informatiques et libertés" of January 6, 1978 (articles 39 *et seq.*), you have the right to access, modify, rectify and delete the data that concern you.

You can exercise this right of access, on the intranet via the ENT (digital workspace)

Personal contact information

You must inform the Human Resources Department of your changes of address and telephone number. The administration must know where to reach you in case of absence. To do this, you can also use the digital workspace (ENT) on the intranet.

MULTISERVICES CARD

ENS de Lyon is a member of Université de Lyon (a research and higher education hub in Lyon established in March 2007) which brings together most of the higher education institutions of the city.

All staff at these facilities have a Multiservice card.

At ENS de Lyon, this card can be used to:

- Enter the premises of the ENS de Lyon depending on the location of your office or place of work;
- Access parking spaces reserved for staff;
- Borrow from the library;

- Use copiers
- Pay for food and drink at the CROUS restaurants and cafeterias. The Izly card is activated by a code and available credit can be topped up on the internet. To activate this electronic money feature, you will receive a personal and confidential code in your professional e-mail box.

If you lose your card, please notify immediately at assistance.badges@ens-lyon.fr

Your card will be blocked and a new one will be issued. It will be reissued free of charge, once per year. Beyond that, you will have to pay the sum of €10 to get a new card.

ACCESS TO IT SERVICES

Use of ENS de Lyon's IT resources is subject to compliance with the Charter of use of IT resources (available on the intranet, section "Documentation / Informatique / Sécurité informatique et légalité").

For any IT request, or technical problem, go to the interface: <https://assistance.ens-lyon.fr>

Or, in case of an emergency, you can contact the computer hotline: (04 26 73) 11 11.

Off-site access to your email and schedule is possible at the following address: <https://webmail.ens-lyon.fr>

For more information on IT services offered by the Information Systems Directorate, please visit the Information Systems Division (DSI) page on the intranet, section: Organisation / directions et services / Direction générale des services / DSI.

CYBER SECURITY

Good practices to follow to back up your email account and your data. Protecting your account and data also means guaranteeing the security of the ENS de Lyon information system.

1. To avoid password theft, create a strong authentication.

Discover all the steps on the intranet, section: Documentation / Authentification-forte

2. Beware of phishing and be careful of fake e-mails.

3. Also beware of attachments that may contain viruses.

4. Store your data in a backed-up space.

5. Never reuse the password "ENS de Lyon" on another site.

6. Never install pirated software or software you don't know the source of.

Additional instructions

If you are also an administrator of your computer.

7. Use the antivirus provided by ENS de Lyon on your professional computer.

8. Update your equipment and software.

9. Turn on your computer's firewall.

10. Enable encryption of your hard drive.

Contact :
rssi@ens-lyon.fr

OFFICE KEYS

The administrative office of your laboratory will contact the Lab Assistant via assistance.ens-lyon.fr to get the key to your office.

You will have to return it when you leave ENS de Lyon.

PRACTICAL INFORMATION

Life on and off campus (2)

OPENING HOURS TO ACCESS THE BUILDINGS

For

- ENS de Lyon Descartes and Monod campuses: 7 days a week, 24h a day
- Buisson building - D8: 6:00 am to 9:00 pm, from Monday to Friday
- Descartes and Monod parking lot: 7 days a week, 24h a day

For administrative staff:

- ENS de Lyon Descartes and Monod campuses: 7:00 am to 7:00 pm, from Monday to Friday
- Buisson building - D8: 6:00 am to 9:00 pm, from Monday to Friday
- Descartes parking lot: 7 days a week, 24h a day
- Monod parking lot: 7:00 am to 7:00 pm, from Monday to Friday

Your multiservice card allows you to move around ENS de Lyon according to your access rights. To leave the parking lots, use your badge.

EVERYDAY REQUESTS

The forms used at ENS de Lyon are available online on the intranet

Depending on your needs, you can also contact the following services:

ENS Media, building D3, Descartes campus

ENS Media is a resource and production center for the ENS de Lyon:

- The reception for technical assistance in teaching (classroom equipment) and the loan of material. Contact: (04 37 37) 61 03 / 06 49 57 80 93;
- The audiovisual unit for the production and dissemination of audiovisual resources (audio-video recordings, reports, videoconferences). Contact: (04 37 37) 60 98 / (04 37 37) 61 16 / ens.media.assistance@ens-lyon.fr ;
- The Graphic Design unit for designing and producing all types of documents. Contact: (04 37 37) 61 10 / ens.media.pao@ens-lyon.fr ;
- The Digital Image Management Center (TNI), for printing of large format posters and digitization of documents. Contact: (04 37 37) 64 11 / (04 37 37) 61 06 / ens.media.tni@ens-lyon.fr ;

- Reprography for printing all types of documents. Contact: (04 37 37) 60 91 / (04 37 37) 60 92 / reprographie@ens-lyon.fr.

