

**R**  
RENTRÉE

2024 - 2025

ÉCOLE  
NORMALE  
SUPÉRIEURE  
DE LYON

WELCOME  
BOOKLET

FACULTY AND SCHOLARS





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### **WELCOME TO ECOLE NORMALE SUPERIEURE DE LYON!**

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

Every new academic year is a great moment for our establishment, and even more so for you, this being your first year. Wherever you are, whatever your status, your field of study, or your position, I hope you will be happy. Happy to study or work in a stimulating environment, whose missions are meaningful for everyone, but also beyond the walls of our campus.

You will discover a unique School, which is distinguished by the quality of its training and research, inversely proportional to its size. An ENS is a melting pot which, by inseparably combining training and research, aims to irrigate the world of research and higher education in France and internationally. The value of the students we welcome, the quality of the faculty and scholars who work here, the career pathways of our alumni, would not exist without the ability of our institution to nurture an environment conducive to this demanding and permanent exchange between fields of study, skills, cultures and generations. The commitment of administrative and technical staff is a key factor for the success of our work, as well as relations with national research organizations and partners of the Lyon Saint-Étienne site (the four Universities, as well as the Schools).

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 Ecole Normale Supérieure rooted in public service: to bring out 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 and shared 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 will have the opportunity to discuss the running and the goals of the School with you. I always do so in the spirit of open and respectful communication. I hope that as "new entrants" at ENS de Lyon, you will participate in these discussions because our school project, our missions, our values are our common ground. Become part of what unites us.

I wish you a very happy 2024 academic year!

Emmanuel Trizac  
President

# ENS DE LYON

## About ENS de Lyon

As a public institution of higher education, Ecole Normale Supérieure de Lyon is dependent on the French Ministry of Higher Education and Research. It is one of the four Ecoles Normales Supérieures (Ecole Normale Supérieure-PSL, Ecole Normale Supérieure Paris-Saclay, Ecole Normale Supérieure de Rennes and Ecole Normale Supérieure de Lyon). All four are internationally recognized French "Grandes Ecoles".

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 specialized studies, students receive the ENS de Lyon Degree.

ENS de Lyon's internationally renowned research laboratories contribute to the advancement of knowledge and its cultural, scientific and technical development. Students, faculty and scholars 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 (IFE). National structure for research, training and mediation of knowledge in education, IFE is based on a continuous interaction with the educational communities.

ENS de Lyon trains teachers, faculty and scholars 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

Ecole de Fontenay (an establishment for young girls created in 1880) and Ecole de Saint-Cloud (open to boys since 1882) are the ancestors of Ecole 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 Ecole Normale Supérieure de Lyon (for scientists), while the other, specialized in literature, remained near Paris under the name of Ecole 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 Ecole 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: Ecole Normale Supérieure de Lyon, comprising of Ecole Normale Supérieure in Literature and Humanities and the former Ecole 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 (IFE), a national platform for research, training, expertise and innovation in education.

In 2017, Ecole 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](http://www.ens-lyon.fr/en) / About us / Our commitments / Sustainability

### **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. An official application to renew the label, obtained for a five-year period, is currently underway.

By committing itself to the HRS4R strategy, the School also participates in the construction of the European Research Area.

Find out more at: [www.ens-lyon.fr/en](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. An application to renew this label is currently underway.

This label, which appears on Campus France's education catalogue, contributes to strengthening the School's attractiveness and international visibility.

# ENS DE LYON

## Facts and Figures

### CAMPUS

112,829 m<sup>2</sup> on 2 campuses in close proximity: René Descartes (headquarters) and Jacques Monod

– Bibliothèque Diderot de Lyon: the ENS de Lyon library (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 2024-2025

– 2,436 students

– 478 doctoral students

– 502 faculty members

– 534 administrative and technical staff

### TEACHING

**2 436 students including: 1 021 "normalien-élèves", 518 "normaliens étudiants", 301 students, 68 international exchange students, 34 CPES (Multidisciplinary Cycle of Advanced Undergraduate Studies) students.**

"normalien": student preparing ENS de Lyon Degree

"normalien-élève": admitted through competitive exam

"normalien-étudiants": direct admission students

– Research training as from 3rd year of bachelor's degree level to doctoral level

– Diverse pathways from a selection of 20 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

– 1 language center;

– 1 sports center;

– Preparation for the "agrégation" in 16 disciplines.

### RESEARCH

– 20 research units (UMR) under contracts with several research institutions, 2 ENS de Lyon research units, 1 project incubator, 6 research and support units and 9 technical platforms.

– 8 student-led Junior Labs

– 10 co-accredited doctoral schools

– 478 doctoral students

– 126 theses defended in 2023, including 9.5% under joint supervision

– 61 private research contracts

– 12 HDR (accreditation to supervise research) in 2023

– 9 entries at the LabEx

– 3 entries at the Equipex

– 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)

– 1,700 research articles published in 2023

### EVENTS

2023-2024:

– more than 300 scientific events

– more than 100 cultural events

### INTERNATIONAL REACH

– 13% international students

– 14% international faculty

– Over sixty 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

– 9.5% 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 members of the French Academy of Sciences
- 50 research members of the Academic Institute of France
- 70 CNRS medals
- No. 1 French establishment in per capita performance in the Shanghai ranking
- Ranking 9-12 France in the ARWU Shanghai ranking (ranking 201-300 worldwide)
- 5th French school in QS ranking (187th worldwide)
- Ranked 2nd in France and 12th worldwide among the best human-sized establishments in THE rankings
- Ranked 7th in France among the best international establishments in the THE ranking (121st worldwide)

## 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 thematic research networks and competitiveness clusters
- 8 currently incubated companies (some 30 start-ups in total since the incubator's creation)
- Nearly 280 intellectual property assets, including 97 patent families (34 exploited by private partners) and
- 31 software programs (16 exploited)
- Founding member of l'Université de Lyon

For more information on ENS de Lyon, visit our website in French: **[www.ens-lyon.fr](http://www.ens-lyon.fr)** or in English: **[www.ens-lyon.fr/en/](http://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").

### DESCARTES CAMPUS

The Descartes campus is located at 15 parvis René Descartes.

#### Buildings



René Descartes forecourt and the main entrance of ENS de Lyon



Education



Cafeteria



Research



Bonnamour Student Residence



Artemisia building



Buisson building

## GARDEN



Garden of the Descartes campus



## BIBLIOTHEQUE DIDEROT DE LYON (ENS DE LYON 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



## MONOD CAMPUS

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



Monod campus



M7 and Mérieux auditorium



M5, a research building



Entrance of the Monod campus



Debourg Student Residence



Condorcet room



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 recognizes 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.

#### European Charter for Researchers and Code of Conduct for the Recruitment of Researchers

##### Two founding documents of the European Research Area

- The principles set out in the guidelines specify the roles and responsibilities of researchers, faculty and staff involved in research activities.
- They also provide recommendations to help employers improve working, training and recruitment conditions, with a view to making scientific careers and researcher 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 2021, 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** faculty and scholars 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-æquo answers to calls for projects, etc.

The label contributes to:

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

Contact:

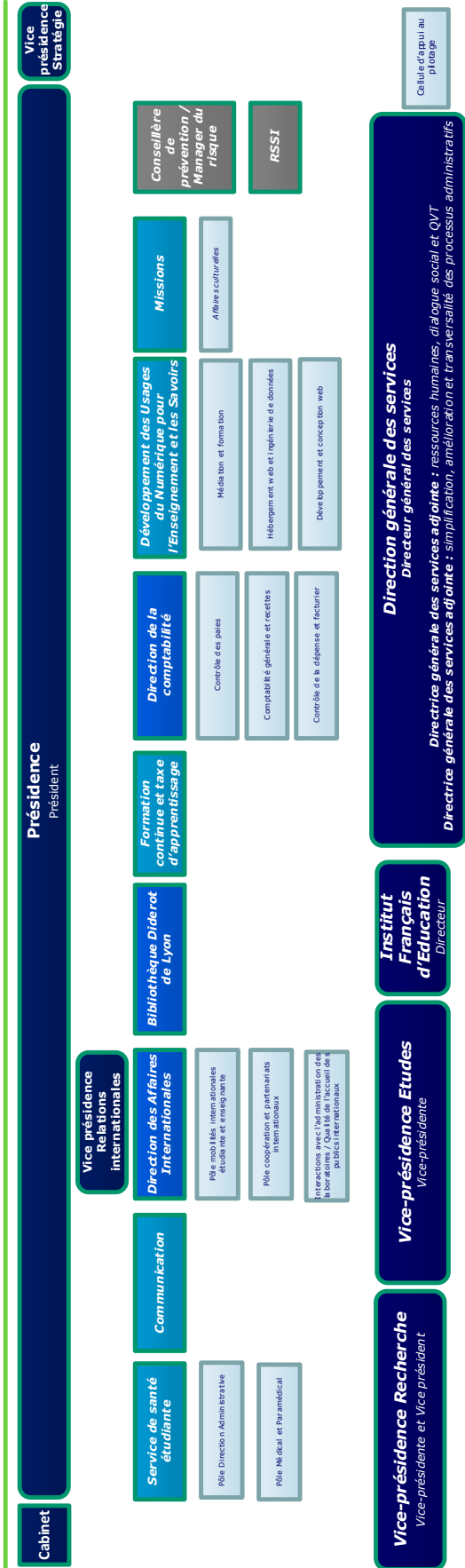
**HRS4R officer**

Régine Matéossian

[hrs4r@ens-lyon.fr](mailto:hrs4r@ens-lyon.fr)



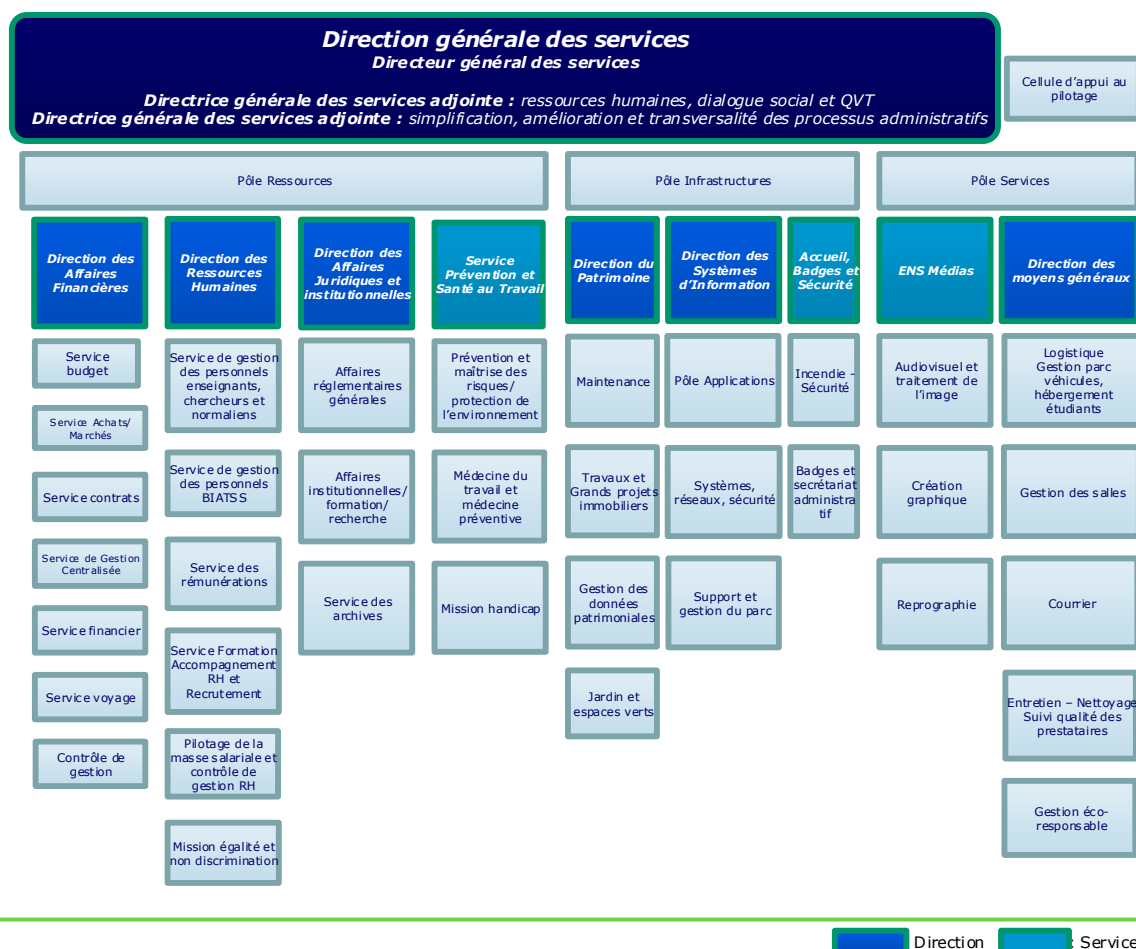
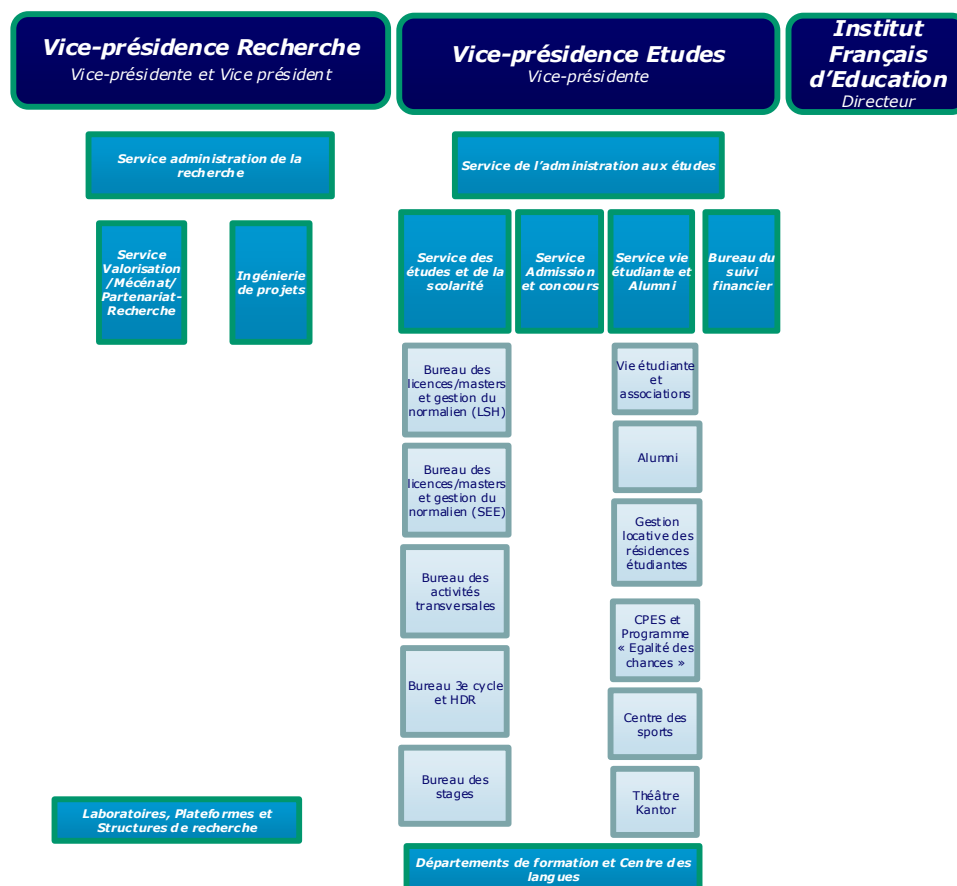
Organigramme de l'ENS de Lyon – 2024



Glossary Guide for ENS de Lyon Organizational Chart

FR	ENG
Présidence/Président	Presidency/President
Vice-présidence stratégie	Vice-presidency for Strategy
Vice-présidence relations internationales	Vice-presidency for International Relations
Service de santé étudiant	Student Health
Communication	Communications
Direction des Affaires Internationales	Office of International Affairs
Bibliothèque Diderot de Lyon	ENS de Lyon library
Formation continue et taxe d'apprentissage	Life-long learning and apprenticeship tax

Direction de la comptabilité	Accounting Department
Développement des Usages du Numérique pour l'Enseignement et les Savoirs	Implementing the use of digital technology for education and learning
Conseillère de prévention/Manager du risque	Prevention consultant/Risk manager
RSSI	Chief Information Security Officer
Vice-présidence Recherche	Vice-presidency for Research
Vice-présidence Etudes	Vice-presidency for Academic Affairs
Institut Français d'Education	French Institute of Education
Direction générale des services	Chief Operations Office