Safety & Security

Monod: (04 72 72) 81 51

IGFL: 04 26 73 13 00 or if the officer is on rounds 06 21 30 50 18. The fire safety officer is on duty from 6 a.m. to 9 p.m. Monday to Friday, and from 10 a.m. to 6 p.m. on Saturdays. Outside these hours, alarms are transferred to the Monod campus.

Descartes and Diderot Library: (04 37 37) 64 64

Reception

Monod reception Open from 7am to 7.30pm / Phone: (04 72 72) 80 00

Descartes reception Open from 8am to 6pm / Phone: (04 37 37) 60 00

Buisson reception Open from 8am to 4pm / Phone: (04 26 73) 11 00

Badges

Monod campus, building MGN1 South 261, Level 2, in front of elevators. Contact: (04 72 72) 87 78

Open from 9:00 to 12:00 am, on Mondays, Tuesdays, Thursdays and Fridays.

Every request can be made by contacting: assistance.badges@ens-lyon.fr

For any lost object or if you have forgotten your office key, contact the safety and security of concerned campus.

GENERAL MEANS

General Means Department

– Logistics:

Removals, handling, removal of bulky items, furniture management (armchairs, desks, tables, chairs, cupboards) : <https://assistance.ens-lyon.fr>, choose "logistique" / or logistique@ens-lyon.fr

– Reservation of a company vehicle for business trips: <https://rendezvous.ens-lyon.fr/> or vehicules@ens-lyon.fr

– Room management (excluding Mérieux auditorium and classrooms):

Reservation: <https://planningsalles.ens-lyon.fr>

Contact : gestion.salles@ens-lyon.fr

– Cleaning:

For cleaning requests : <https://assistance.ens-lyon.fr>, choose "entretien" (specify locations and dates).

– Mail :

Mail (letters and parcels) is received and sent from the mail house in Monod: 9 rue du Vercors, open Monday to Friday, from 8:00 am to 12:00 pm and from 1:00 pm to 4:00 pm. A shuttle bus runs between the campuses from Monday to Thursday morning and afternoon, and on Friday mornings only. An office in Descartes is at your disposal for any information: D3 004, open Monday to Friday, from 8:00 am to 12:00 pm and from 1:00 pm to 4:00 pm.

– Eco-friendly approach:

For requests concerning ENS de Lyon's eco-responsible management (selective sorting, recycling, laundries, vending machines...), log on to: <https://assistance.ens-lyon.fr>, choose "gestion éco-responsable" / or gestion.eco-responsable@ens-lyon.fr

Information Systems Division (DSI) - IT support and management

If your laboratory doesn't have a dedicated IT specialist, you can contact the DSI for any IT issues.

Simply log on to <https://assistance.ens-lyon.fr> and create a ticket. For urgent requests, contact the hotline on: (04 26 73) 11 11.

Location: Buisson building D8, 244 and 245 (head: Serge Roux)

Heritage Department (DirPat)

For any request to intervene concerning the premises (ventilation, air conditioning, heating, electricity, windows, doors, plumbing, furniture, etc.) or for repair or renovation requests, go to: <https://assistance.ens-lyon.fr>. Do not forget to specify the location and the type of event.

If you need plans or surface information, send your request to: demande.plan@ens-lyon.fr.

ORGANIZATION OF AN EVENT (SYMPOSIUM, MEETING, RECEPTION, EXHIBITION)

Room planning software enables you to reserve rooms. It enables the various steps involved to be grouped together and information shared between the departments concerned.

Reservation: <https://planningsalles.ens-lyon.fr>

Contact Mérieux auditorium : [\[rieux@ens-lyon.fr\]\(mailto:rieux@ens-lyon.fr\) \(managed by the Congress and Events Department\)](mailto:amphitheatreme-</p></div><div data-bbox=)

Complete an event authorization application with the General Services management and follow the procedure indicated.