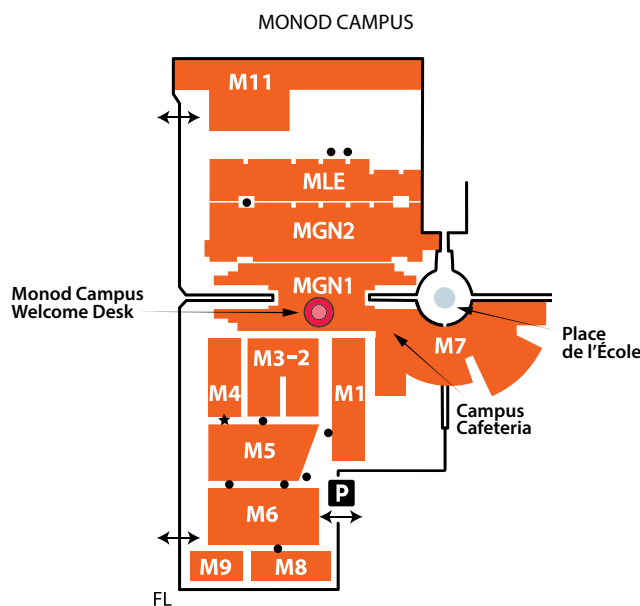


## Glossary Guide for ENS de Lyon Organizational Chart

FR	ENG
<b>Vice-présidence Recherche</b>	<b>Vice-presidency for Research</b>
Service administration de la recherche	Research Administration
Service Valorisation/Mécénat/ Partenariat- Recherche	Sponsorship/Research Partnership
Ingénierie de projets	Project Engineering
<b>Vice-présidence Etudes</b>	<b>Vice-presidency for Academic Affairs</b>
Service de l'administration aux études	Administration of Academic Affairs
Service des études et de la scolarité	Academic and Student Affairs
Service de gestion des rémunérations	Payroll Management
Service Formation Accompagnement RH et Recrutement	Lifelong Learning, HR Support and Recruitment
Service Admission et concours	Admission and Competitive Examination
Service vie étudiante et Alumni	Student life and Alumni
Bureau de suivi financière	Financial Support
<b>Direction générale des services</b>	<b>Chief Operations Office</b>
Direction des Affaires Financières	Financial Affairs
Direction des Ressources Humaines	Human Resources (HR)
Direction des Affaires Juridiques et institutionnelles	Legal and Corporate Affairs
Service Prévention et Santé au Travail	Occupational Safety and Health
Direction du Patrimoine	Estate Management
Direction des Systèmes d'Information	IT
Accueil, Badges et Sécurité	Reception, Badges and Security
Direction des moyens généraux	General Services

## Access map and ENS de Lyon map





**Monod Campus Welcome Desk** ●

**MGN1** VP for Research, Administration, Research Labs, Library, Persée (Institute for Scientific Heritage)

**MGN2 and MLE** Classrooms

**M1 to M10** Research Labs

**M11** Debourg Student Residence and Gym

**Access from place de l'École**  
Mérieux Auditorium, MMI (Institute for Mathematics and Computer Science), Condorcet Room, Campus Cafeteria

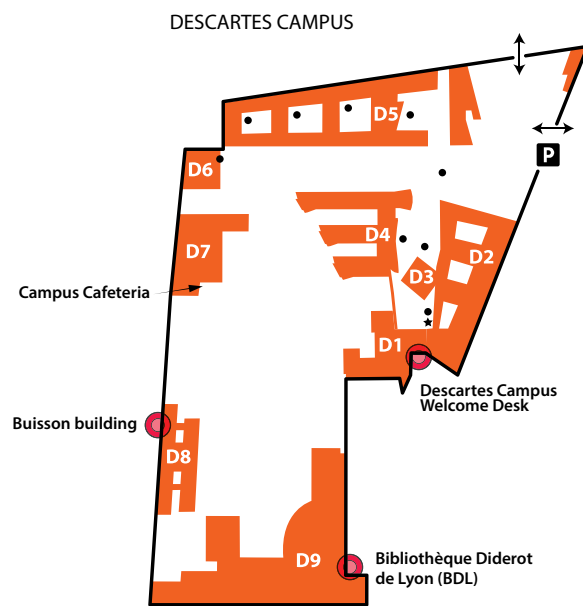
**Parking Access** P

Restricted Access

Bicycle Parking ●

Repair and Air-filling Station ★

Bicycle Entrance ↔



**Descartes Campus Welcome Desk** ●

Kantor Theatre and Descartes Auditorium

**D1** President's Office, Administration

**D2** Descartes Auditorium, Classrooms, VP and Office for Academic Affairs

**D3** Artemisia (Artemisia Gallery, ENS Media, Accountancy office)

**D4** Research Labs

**D5** Bonnamour Student Residence

**D6** IAS Residence

(Lyon Institute for Advanced Studies Fellows)

**D7** Campus Cafeteria

**D8** Buisson Building (French Institute of Education - IFÉ, ENS Press and Bookshop)

**D9** Bibliothèque Diderot de Lyon (BDL): ENS de Lyon Library

**Parking access** P

Restricted Access

Bicycle Parking ●

Repair and Air-filling Station ★

Bicycle Entrance ↔

#### How to find us

##### Descartes campus

Descartes reception (D1): 15 parvis René Descartes, at the intersection of avenue Jean Jaurès and avenue Debourg.

Buisson building (D8): also accessible from 19 allée de Fontenay.

Diderot Library (D9): 5 parvis René Descartes.

##### Monod campus

Monod reception (MGN1) : 46 allée d'Italie, between place de l'École and Halle Tony Garnier.

Mérieux Auditorium, MMI, Condorcet room : place de l'École.

IGFL (M10) : 32-34 avenue Tony Garnier.

#### How to get to ENS de Lyon

The 2 campuses of ENS de Lyon are in the Gerland district, near Musée des Confluences and Halle Tony Garnier, a quarter of an hour from the Presqu'île (town-center).

##### Urban transport

Metro line B, Debourg station.

Tram T1 or C22 bus: Debourg station for the Descartes campus, ENS Lyon for the Monod campus.

Self-service bike rental "Vélo'v" on the Descartes forecourt and on place de l'École.

##### By train and by plane

From Part-Dieu train station, Metro Line B, toward Saint-Genis-Laval Hôpital Lyon Sud.

From Perrache train station, Tram T1, toward Debourg.

From the international airport Saint-Exupéry, take the Rhônexpress shuttle to Part-Dieu station.

##### By car

From the East: Beltway "Sud" (South) exit Gerland.

From the A6: exit Pont Pasteur.



**EQUALITY AND NON-DISCRIMINATION POLICY**

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

[signalement.violences.discriminations@ens-lyon.fr](mailto:signalement.violences.discriminations@ens-lyon.fr)



#NE RIEN LAISSER PASSER



**The law  
reminds you  
that harassment  
is never a game  
but that  
it is always  
an act  
of violence.**

[signalement.violences.discriminations@ens-lyon.fr](mailto:signalement.violences.discriminations@ens-lyon.fr)



#NE RIEN LAISSER PASSER



**The worst thing  
is not  
the remarks  
the pressure  
the dread  
the humiliation  
it's that  
no one reacts.**

[signalement.violences.discriminations@ens-lyon.fr](mailto:signalement.violences.discriminations@ens-lyon.fr)



#NE RIEN LAISSER PASSER



**The problem  
is not  
trans people,  
it's  
transphobia.**

Transphobia is a criminal offence  
To report an anti-LGBTI hate crime, contact:

[signalement.violences.discriminations@ens-lyon.fr](mailto:signalement.violences.discriminations@ens-lyon.fr)

#NE RIEN LAISSER PASSER



## 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:

- A sympathetic, objective and unprejudiced approach towards the person who filed the report
- Action carried out in agreement with the person who reported the case
- Procedures subject to confidentiality by the various stakeholders involved
- Distinct stages involving key players who are independent from each other

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

- A dedicated email address: [signalement.violences.discriminations@ens-lyon.fr](mailto:signalement.violences.discriminations@ens-lyon.fr)

- An anonymous form available in English on [www.ens-lyon.fr/en/](http://www.ens-lyon.fr/en/): About us / Our commitments / Fight against discrimination and violence

The Equality and non-discrimination officer, Equality coordinators 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 possibly 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 President. 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](mailto:mission.egalite@ens-lyon.fr)

- Equality coordinators: [referentes.egalite@ens-lyon.fr](mailto:referentes.egalite@ens-lyon.fr)

More about on [www.ens-lyon.fr/en/](http://www.ens-lyon.fr/en/): 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.

**More details on Intranet:** Documents / Ressources humaines / Égalité professionnelle / Plan d'action pour l'égalité professionnelle entre les femmes et les hommes 2021-2023.

At the end of 2024, a new 3-year action plan for professional equality between women and men will be adopted.