Contact : dgs@ens-lyon.fr

Inform the Communication of ENS de Lyon, ENS Media and Dunes, as soon as possible, for any request concerning the design and implementation of communication tools or education and scientific communication: <https://assistance.ens-lyon.fr>, choose "communication & media".

For the organization of your scientific event, you can also contact the **Congress and Events Department** within the Vice-Presidency Research. The unit aims to support s, researchers and research teams in all stages of the organization of their events from 150 participants. It provides support in the implementation of events by taking care of logistics as well as financial and administrative management. In the context of events hosting more than 500 participants, the congress unit can act as an interface between a Professional Congress Organizer (PCO) and the various administrative departments of the School: financial affairs division, accounting agency, material and operational resources department, communication department, etc.

Contact: cellule.congres@ens-lyon.fr / Monod Campus, MGN1 Nord 2nd floor, 268 offices / (04 72 72) 80 75.

PRACTICAL INFORMATION

Health and Safety

FIRE PREVENTION AND FIRST AID

This service has 4 security PCs operating 24 hours a day, 365 days a year, to ensure your safety on all ENS de Lyon sites, to intervene on reports or observations, and to contact, welcome and inform external assistance.

- If you see/hear/smell something unusual, for example: intense heat, a strong smell of gas, smoke, etc.;
- If you see a fire;
- If you witness an accident or see someone feeling unwell;
- If you witness a disruption to public order;
- If you want to be trained in first aid or learn how to prevent a fire;

Call:

Monod campus: reception/safety – contact: (04 72 72) 81 51 / ground floor, building MGN1 South

IGFL: safety - contact: (04 26 73) 13 00 or 06 21 30 50 18 / entrance hall, ground floor

Descartes campus: safety – contact: (04 37 37) 64 64 / ground floor, building D1

For your safety, when the fire alarm sounds, you **must** leave your office or the building immediately.

Contact security managers: responsablessecurite@ens-lyon.fr

PREVENTION AND HEALTH AT WORK DEPARTMENT

This department comprises 4 divisions:

- a "risk prevention" unit;
- a "preventive medicine" unit (for staff and doctoral students paid by the ENS de Lyon);
- a "student preventive medicine" unit;
- a "disability" department with a disability officer.

Its tasks are defined in the French Decree No. 82-453 of May 28, 1982, on occupational health and safety and medical prevention in the civil service.

Occupational risk prevention

Its missions:

- to prevent dangers which may endanger the health and safety of agents, in the context of preventive actions adopted by the Head of Department;

- improve methods in the work environment, adapting working conditions according to the physical capacity of each agent;

- provide further training in the departments, investigating possible safety problems and how to solve them;

- update the single occupational risk assessment document;

- implement the annual prevention program – conduct on-the-job inspections, prevention and investigational follow-up to accidents.

Contact: hygiene.securite@ens-lyon.fr

Preventive medicine

Location: Monod campus, building MGN1 North.

Entrance at the 46-5 allée d'Italie, near the fountain, in front of the entrance to the CROUS

Occupational medicine for staff

- 2 prevention doctors, in charge of follow-up for agents and doctoral students

- Occupational social worker

- Occupational health nurse

Myriam Grataloup

She is a advisor for staff and doctoral students. She receives patients on appointment and visits the workstation alone or accompanied by doctors. She ensures the follow-up of medical records, in connection with doctors, and welcomes, listens and guides her patients as needed. For requests for medical examinations "at the agent's request", or any request relating to a return to work after illness, an accident at work, or part-time work, please contact her first by e-mail with your telephone details. She will contact you to arrange an appointment.

Contact: (04 72 72) 80 19 / myriam.grataloup@ens-lyon.fr

- Medical secretary

Liliane COHEN

Contact: (04 72 72) 88 13 / secretariat.medical@ens-lyon.fr

Occupational Psychologist

Whether you encounter difficulties in your personal or professional life, you have the opportunity to exchange with a psychologist from the MGEN.

How? By making an appointment at **0 805 500 005** (from 8:30 am to 6:30 pm), it's an anonymous, confidential and free service.

Opening hours: Wednesdays (9:30 am to 12:30 pm and 2 pm to 5 pm) and Thursdays (2 pm to 5 pm).

A secretary will offer you either a telephone consultation or a face-to-face interview with a psychologist.

– These appointments respect privacy and professional secrecy. The objective is to respond to the personal or professional difficulties of agents.

– These consultations are free of **charge** and **confidentiality** is guaranteed.

– These are not medical consultations however: the number of appointments is limited to **three per year** and, if necessary, the person can be referred to other suitable resources.

Location: Espace mutuel MGEN, 54 avenue Jean Jaurès, Lyon 7th.

For whom: all staff and doctoral students paid by the ENS de Lyon, whether you are contractual or tenured, members or not of the MGEN.

Preventive medicine for students

Location: Descartes campus, building D2 – ground floor, entrance near the sports hall

Contact: medecine.preventive@ens-lyon.fr

Disability Project Manager

Thibaut Chambriard works closely with occupational medicine, preventive medicine, human resources department and teaching teams, helping staff and students to analyze and express their needs.

Contact: mission.handicap@ens-lyon.fr.

OSTEOPATH

The Higher Institute of Osteopathy of Lyon (ISOSTEO) is a partner of the ENS de Lyon.

ENS de Lyon staff can benefit from osteopathic free consultations (on presentation of ENS de Lyon badge), carried out by graduating ISOSTEO students at ISOSTEO clinics located in:

- Ecully Campus Ouest (04 78 66 12 34)

- Villeurbanne Campus Est La Doua (04 37 45 10 45)

- Lyon 7 Campus Jean Macé (04 72 70 59 40)

The centers are open 6 days a week, Monday to Friday from 8:00 am to 8:00 pm and Saturday from 8:00 am to 2:00 pm. Consultations by appointment only. ENS de Lyon staff must make an appointment by e-mail or telephone.

SOCIAL SECURITY

Since 2015, two social security centers can be chosen by trainee and permanent civil servants:

- MGEN (Mutuelle générale de l'Éducation nationale)

- MAGE (Mutuelle autonome générale de l'éducation) These two organizations manage social security and social services for civil servant personnel in the French education system. Civil servants must transfer their social security file from their local Caisse primaire d'assurance maladie (CPAM) to the social security center of their choice (MGEN or MAGE).

For normaliens (civil servant trainees) or students becoming doctoral students (non-tenured employees), it is important to inform the social security center of the change of status.

For post-doctoral students and researchers (agents non titulaires), the Caisse primaire d'assurance maladie remains the social security center. For foreign post-docs and researchers (agents non titulaires), social security affiliation is compulsory.

They must take their own individual steps, as must the choice of their mutual insurance company. The Espace Ulys and the Human Resources Department help foreign staff in completing the necessary formalities.

PRACTICAL INFORMATION

Where to find in-house information?

IN-HOUSE COMMUNICATION: ENTRE NOUS

This internal newsletter is compiled for you once a week. It will keep you informed about news at ENS de Lyon that concerns you; it provides practical information on how the establishment works and will tell you about the activities of teaching and research within ENS de Lyon, as well as upcoming scientific and cultural events... You can also publish your classified ads. It's a tool that is intended to be user-friendly and practical, a tool that we want to develop according to your needs. Feel free to contact us at communication@ens-lyon.fr if you have information that you think is important to the community.

EMAILS

The information you receive by email can come from different senders:

- The Presidency: Mail will be marked as sent by "Président"
- The General Manager of Services: Mail will be marked as sent by "Direction générale des services"
- Communication: Mail will be marked as sent by "ENS de Lyon Communication".

Check out these emails, they contain important information to let you know what is happening within ENS de Lyon.

There are also two subscription-based mailing lists:

tous.manifestations.scientifiques@ens-lyon.fr (to communicate on seminars, symposia and study days held at ENS de Lyon or organized by teams from ENS de Lyon, which are likely to interest many of you) and tous.culture@ens-lyon.fr for cultural events organized at ENS de Lyon. You can contact them to publish any scientific and/or cultural announcements you may have.

If you wish to communicate information either internally or externally, contact the Communication department at communication@ens-lyon.fr.

THE WEBSITES

The institutional website in French:

www.ens-lyon.fr

On our website, you will find all the information related to ENS de Lyon (Teaching; Research; Dissemination of knowledge; Library and its online catalogues; Campus; Publishing; Agenda of Scientific and Cultural events, etc). The site is updated constantly, please consult it regularly.

The international website in English:

www.ens-lyon.fr/en/

On the international version of the website, you will find all the information about ENS de Lyon that could interest students, s, academic partners, companies from around the world. It is also updated regularly.