## Contact:

Equality and non-discrimination officer: Florence Françon - [mission.egalite@ens-lyon.fr](mailto:mission.egalite@ens-lyon.fr)

Human Resources Director: Yasmina Chams - [yasmina.chams@ens-lyon.fr](mailto:yasmina.chams@ens-lyon.fr)

## NAME-IN-USE POLICY

ENS de Lyon is committed to facilitating the chosen 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](mailto:mission.egalite@ens-lyon.fr)

Detailed terms and conditions on [www.ens-lyon.fr/en/](http://www.ens-lyon.fr/en/): About us / Our commitments / Fight against discrimination and violence / Fight against LGBT+ Phobia

## DISABILITY POLICY

ENS de Lyon's disability policy is based on two complementary principles:

- Taking into account the individual needs of staff and students. The Disability Officer works with the occupational medicine department, the social worker and the Human Resources Office to implement the right to compensation, within the framework of the law.
- Work on accessibility, i.e., improving practices that enable everyone to access the School's training courses and professional activities. ENS de Lyon has a disability and digital accessibility master plan, and offers training in inclusive teaching methods.

**Contact:**

Disability officer: [mission.handicap@ens-lyon.fr](mailto:mission.handicap@ens-lyon.fr)

More about on [www.ens-lyon.fr/en/](http://www.ens-lyon.fr/en/): About us / Our commitments / Disability Policy

## ACTION TOWARDS SUSTAINABILITY

ENS de Lyon is committed to taking action towards sustainability 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 faculty and scholars 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](mailto:transition.ecologique@ens-lyon.fr)

CYCLE DE CONFÉRENCES TRANSITION ÉCOLOGIQUE

**EMMANUEL QUEMENER**

Ingenieur de recherche CBPsmn

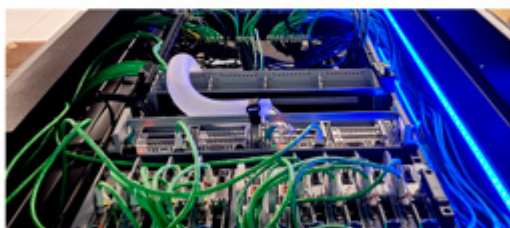
**RALF EVERAERS**

Dir. du Centre Blaise Pascal (CBPsmn)

**VIVIANE DELATTRE**

Directrice des Systèmes d'Information

**CALCUL SCIENTIFIQUE ET CHALEUR FATALE :  
QUELLE EMPREINTE ENVIRONNEMENTALE DU NUMÉRIQUE ?**



**14 MAI 2024 DE 12H30 À 14H**

Campus Monod - amphithéâtre Anne Lhuillier  
ancien amphi Schrödinger



CBPsmn



CYCLE DE CONFÉRENCES TRANSITION ÉCOLOGIQUE

**PIERRE CHARBONNIER**

Philosophe, chargé de recherche CNRS à Sciences Po Paris

**SORTIR DE L'IMPASSE  
TRAVAIL, CLIMAT ET POLITIQUE AU 21<sup>e</sup> SIÈCLE**



**26 MARS 2024 DE 12H30 À 14H**

Amphithéâtre DESCARTES



CYCLE DE CONFÉRENCES TRANSITION ÉCOLOGIQUE

**SYLVESTRE HUET**

Journaliste scientifique, spécialiste du climat

**CLIMAT, GIEC : 30 ANS POUR RIEN ?**



**19 SEPT 2023 DE 12H30 À 13H50**

Amphithéâtre DESCARTES

suivie par un temps d'échanges jusqu'à 15h30



ENS de Lyon

× Ateliers × Visites  
× Conférences

**Semaine**

**Écoresponsable**

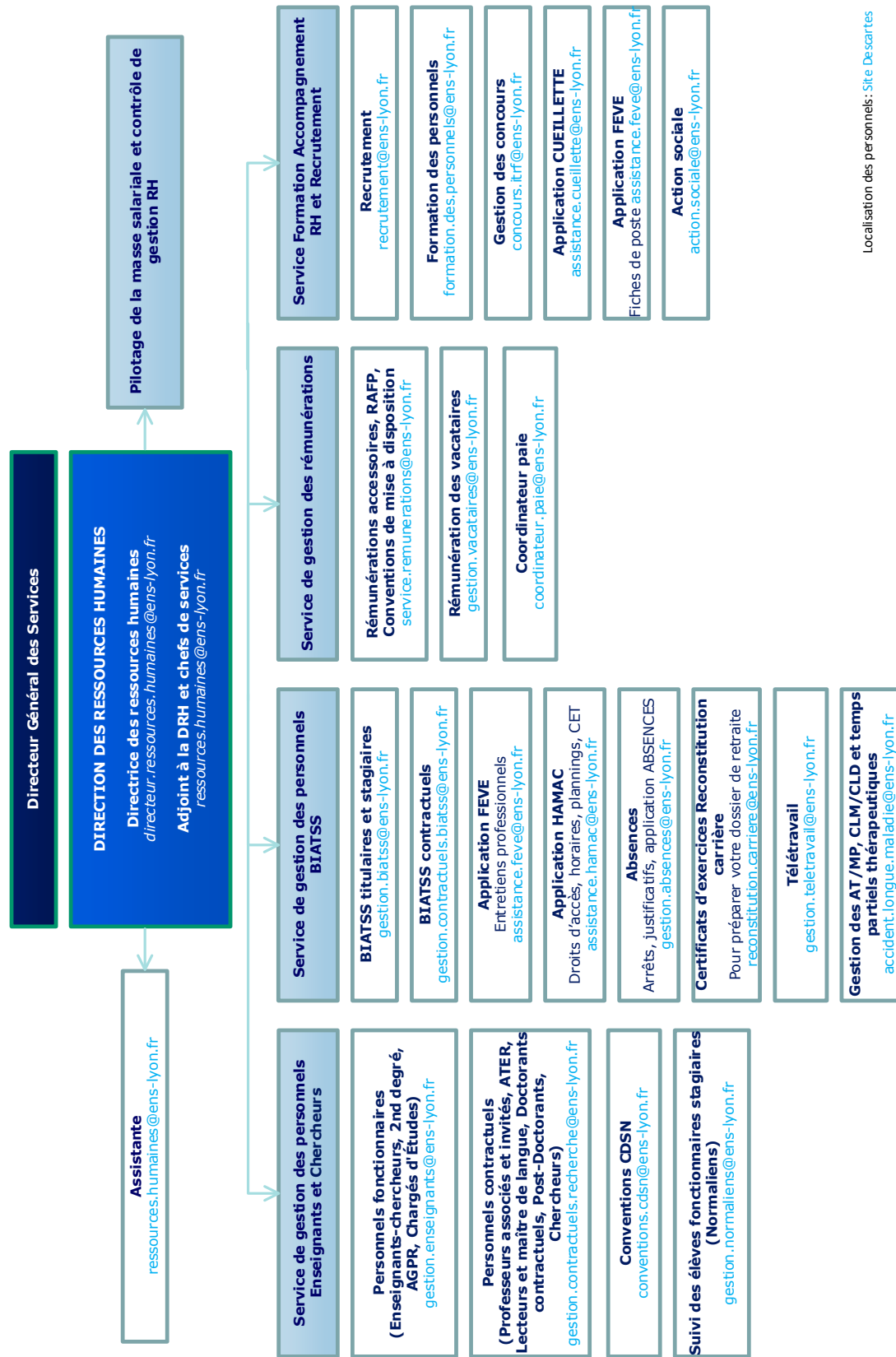
**3 → 7 juin 2024**



Programme détaillé  
et inscriptions  
sur le site internet  
de l'École



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



Localisation des personnels: Site Descartes

Glossary guide can be found on the back page



**Glossary Guide for ENS de Lyon Organizational  
Chart for HR**

<b>FR</b>	<b>ENG</b>
Directeur Général des Services	Chief Operations Officer
Direction des Ressources Humaines	Human Resources Office
Pilotage de la masse salariale et contrôle de gestion RH	Management of Payroll and HR Control
Service de gestion des personnels Enseignants et Chercheurs	Management of Faculty and Scholars
Service de gestion des personnels BIATSS	Management of Administrative and Technical Staff
Service de gestion des rémunérations	Payroll Management
Service Formation Accompagnement RH et Recrutement	Lifelong Learning, HR Support and Recruitment.