The intranet : <https://intranet.ens-lyon.fr>

Through the intranet, you can access the following online services:

- in the Documentation section: thematic access (research, human resources, finance, etc.);
- in the Organization / Directions & Services section: service organizational charts;
- on the homepage: news, administrative calendar, archiving of newsletters Entre NouS + access by profile (administrative staff / academics and doctoral students / students / supervisors / managers)
- for s: calls for research projects in progress, with the possibility of filtering according to the program, the organization or the geographical area.
- but also: the decision-making bodies, the pages dedicated to trade union organizations, the directory and classified ads.

It is possible to sort and classify information, pin content or topics to "favorites".

You will also find, via the intranet, the digital workspace (ENT / Leave management schedule, transfer of large files, webmail, videoconferencing system, etc.).

Access to the intranet is via the orange tab strip (to the left of the home page) of the internet site, by hovering the mouse over the small striped icon.

The intranet is secure: you will be asked for authentication (use the same username and password as

when you log on to Windows when you start your computer).

NOTICE BOARD

Notice boards are set up all over ENS de Lyon. Consult them to find out about administrative, scientific, and cultural information.

SCREENS

Screens are installed in the halls of the Descartes and Monod campuses, as well as in the main hall of the Buisson building. Consult them for the latest administrative, scientific and cultural information at ENS de Lyon.

COMMUNICATION DOCUMENTS

Graphic Charter of the ENS de Lyon

Graphics (print and web), example letters and slideshow templates are available on the intranet.

Study and discover booklet

It gives a summary of practical information about ENS de Lyon (conditions of access, training given, opportunities, etc.).

ENS de Lyon diploma information sheet

It presents the procedures for admission and graduation at ENS de Lyon.

Department sheets

They present the different teaching departments of ENS de Lyon.

Welcome Booklets

These booklets are given to students, s and administrative staff when they arrive at ENS de Lyon.

Activity Report

Each year it gives a complete overview of the ENS de Lyon's orientations and activities. The social report. It presents a yearly analysis of all the social data of ENS

de Lyon.

In-house regulations

It sets out how ENS de Lyon operates, its academic and scientific organization, as well as campus practices and life.

These documents can be found on ENS de Lyon website, requested from the Communication Department or downloaded from the intranet, section: Documentation / Diffusion et communication.

CONTACTS

Feel free to contact ENS de Lyon Communication Department to transmit information that you think is interesting to publish.

We can also publish your news on the intranet and internet sites, as well as in the Entre NouS newsletter and on social networks.

Contact: communication@ens-lyon.fr

FOR YOUR EVERYDAY NEEDS

Transport and Meals

TRANSPORT

Partial reimbursement of transport tickets

Decree no. 2010-676 of June 21, 2010, introduces a partial reimbursement of the cost of transport tickets for travel by government employees between their usual place of residence and their place of work.

ENS de Lyon staff (contractual civil servants) paid by the ENS de Lyon are eligible for this scheme.

Contact your human resources manager, who will advise you according to your type of season ticket (TCL + train, TCL or Vélo'V). Half of the cost of your season ticket(s) will be reimbursed when your salary is paid, on presentation of supporting documents, up to a limit set annually by the French government.

Administration travel plan

For annual TCL season tickets, ENS de Lyon has set up an administration travel plan, in partnership with Sytral.

To benefit from this scheme, you must be a holder of a TCL season ticket or have a contract of more than one year and subscribe to the TCL for a **minimum of 12 months** via the PDA scheme.

The School then pays a subsidy to reduce the cost of the subscription. Only the agent's share will be deducted from their bank account.

Sustainable mobility package

To encourage the use of alternative and sustainable modes of transport, the sustainable mobility package entitles public sector employees who choose an alternative and sustainable mode of transport (bicycle, car-pooling) to a package of up to €300 per year.

Details can be found on the intranet, section: Documentation / Ressources humaines / Forfait mobilités durables

MEALS

Facilities

The Descartes and Monod campus have a restaurant managed by the CROUS.

It is open Monday to Friday, from 11:30am to 2pm. To pay for your meal, you must use the university multi-service card.

The cost

Meal prices are set by the Lyon CROUS. An agreement between CROUS and ENS de Lyon allows you to reduce the price of your meal according to your salary index.

See the "social action" sheet for more information.

Payment method: Izly contactless payment in all catering facilities

Payment in restaurants and cafeterias is only possible with an activated and charged Izly account. You pay for your meals with your university multiservice card or with the Izly app on your smartphone.

How do I do it?

Izly automatically sends an e-mail to your @ens-lyon.fr e-mail address with the subject "Activate your Izly account". You are then directed to izly.fr to activate and load your account online. If you haven't received the e-mail, go to "mon-espace.izly.fr".

For more information: www.izly.fr

FOR YOUR EVERYDAY NEEDS

Social activities at ENS de Lyon (1)

THE DIDEROT LIBRARY ("BIBLIOTHÈQUE DIDEROT DE LYON")

The Diderot Library is open to students, researchers and all members of ENS de Lyon who wish to further their knowledge or simply read for their pleasure. It provides readers with a massive collection of documents.

The collections and services are distributed on the Descartes and Monod campuses.

On the **Descartes campus**, the Literature and Languages, Humanities, Education, and Teaching departments are all grouped together. You can find the collections in French, foreign languages and literature, arts, philosophy, history, geography, economics, sociology and other specialized research collections (Slavic collections, The Institute of Oriental Asia library), as well as the video library, where you will find documents and fiction films as well as the Map Resource Center. In all, over 1,200,000 documents can be found in this library. Location: 5 parvis René Descartes.

The **Research Documentation Centre (CDR)** provides researchers with access to the collections of the ENS de Lyon's Humanities and Social Sciences research laboratories. Location: Descartes campus, ground floor of building D4.

The **Science collection** (mathematics, computer science, physics, chemistry, biology and earth sciences) is regrouped on the Monod campus. Location: 1st floor, teaching side.

Visit the library's website to discover the documents available and to know how you can borrow from the collection: www.bibliotheque-diderot.fr

THE LANGUAGE CENTER (CDL)

More than a hundred different courses are offered each semester as part of the Language Center's courses. You can start or improve in Arabic, Catalan, Chinese, French as a Foreign Language, Italian, Japanese, Persian, Portuguese, Russian, Spanish, Turkish.

All persons (with the exception of great beginners) who wish to register for the first time for a course in

one of the above languages are required to take a two-part assessment test (written + oral), taking place on early September. For re-enrolment in the same language, it is advisable to aim for the level higher than that of the course taken the previous year, or, from the advanced B2 level, choose one of the 'themed' courses on offer (except in English, which is restricted to students).

English courses for staff are organized by the HR Department.

Contact: formation.des.personnels@ens-lyon.fr

The course offer is available on the Language Center website: <https://centredelangues.ens-lyon.fr/> Registration information will be released at the start of the academic year. It will take place on the CDL website for the first semester, for all languages (except English).

Please note: courses are subject to a numerus clausus. Courses are only open to people who register in good time and within the limits of the places available.

Contact: Jérémy Ganivet, Secretary's Office at the Language Center

jeremy.ganivet@ens-lyon.fr ou langues@ens-lyon.fr

Phone: (04 37 37) 60 12

CULTURAL ACTIVITIES

At ENS de Lyon, artistic and scientific culture is at the heart of the daily lives of students and staff. Cultural programming is made by everyone (student associations, teaching departments and research laboratories) and for everyone (all internal and external audiences)

The initiatives of the student associations punctuate the academic year, especially ENScène with theater and dance performances throughout the year and the festival Cithémuses at the beginning of the academic year, Champ Libre with film screenings and film training or ENplaStik with courses in the arts and photography. The teaching departments (literature and arts, languages, etc.) and the laboratories regularly organize evenings of screenings, debates and meetings, masterclasses and training courses that give rise to restitutions at the Kantor Theater or the Artemisia Gallery. Many events are also organized in partnership with Lyon institutions such as the *Conservatoire national supérieur de musique et de*

danse de Lyon (music and dance national conservatory), the Lyon Opera House, or the museums of Lyon, in particular the Musée des Confluences. ENS de Lyon participates in major national cultural events such as the *Fête de la science* (October), *Rendez-vous au jardin* (June), the *Journées art et culture dans l'enseignement supérieur* (JACES - April).