# YOUR PROFESSIONAL LIFE AT ENS DE LYON

## Education and research: what you need to know...

### TEACHING SERVICE

At ENS de Lyon, faculty, scholars and teachers will have to devote at least 4/5th of their service to teaching students either face-to-face or remotely. Faculty, scholars 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/Associate professor)	192	154	38	Seminars
PRAG / PRCE ("Agrégé"/"Certifié" Instructors)	384	307	77	Seminars
ATER (Junior Lecturers)	192	192		Seminars
PAST (Non-tenured faculty)	192	154	38	Seminars
Language teaching assistants	300	including a maximum of 100 hrs. of tutorials		Practical work
Language lecturers	288	including a maximum of 192 hrs. of tutorials		Practical work
(AGPR) Assistant lecturers	192 to 384	Changes in relation to the investment in teaching & AGPR research		Seminars
PhD students with ACE (complementary teaching hours)	From 1 to 64	From 1 to 64		Seminars

### 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 (IFE)**

Teachers seconded to IFE 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 IFE 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 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 monthly. 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 for faculty members (RIPEC C1)**

This indemnity is for Associate Professors and Professors. 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 faculty and scholars 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 faculty and scholars 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 (faculty and scholars 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, faculty and scholars 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 faculty and scholars. 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 faculty and scholars 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 faculty and scholars
- civil servants of other bodies placed on secondment in a body of faculty and scholars, governed by Decree No. 84-431 of 6 June 1984 (university professors, lecturers and assimilated faculty and scholars)
- 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

Faculty and scholars 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 Office (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 faculty and scholars, 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](mailto: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 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 Office 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 faculty and scholars, 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.

**More details on Intranet:** Documentation / 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 (administrative and technical staff or faculty and scholars management)
- 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/departement 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** (administrative and technical staff or faculty and scholars management). You can then apply for the SFT (family treatment supplement).

Detailed terms and conditions **on Intranet:** 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 (administrative and technical staff or faculty and scholars management), **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 **on Intranet:**  
Documentation / 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 safety office (Descartes and Buisson): (04 37 37) 64 64; Monod: (04 72 72) 81 51; IGFL: (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 Office. The Human Resources Office 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 Office **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 CSA in specialized training at 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 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 administrative and technical staff 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.

If you have any queries, please contact your HR manager.

Precise terms and conditions **on Intranet:**  
Documentation / Accident de service et de trajet

# YOUR PROFESSIONAL LIFE AT ENS DE LYON

## Engagement for researchers

### THE HRS4R LABEL

See information sheet 6 on this subject.

### RESEARCH LEAVE AND CONVERSION OF RESEARCH TOPIC (CRCT)

Tenured faculty and scholars, 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 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, 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 or seminars

ENS de Lyon will pay the beneficiary based on €130/day for stays of less than two months in the form of missions or in very exceptional cases, payment in the form of an employment contract as a visiting professor for stays of more than two months only. Any visiting scholar obtaining such a chair will receive an official letter from the Ecole 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**.

### NAME-IN-USE POLICY

See information sheet 9 for details on the topic.

# HR POLICY AT ENS DE LYON

## Lifelong learning

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 Lifelong Learning Office, which is part of the Human Resources Office, is available to help you consider any specific requests you may have, and to support you in your career development or retraining plans.

The Lifelong Learning Office 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 IT FOR?

Training courses are aimed at ENS de Lyon's teaching staff and administrative and technical staff, both permanent and contract.

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

- ENS de Lyon
- Other higher education establishments (Convergence)
- The Board of Education
- Specialized organizations

### WHERE TO FIND OUT MORE?

**Human Resources Office**

Lifelong Learning Office

**Email:** [formation.des.personnels@ens-lyon.fr](mailto:formation.des.personnels@ens-lyon.fr)

**Phone:** (04 37 37) 65 85 / 65 72 / 60 09

### HOW TO GET ACCESS?

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 Office. 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.

Currently the price of a meal for agents is set according to the table below.

Pay index	Price of the meal
Pay index below 364	3,21 €
Pay index between 365 and 539	4,37 €
Pay index between 540 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](mailto:ldelorme@actis.asso.fr)) or via the medical department through Madame Cohen ([liliane.cohen@ens-lyon.fr](mailto: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](http://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](http://www.cesu-fonctionpublique.fr)**

### Social housing for civil servants

For more information: **[www.demande-logement-social.gouv.fr](http://www.demande-logement-social.gouv.fr)**

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

More information on: **[www.aip-fonctionpublique.fr/](http://www.aip-fonctionpublique.fr/)**

For further information, please contact:

**[action-sociale@ens-lyon.fr](mailto:action-sociale@ens-lyon.fr)**

You will find all the information you need **on Intranet**

# 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.

More information **on Intranet:** 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 degrees 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 Lifelong Learning, HR Support and Recruitment Division.

More information **on Intranet:** 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 **Choisir le service public** website in accordance with decree 2018-1351 of December 28, 2018, and via several channels (Pôle Emploi, Cap Emploi, APEC, Indeed, LinkedIn) 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 Support and Recruitment Division and the recruiting unit. 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 Office or by the selection committee.



### Internal mobility

An employee may request a change of sector (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 Office. 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 administrative and technical 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.

### Legal provisions for outgoing mobility

- Pre-secondment
- Secondment
- Availability

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

Contact:

**Information on mobility for faculty and scholars:** [gestion.enseignants@ens-lyon.fr](mailto:gestion.enseignants@ens-lyon.fr)

**Information on lifelong learning:**

[formation.des.personnels@ens-lyon.fr](mailto: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 Joint Commission of the establishment (CPE) is a consultative body made up of equal numbers of representatives of administrative and technical staff (library, engineering, administrative, technical, social and health staff) and representatives of the administration. It meets on a restricted basis to deal with individual matters concerning permanent staff (review of unfavorable individual decisions: refusal to grant part-time status, refusal to grant permanent status, review of professional interview reports, etc.).

#### **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 Chief Operations Officer, 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 principle (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.*)
- Protection against moral or sexual harassment (article L.133 *et seq.*)
- The right to information (article L.115-7)
- The right of access to files (article L.137-1 *et seq.* of the CGFP)
- The right to professional training (article L.421-1 *et seq.* of the CGFP). See "Lifelong learning" information sheet
- The right to remuneration (article L.712-1 of the CGFP)

### OBLIGATIONS

#### Personal 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 Office to find out more about the procedure.

**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

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

Public officials are obliged to perform their duties correctly, effectively and in their own right.

#### Moral and ethical obligations

**Obligation of professional discretion (article L.121-7 of the CGFP).** Employees are bound by an obligation of professional discretion with regard to all facts, information or documents that come to their knowledge in the course of or in connection with the performance of their duties.

**Obligation of professional secrecy (article L.121-6 of the CGFP).** Public officials are bound by an obligation of professional secrecy with regard to all information protected by law.

**Duty of confidentiality.** The duty of reserve requires public servants to observe a certain degree of restraint in expressing their opinions, particularly political ones. This duty is applicable during working hours, but extends, with greater or lesser intensity depending on the position held, outside working hours.

**Duty of neutrality (article L.121-2 of the CGFP).** The neutrality of civil servants prevents them from expressing their philosophical, political, trade-union or religious opinions while on duty. Public servants must perform their duties in accordance with the principle of the secular nature of the State, and as such must refrain from expressing their religious opinions in the course of their duties.

**Duty of impartiality and probity (article L.121-1 and articles L.121-4 and 5 of the CGFP).** Public officials are subject to a duty of impartiality, which requires them to demonstrate probity and avoid any conflict of interest.

Failure to comply with these obligations, which apply to all public servants, may constitute misconduct and give rise 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 and is renewable.

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. 2023-270 of April 14, 2023 on the corrective financing of social security for 2023 and its implementing regulations, in particular decrees no. 2023-435 and no. 2023-436 of June 3, 2023, significantly altered existing legislation:

- Ministry of Finance: [retraitesdeletat.gouv.fr/](https://retraitesdeletat.gouv.fr/)
- On service-public.fr website: [www.service-public.fr/particuliers/vosdroits/R46083](https://www.service-public.fr/particuliers/vosdroits/R46083)
- A simulator can be used to estimate the amount of your pension: [www.info-retraite.fr](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.

# EDUCATION, RESEARCH AND INTERNATIONAL PROGRAMS AT ENS DE LYON

## Education

### PROGRAMS AND DEPARTMENTS

#### 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 faculty and scholars 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 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
- Economics
- Education and Digital humanities
- Foreign Languages, Literatures and Civilizations
- Humanities
- Mathematics
- Physics
- Social Sciences

#### 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 DEGREE

The ENS de Lyon degree is equivalent to a master's degree. All students admitted either through competitive exam or through direct admission must enroll for the ENS de Lyon degree to accomplish a full academic pathway at ENS de Lyon.

All students enrolled for the ENS de Lyon degree program are known as "normalien". All those who pass the competitive exam are known as "normalien-élève" and "normalien-étudiants" is the term used for all those admitted through direct admission.