These events benefit from quality cultural facilities: the Kantor Theatre – a real professional tool for study and research, both a performance hall and a cinema – the Artemisia Gallery, inaugurated in 2017 for art exhibitions, a film photo laboratory and a visual arts workshop. You will be informed of all artistic and cultural events by e-mail of "ENS Culture", by the internal letter "Entre Nous", by posting and consulting the online programming indicated on the schedule and on the www.ens-lyon.fr/en/campus-life/culture-and-events page.

For more information or to study a project: culture@ens-lyon.fr

The Kantor Commission (for a cultural event at the Kantor Theatre): kantor@ens-lyon.fr



Kantor theatre



Artemisia gallery

THE SCIENCE FESTIVAL (FÊTE DE LA SCIENCE)

The *Fête de la science* is made up of thousands of free activities, all over France. For this occasion, the ENS de Lyon becomes, for 3 days, a science village by welcoming schools and the general public for demonstrations, workshops, conferences and shows. It is an opportunity to discover all the sciences: biology, language sciences, physics, chemistry, history, mathematics, geography...

The next edition of the Fête de la science will take place throughout Metropolitan France from October 7 to 16, 2023 (from November 10 to 27 in Overseas France and abroad). The ENS de Lyon science village will take place from October 12 to 14.

Consult the program:

www.ens-lyon.fr/en/campus-life/culture-and-events



FOR YOUR EVERYDAY NEEDS

Social activities at ENS de Lyon (2)

SPORTS ACTIVITIES

The Sports Association (AS) and the Sports Center (CDS) at ENS de Lyon

Sport is a fundamental source of balance, of wellbeing and social integration. Whatever your level or goals, the Sports Center, as well as the AS offer many activities to staff of ENS de Lyon:

– You can benefit from sports training supervised by teachers in French boxing, cardio-fitness, fitness, karate, mindfulness, swimming, Pilates, classical dance, muscular strength, step, table tennis, stretching, yoga and zumba.

– You can find students and colleagues at lunchtime (between midday and 2:00pm) or in the evening for slots reserved for the free practice of badminton, futsal, basketball and volleyball.

– If you join the AS as a member you can access all the sports facilities of ENS de Lyon every day of the week from 6:00am to midnight (out of class hours). ENS de Lyon has 2 gyms, an outdoor tennis court with lighting, 2 fitness rooms (with a cardio-training space) as well as a dance hall.

– Every winter a ski outing program is organized at a reduced price.

Sports Association (AS) membership for ENS de Lyon staff 2023-2024

– €38/year. An "incomplete year" rate of €28 is available from mid-January.

– Pack "AS + ENSEMBLE (ENS de Lyon Staff Association)": €38 (28 € payable to AS and €10 to ENSEMBLE)

Practical information

– To consult schedules or reserve sports facilities: www.ens-lyon.fr/campus/sport

– Concerning medical certificate: to join, simply certify having answered "no" to all the questions on the "QS sport" form. For reasons of medical confidentiality, do not give the form, just sign the declaration. Exceptions: for activities with "particular constraints" (combat sports, rugby) a medical certificate is always required each year.

Contacts: sport@ens-lyon.fr

Phone: (04 37 37) 66 00 – Office D2 220 (Descartes campus)

Phone: (04 72 72) 84 97 – AS Office (Monod campus)

"ENSEMBLE" ASSOCIATION

ENS de Lyon Staff Association:

The ENSEMBLE association organizes and manages various social, cultural or sporting events for the members of ENS de Lyon.

ENSEMBLE organizes the Christmas party, a festival day and short trips open to all personnel, whether they are members or not.

Membership of the ENSEMBLE association means you have a reduced rate for movie seats, as well as a CALICEO spa pass and discounts with many partners.

An information desk is held every 2 weeks (excluding school holidays), on Tuesdays between 12:15am and 1:15pm, at the premises located near the entrance to the Diderot Library (5 Parvis René Descartes).

2023-2024:

Annual fee "ENSEMBLE": €15

Annual fees "ENSEMBLE" + "AS" Sports Association of ENS de Lyon: €38 (€10 for ENSEMBLE and €28 for AS)

Contact: ensemble@ens-lyon.fr

Website: <http://ensemble.ens-lyon.fr/>

“ENVERTS” ASSOCIATION

ENvertS is an association resulting from a student initiative. It promotes ecology within ENS de Lyon and beyond: workshops for home-made products, visits and farm work, implementation of selective sorting in residences, public lectures...