The ENS de Lyon degree 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 degree includes components common to the entire institution and elements relating to the training offer of each department. The degree booklet, prepared by departments, 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](mailto:diplome.ens-lyon@ens-lyon.fr)

## USEFUL CONTACTS

### Vice-Presidency for Academics Affairs

Vice-President: Emmanuelle Boulineau

Descartes campus, D2 building, 2nd floor

Assistant: Sylvie Dehay,

**Phone** n°: (04 37 37) **60 07**

**Email:** [vice.presidence.etudes@ens-lyon.fr](mailto:vice.presidence.etudes@ens-lyon.fr)

### Academics Affairs Office

Descartes campus / D2 building, 2nd floor, D2 203

Monod campus / ground floor, LE.B67

Head of department: Christine Boccingher

**Phone:** (04 37 37) **60 58/ 66 70**

**Email:** [tous.etudes.scolarite@ens-lyon.fr](mailto:tous.etudes.scolarite@ens-lyon.fr)

### "Normaliens" and Master's Degrees Office:

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

### Administration Office for Training

– Literature, arts, humanities: [etudes\\_dep-ments\\_lash@ens-lyon.fr](mailto:etudes_dep-ments_lash@ens-lyon.fr)

– Languages, economics, social sciences: [etudes\\_dep-tements\\_lss@ens-lyon.fr](mailto:etudes_dep-tements_lss@ens-lyon.fr)

– Exact and experimental sciences: [etudes\\_dep-tements\\_monod@ens-lyon.fr](mailto:etudes_dep-tements_monod@ens-lyon.fr)

Or contact the Academic managers via their personal email: [@ens-lyon.fr](mailto:@ens-lyon.fr)

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

### Student and Campus Life Office

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](mailto:vie.etudiante@ens-lyon.fr)

Supporting students in their associative and cultural projects, rental management of campus residences, coordination and mobilization of the alumni network, implementation of equal opportunity programs, management of the FSDIE (Fonds de solidarité et de développement des initiatives étudiantes), organization of the CEVE (Conseil des études et de la vie étudiante), organization of the CVEC (Commission contribution vie étudiante et de campus), management of the ten-year commitment.

### Admissions Office

Descartes campus, D2 building, 2nd floor

Head of department: Véronique Driguzzi

**Phone:** (04 37 37) **61 74**

**Email:** [admission.concours@ens-lyon.fr](mailto:admission.concours@ens-lyon.fr)

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

### PhD Office

Descartes campus:

D2 building, 2nd floor, D2-207, D2-209

Monod campus:

Grande Nef 1-2, 2nd floor, MGN1 258

Manager: Delphine Ponsot

**Phone:** (04 37 37) **66 70**

**Email:** [etudes-theses-hdr@ens-lyon.fr](mailto:etudes-theses-hdr@ens-lyon.fr)

The PhD Office (3rd cycle in French) is responsible for doctoral students registered at ENS de Lyon, from administrative registration to thesis defense, but also manages HDR defenses and the issuing of diplomas (PhD and HDR).

# EDUCATION, 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 nearly 280 intellectual property assets, including 97 patent families (34 of which are exploited by private partners) and 31 software programs (16 of which are exploited). It has some twenty active licenses and has supported over thirty start-ups, with a success rate of around 80%. ENS de Lyon is involved in an average of 400 research contracts with private partners, 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 Office, it has also developed an Innovation and Technology Transfer Office as well as a Project Engineering Office. 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

#### Vice-Presidency for Research

Vice-Presidents: Christine Détrez and François Roudier  
Monod campus, Grande Nef 1-2, 2nd floor

**Phone:** (04 26 23) 38 35

**Email:** [vice.presidence.recherche@ens-lyon.fr](mailto:vice.presidence.recherche@ens-lyon.fr)

#### Administrative and Financial Coordination of Research

Véronique Vial

**Email:** [administration.recherche@ens-lyon.fr](mailto: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 Office

Émilie Sablon

**Email:** [ingenierie.projets@ens-lyon.fr](mailto: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 Office

Justine Broué

**Email:** [valorisation@ens-lyon.fr](mailto: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.

# EDUCATION, RESEARCH AND INTERNATIONAL PROGRAMS AT ENS DE LYON

## Research units and doctoral schools

### RESEARCH UNITS IN HUMANITIES AND SOCIAL SCIENCES

#### **CERGIC - Center for Economic Research on Governance, Inequality and Conflict – UR**

Director: Mathieu COUTTENIER  
Affiliates: ENS de Lyon

#### **CERCC - Center for Comparative Research on the Creative Arts – UR 1633**

Affiliates: ENS de Lyon

#### **CMW - Max Weber Center – UMR 5283**

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

#### **CIHAM - History, Archaeology, Literatures of the medieval Christian and Muslim worlds – UMR 5648**

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

#### **EVS - Insitute for Urban Environment and Societies – 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

#### **HISOMA - History and Origins of Ancient Worlds – UMR 5189**

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

#### **IAO - Lyon Institute of East Asian Studies – UMR 5062**

Director: Béatrice JALUZOT  
Affiliates: CNRS – Université Lyon 2 – ENS de Lyon – Sciences Po Lyon

#### **ICAR - Interactions, Corpus, Learning, Representation – UMR 5191**

Director: Pierluigi BASSO  
Affiliates: CNRS – Université Lyon 2 – ENS de Lyon

#### **IHRIM - Institute for the History of Representations and Ideas in Modernities – UMR 5317**

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

#### **LARHRA - Rhône-Alpes Historical Research Laboratory – UMR 5190**

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

### RESEARCH UNITS IN EXACT AND EXPERIMENTAL SCIENCES LABORATORIES

#### **CIRI - Centre International de Recherche en Infectiologie- U1111/UMR5308**

Director: Thierry WALZER  
Affiliates: INSERM – CNRS – Lyon 1 University – ENS de Lyon

#### **CRAL - Lyon Astrophysics Research Center – UMR 5574**

Director: Matthew LEHNERT  
Affiliates: CNRS – Lyon 1 University – ENS de Lyon

#### **CRMN - Very High Field NMR Center of Lyon – UMR 5082**

Director: Guido PINTACUDA  
Affiliates: CNRS – Lyon 1 University – ENS de Lyon

#### **IGFL - Institute of Functional Genomics of Lyon – UMR 5242**

Director: François LEULIER  
Affiliates: CNRS – Lyon 1 University – ENS de Lyon – INRAE



**LBMC - Laboratory of Biology and Modelling of the Cell – UMR 5239**

Director : Didier AUBOEUF

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

**LCH - Chemistry Laboratory – UMR 5182**

Director: Carine MICHEL

Affiliates: CNRS – Lyon 1 University – ENS de Lyon

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

Director: Éric DEBAYLE

Affiliates: CNRS – Lyon 1 University – ENS de Lyon

**LIP - Parallel Computation Laboratory – UMR 5668**

Directeur : Isabelle GUÉRIN-LASSOUS

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

**LPENSL - Physics Laboratory – UMR 5672**

Director: Jean-Christophe GEMINARD

Affiliates: CNRS – ENS de Lyon

**RDP - Plant Reproduction and Development Laboratory – UMR 5667**

Director : Gwyneth INGRAM

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

**UMPA - Pure and Applied Mathematics Unit – UMR 5669**

Director: Frédéric DEGLISE

Affiliates: CNRS – ENS de Lyon – INRIA

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**RESEARCH AND SUPPORT UNITS**

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**COMET – UAR 3721**

Director : Bruno GUIDERDONI

Affiliates: CNRS – Lyon 1 University – ENS de Lyon

**ICL - Institute of Chemistry of Lyon**

Director: Bruno ANDRIOLETTI

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

**LLE - The Education Laboratory– UMS 3773**

Director: Patricia LAMBERT

Affiliates: CNRS – ENS de Lyon

**MSH-LSE - Center for Human Sciences (MSH Lyon Saint-Étienne)**

Director: Gilles POLLET

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

**PERSEE – UAR 3602**

Director : Gabrielle RICHARD

Affiliates: CNRS – ENS de Lyon

**SFR BioSciences – UAR 3444**

Director : Yann LEVERRIER

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

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**PROJECT INCUBATOR**

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**Institute of Complex Systems (IXXI) – GIS**

Director: Patrice ABRY

Affiliates: CNRS – ENS de Lyon

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**DOCTORAL SCHOOLS**

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- 3LA – Letters, languages, linguistics, arts (ED 484)
- BMIC – Molecular, integrative and cellular biology (ED 340)
- Chemistry – Chemistry, Processes, Environment (ED 206)
- E2M2 – Evolution, Ecosystems, Microbiology, Modelling (ED 341)
- EPIC – Education, psychology, information and communication (ED 485)
- InfoMaths – Computer Science and Mathematics (ED 512)
- PHAST – Physics and astrophysics (ED 52)
- PHCR – Philosophy, History, Creation, Representations (ED 487)
- SEG – Economics and management (ED 486)
- Social Sciences (ED 483)

# EDUCATION, RESEARCH AND INTERNATIONAL PROGRAMS AT ENS DE LYON

## Office of International Affairs

ENS de Lyon's international activities promote excellence in teaching and research. Our strategy is based on an approach in which education and research are closely linked; it revolves around strategic institutional alliances, support for the initiatives of research and teaching units in their internationalization projects, a strong presence in various international networks (academic, scientific and institutional), global promotion (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 number of exchange and partnership agreements that enable students to move from one semester to the next, for credit-bearing study-abroad programs, internships or lectureships. Our School participates in exchange networks for students (Erasmus+, BCI, ...), for faculty and scholars (Erasmus + mobility or specific bilateral agreements: Northwestern University, Roma Tre University...) and offers merit scholarships to the best students from all over the world to come to obtain a master's degree, also giving them the opportunity to pursue a PhD in one of our research units.