ENvertS also manages the **AMAP** (Association for the maintenance of peasant farming) and offers all students, staff and academics, the delivery of fresh produce (bread, fruit, vegetables, eggs, cheeses) each week at ENS de Lyon. Every Tuesday evening, the baskets pre-ordered by members at the beginning of the semester are distributed on the Descartes and Monod campuses. The producers supplying our baskets are local farmers working according to organic farming and biodiversity. Pre-orders allow them to manage their farm with more serenity.

In addition to the weekly distribution, ENvertS offers pop-up sales (for example: honey, beer, wine, syrup, herbal tea or aromatics).

If you are interested, do not miss the Trial distributions, without commitment, at the beginning of September!

Finally, every other Wednesday, the **ENSelle club** offers a bike repair workshop during the lunch break, under the Monod arch.

To keep you informed:

– Following your ENvertS membership (€4 for employees), you will be subscribed to the mailing list (enverts.diffusion@listes.ens-lyon.fr), which will not only keep you up to date with all the latest news on ENvertS and ecology, but also provide you with recipe ideas for cooking your own vegetables.

– the enverts.discussion@listes.ens-lyon.fr list is open to all, providing a forum for debate, tips and discussion on ecology-related topics.

– Visit our website: <https://enverts.org/>

– Contact our members:

<https://enverts.org/bureau.php>
enverts.bureau@ens-lyon.fr

FOR YOUR EVERYDAY NEEDS

Useful Addresses

TEMPORARY ACCOMODATION

ARALIS – Rhône-Alpes Association for Accommodation and Social Inclusion

Association Rhône-Alpes pour le Logement et l'Insertion Sociale

16 rue Jean Desparmet – 69008 Lyon – Phone: 04 72 75 79 30

CISL – International Accommodation Center in Lyon

Centre International de Séjour de Lyon

103 boulevard des États-Unis – 69008 Lyon – Phone: 04 37 90 42 42

To request subsidized housing contact the “Service habitat de Lyon”

198 avenue Jean Jaurès – 69007 Lyon – Phone: 04 26 99 64 00

Subsidized Housing Offices – OPAC du Rhône – Grand Lyon Habitat

Le Terra Mundi – 2 place de Francfort – CS 13754 – 69444 Lyon Cedex 03 – Phone: 04 72 74 68 00

HEALTH/SOCIAL

CPAM – French National Healthcare Insurance Fund

Caisse Primaire d'Assurance Maladie

5 bis place Jean Macé – 69362 Lyon Cedex 07 – Phone: 36 46

FIREFIGHTERS: 18

PARAMEDICS: 15

European emergency number: 112

Edouard Herriot Hospital

5 place Arsonval – 69003 Lyon – Phone: 0 825 08 25 69

Poison Control and Intoxication Emergency Center

Phone: 04 72 11 69 11

Saint-Joseph / Saint-Luc Hospital

20 quai Claude Bernard – 69007 Lyon – Phone: 04 78 61 81 81

Emergency: 08 26 28 86 35

Entrance to emergency ward: 10 rue Raullin – 69007 Lyon

Emergency doctors

SOS Médecin

289 rue Garibaldi, 69007 Lyon – Phone: 04 78 83 51 51

Out-of-hours GP Service

Maisons médicales de garde

Out-of-hours General Practitioners working in the evening, the weekend and Public Holidays – Phone: 04 72 33 00 33 (NB: you must call before going to these centers). There are 4 out-of-hours medical centers in Lyon (Lyon 8, Lyon 6, Lyon 5, Lyon 9)

CNRS

Prevention & Safety Engineer: 04 72 44 56 07 – Nurse: 04 72 44 56 03

SEXUAL OR GENDER-BASED VIOLENCE OR VICTIM OF HARASSMENT, DISCRIMINATION

Whether you are a victim or a witness, report the incidence to the Equality Officer of ENS de Lyon:

signalement.violences.discriminations@ens-lyon.fr

**If you are a victim
of harassment or
witness someone
being harassed,
contact us, to speak
with our helpline
team in complete
confidentiality**

signalement.violences.discriminations@ens-lyon.fr
Trained staff, proficient in English, will be able to help you.

**You can find more information
on the ENS de Lyon website**

**In case of an emergency:
112 by telephone, 114 by text**

Scan me to
access the
report form



**#ENsemblecontre
le harcèlement**



**ÉCOLE
NORMALE
SUPÉRIEURE
DE LYON**