Campus France has awarded ENS de Lyon the "Bienvenue en France" label at the highest level (3 stars) for the period 2020-2024, in recognition of the quality of the hosting arrangements, the range of courses and teaching support, accommodation and quality of life on campus, as well as the quality of post-graduate support.

Finally, international scholars benefit from support services to help them find accommodation, assistance with administrative obligations, as well as French-language courses.

### STRATEGIC PARTNERSHIPS

ENS de Lyon has placed at the heart of its European and international policy the development of strategic partnerships with a small number of world-renowned institutions, developing joint initiatives with a common vision in terms of research, education and focus on graduate and post-graduate programs.

- In Europe, ENS de Lyon has partnered with several prestigious institutions to offer international double master's degrees in chemistry 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 Northwestern University in Chicago.

- In India, the partnership between the Indian Institutes of Science, in Education and Research (IISER) and the three other ENS in France constitutes an international network of excellence in both training and research, with exchange programs for students, PhDs and scholars. In 2023, the partnership led to the creation of Biosantex, a French-Indian campus in life sciences for health, supported 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/education 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). Since 2003, more than 150 PhDs have been awarded or are in the process of completion under this program, making it the largest doctoral program at the French-Chinese bilateral level.

### **A strong presence in international institutional, academic and research networks**

ENS de Lyon's strong international footprint is reflected in its presence in networks that contribute to strengthening its visibility and setting up interdisciplinary research and education initiatives, 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: Consortium of the University of Galatasaray, European University Association (EUA), European Association for International Education (EAIE), Associations of International Educators (NAFSA and AIEA).

- 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. The Collegium awards fellowships to top-level scholars from all over the world.

## **INTERNATIONAL ACTIVITY IN NUMBERS**

- 13% international students;
- 14% of international faculty;
- 27% international PhD students;
- 20% French students who study abroad;
- 9.5% of PhDs defended in 2023 - under international joint supervision
- 25 excellence scholarships for international students of ENS de Lyon and its partners (Université de Lyon, SFRI Graduate+);
- 1 language center;
- Over 60 different nationalities on campus;
- 40 to 60 international visiting professors hosted each year;
- 31 diplomas and insignia of Doctors Honoris Causa awarded since 2010;
- Partner universities in 54 countries;
- 260 international research partnerships;
- Excellent place in the main international "education" rankings (THE, QS, ARWU-Shanghai).

## **USEFUL CONTACTS**

### **Office of International Affairs**

Descartes campus, building D2, ground floor

Vice-president for International Relations: Vincent Michelot

Director of International Affairs: Xavier Person

Assistant **Phone:** (04 37 37) **60 71**

**Email:** [sylvie.motte@ens-lyon.fr](mailto:sylvie.motte@ens-lyon.fr)

### **Student International Mobility**

Elodie Meynard

**Phone:** (04 37 37) **66 80**

**Email:** [international@ens-lyon.fr](mailto:international@ens-lyon.fr)

Incoming and outgoing international mobility, international students support, outgoing Erasmus mobility for faculty and scholars.

### **International Cooperation and Partnerships**

Karin Kim Lim

**Phone:** (04 37 37) **66 83**

**Email:** [international.strategy@ens-lyon.fr](mailto:international.strategy@ens-lyon.fr)

Partnerships, strategic cooperation and IR projects.

### **Admissions International Academics**

Amélie Ballot

**Phone:** (04 37 37) **66 19**

**Email:** [amelie.ballot@ens-lyon.fr](mailto:amelie.ballot@ens-lyon.fr)

International scholars support.

# TRAINING ACADEMICS, RESEARCH AND INTERNATIONAL PROGRAMS AT ENS DE LYON

## Calendar for the academic year

### ACADEMIC YEAR 2024-2025

- Beginning: August 22, 2024
- End: September 30, 2025

### CLASSES

- 1st semester:
  - From Monday September 9 to Saturday December 21, 2024 (January 17, 2025 at the latest) <sup>(1)</sup> <sup>(2)</sup>
  - From Wednesday September 11, 2024 for the newcomers <sup>(1)</sup> to Saturday December 21, 2024 (January 17, 2025 at the latest)
- 2nd semester: from Monday January 6, 2024 to Friday May 30, 2025

### DEADLINES FOR DEFENDING DISSERTATIONS OR INTERNSHIPS

- 1st session: Wednesday June 25, 2025
- 2nd session: Friday September 12, 2025

### HOLIDAYS

- Fall break: from Saturday October 26 to Sunday November 3, 2024 included
- Christmas/Holiday break: From Saturday December 21, 2024 to Sunday January 5, 2025 included
- Winter break: From Saturday March 1 to Sunday March 9, 2025 included
- Spring break: From Saturday April 26 to Sunday May 4, 2025 included
- Spring public holiday: From Thursday May 29 to Sunday June 1, 2025 included

### RESERVED TIME SLOTS

- Classes for non-specialists and first-year thematic modules: every Monday from 4:30pm to 6:30pm
- Interfaces Days: Thursday October 24 and Thursday November 21, 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 22, 2024 (afternoon)

### PRIVILEGED TIME SLOTS

- Sporting activities, cultural activities or student clubs: every Thursday afternoon
- Departure for the integration weekend (WEI): Friday September 20, 2024, from 2:00pm for first-time entrants, subject to compatibility with practical training courses
- Ski week (participation subject to individual authorization by the department manager): from Sunday January 26 to Friday January 31, 2025

### CALENDAR FOR CPES (MULTIDISCIPLINARY CYCLE OF ADVANCED UNDERGRADUATE STUDIES)

#### First year

Academic year according to Lycée du Parc dates: start of the year on Monday, September 2, 2024

School breaks:

- Fall break: from Saturday October 26 to Sunday November 3, 2024 included
- Christmas/Holiday break: From Saturday December 21, 2024 to Sunday January 5, 2025 included
- Winter break: From Saturday February 22 to Sunday March 9, 2025 included
- Spring break: From Saturday April 19 to Sunday May 4, 2025 included
- Spring public holiday: From Thursday May 29 to Sunday June 1, 2025 include

#### 2nd and 3rd years:

- Back to school for CPES: 2nd year depending on the back to school date for newcomers A1
- Back to school for CPES year 3: Monday September 9, 2024

School breaks: same dates as for all ENS de Lyon students (see above)

(1) subject to back-to-school schedule

(2) some courses, in particular some masters, will start before September 9 - refer to the back-to-school program

# PRACTICAL INFORMATION

## Life on and off campus (1)

### FIRST STEPS

As soon as you arrive at the establishment, go to the Human Resources Office 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.

You must first complete the form at **instella.ens-lyon.fr** to obtain :

**- a personal computer account**

You will be given a personal login and password. They will enable you to connect to the School's workstations, use online services (webmail, diary, intranet) or connect to the wifi.

**- the Université de Lyon multiservice card, which also serves as an electronic wallet.**

This information will be confirmed by the Human Resources Office or by your laboratory manager.

#### Pay slips

Pay slips can be accessed on the ENSAP server, the secure digital space for public officials: **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 faculty and scholars management department will send the person concerned their pay slips by e-mail each month.

#### For faculty and scholars :

If you have not already done so, **make an appointment** with the Vice-President of Academic Affairs (Email: **vice.presidente.etudes@ens-lyon.fr** – Phone: (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 **www.ens-lyon.fr/en/**: Studies / Teaching departments.

### 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 Office 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 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](mailto: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.

The badge office is located on the Monod campus (see next page "life on and off campus (2)").

## 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: [assistance.ens-lyon.fr](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: [webmail.ens-lyon.fr](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 Intranet**: 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 ENS de Lyon information system.

### Instructions

1. To avoid password theft, create a strong authentication. Discover all the steps on Intranet: 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.
7. Do not save passwords in your browser, as they can easily be stolen. Instead, use the password manager on Intranet: Documentation / Gestionnaire de mot de passe.

### Additional instructions

If you are also an administrator of your computer.

1. Use the antivirus provided by ENS de Lyon on your professional computer.
2. Update your equipment and software.
3. Turn on your computer's firewall.
4. Enable encryption of your hard drive.

 **Contact :**  
[rsssi@ens-lyon.fr](mailto:rsssi@ens-lyon.fr)

## OFFICE KEYS

The administrative office of your laboratory will contact the Lab Assistant via [assistance.ens-lyon.fr](mailto: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

#### Reception

- **Monod** campus reception open from 7am to 19h30pm. **Phone:** (04 72 72) **80 00**
- **Descartes** campus reception open from 8am to 18pm. **Phone:** (04 37 37) **60 00**
- **Buisson** campus reception open from 8am to 16pm. **Phone:** (04 26 73) **11 00**

#### For faculty and scholars

- 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](mailto: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](mailto: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](mailto: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](mailto:reprographie@ens-lyon.fr)**.

All requests for printing (reprography or TNI) must go through the Cervoprint ordering system: [ensmedia-impression.ens-lyon.fr](http://ensmedia-impression.ens-lyon.fr)

#### Badges

This office manages multiservice cards (see the previous page "Life on and off campus (1)" for more information).

Monod campus, building MGN1 South 261, Level 2, in front of elevators. **Phone:** (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**

### GENERAL MEANS

#### General Services office

- Logistics:

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

- Reservation of a company vehicle for business trips: **assistance.ens-lyon.fr** or **vehicules@ens-lyon.fr**

- Room management (excluding Mérieux auditorium and classrooms):

Contact : **gestion.salles@ens-lyon.fr**

See the end of this sheet for more details.

– Cleaning:

For cleaning requests : [assistance.ens-lyon.fr](mailto:assistance.ens-lyon.fr), choose "entretien" (specify locations and dates).

**Contact:** [nettoyage@ens-lyon.fr](mailto:nettoyage@ens-lyon.fr)

– 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.

An office in Descartes is at your disposal for any information: D3 004.

Automatic lockers are available for drop-offs and pick-ups at 15 Parvis Descartes.

**Contact:** [maison.courrier@ens-lyon.fr](mailto:maison.courrier@ens-lyon.fr)

– Eco-friendly approach:

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

### 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 [assistance.ens-lyon.fr](mailto: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

### Estate 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: [assistance.ens-lyon.fr](mailto: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](mailto:demande.plan@ens-lyon.fr)

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

The Planning Salles software, accessible via ENT, is used for reserving rooms. It enables various steps involved to be grouped together and information to be shared between the departments concerned.

All events require authorization from relevant departments, which can be obtained via Planning Salles.

**In fact, the Room Planning application can be used to notify ENS Media for audiovisual control; security; cleaning; logistics.**

**Reservation:** [planningsalles.ens-lyon.fr](http://planningsalles.ens-lyon.fr)

**Contact:** [gestion.salles@ens-lyon.fr](mailto:gestion.salles@ens-lyon.fr)

More details **on Intranet:** Documentation / Réservation et planning des salles section

To diffuse your events or request audiovisual footage, you can contact [assistance.ens-lyon.fr](mailto:assistance.ens-lyon.fr), select "communication & media".

To publish information through our School's various communication media outlets (internet, newsletter, e-mail), please contact the Communications Office: [communication@ens-lyon.fr](mailto:communication@ens-lyon.fr).

# PRACTICAL INFORMATION

## Health and Safety

### FIRE PREVENTION AND FIRST AID

This service has 2 security posts 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.

Contact them if :

- You see/hear/smell something unusual, for example: intense heat, a strong smell of gas, smoke, etc.
- You see a fire
- You witness an accident or see someone feeling unwell

**Monod campus: 24h safety/ fire hotline – Phone:** (04 72 72) **81 51** / ground floor, building MGN1 South

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

**Descartes campus and library: 24h safety/ fire hotline – Phone:** (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:** [responsablessecurite@ens-lyon.fr](mailto:responsablessecurite@ens-lyon.fr)

### OCCUPATIONAL SAFETY AND HEALTH (SPST)

Head: Anouk Bedino

This department comprises 3 divisions:

- A "risk prevention" unit
- A "disability" department
- An "occupational health" unit (for staff and doctoral students paid by ENS de Lyon)

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

**Email:** [hygiene.securite@ens-lyon.fr](mailto:hygiene.securite@ens-lyon.fr)

**Phone:** (04 72 72) **88 39**

#### Disability Officer

Working closely with student and occupational health services, the HR Office and the faculty, it assists staff and students in understanding and articulating their needs.

Please do not hesitate to contact the head of the service with any disability-related queries you may have.

**Contact:** [mission.handicap@ens-lyon.fr](mailto:mission.handicap@ens-lyon.fr)

#### Occupational health

**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

#### Staff

- 2 occupational physicians, in charge of follow-up for agents and doctoral students

- Dr Tarik LECHANI, coordinating physician

Present Mondays, Tuesdays and Thursdays. Works remotely on Wednesday mornings.

He is responsible for monitoring ENS de Lyon staff and doctoral students attached to the VPE (except the Chemistry Department), the VPR (except the Chemistry Laboratory and Persée), the DGS (except the HR and the SPST) and the IFE.

**Contact :** [tarik.lechani@ens-lyon.fr](mailto:tarik.lechani@ens-lyon.fr)

- Dr Eric LAPORTE

Present Fridays.

He is responsible for monitoring ENS staff and doctoral students attached to the Presidency (Presidency, Cabinet, DUNES, DAI, Accounts Department, Communications, BDL), Chemistry Department, Chemistry Laboratory, Persée, HR, SPST.

**Contact:** [eric.laporte@ens-lyon.fr](mailto:eric.laporte@ens-lyon.fr)

- 1 occupational health nurse

Myriam Grataloup

She is on site every day. In conjunction with the occupational physicians, she monitors staff and doctoral students. She carries out Information and Prevention Visits (VIP), workstation studies and occupational health nursing interviews at the request of staff or occupational physicians.

 **Contact:** [myriam.grataloup@ens-lyon.fr](mailto:myriam.grataloup@ens-lyon.fr)

- 1 secretary

Liliane Cohen

Present Mondays, Tuesdays and Thursdays all day and Fridays mornings. Works remotely on Wednesdays. Schedules periodic and pre-hiring medical examinations and sends out invitations.

For requests for medical check-ups "at the employee's request", or any request relating to a return to work after illness, a work-related accident, or part-time work, please contact her first by e-mail with your telephone details. She will contact you to arrange an appointment.

 **Contact:** [secretariat.medical@ens-lyon.fr](mailto:secretariat.medical@ens-lyon.fr)  
**Phone :** (04 72 72) 88 13

- 1 Occupational social worker

Léa Delorme

She welcomes staff on the first 4 Mondays of the month, and on the 4th Wednesday and 4th Thursday of the month at the Monod campus.

 **Contact:** [ldelorme@actis.asso.fr](mailto:ldelorme@actis.asso.fr)  
**Phone:** 07 88 43 55 96

### Other services

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 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 ENS de Lyon, whether you are contractual or tenured, members or not of the MGEN.

## OSTEOPATHIC CONSULTATIONS

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.

## STUDENT HEALTH (SSE)

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

The multidisciplinary team welcomes, listens to and cares for all students, including doctoral students, in complete confidentiality. It is also available to all those in charge of student support, to promote quality of life on campus.

 **Head:** Dr Combes  
**Contact:** [sante-etudiante@ens-lyon.fr](mailto:sante-etudiante@ens-lyon.fr)

## 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" or students becoming doctoral students, it is imperative to inform the social security center of the change of status.

For post-doctoral students and researchers, the Caisse primaire d'assurance maladie remains the social security center. For foreign post-docs and researchers, 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 Office 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:

- Presidency: Mail will be marked as sent by "Président"
- Chief Operations Office: Mail will be marked as sent by "Direction générale des services"
- Communications: Mail will be marked as sent by "ENS de Lyon Communication".
- Different services depending on your status (HR, PhD Office)

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**.

### WEBSITES

The institutional website in French:

**www.ens-lyon.fr**

On our website, you will find all the information related to ENS de Lyon (Education; 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, faculty and scholars, academic partners, companies from around the world. It is also updated regularly.

**The intranet : 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 (ENS de Lyon staff / Faculty and Scholars / PhD student / Student / Supervisor / Manager) (in French referred as: Agent, personnel de l'École / Enseignant, Enseignant-chercheur / Doctorant / Étudiant / Encadrant / Gestionnaire)
- for faculty and scholars: 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 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, academic offerings, opportunities, etc.).

### ENS de Lyon degree information sheet

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

### Department sheets

They present the different departments of ENS de Lyon.

### Welcome Booklets

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

### Activity Report

Each year it gives a complete overview of 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 Intranet:** Documentation / Diffusion et communication.

## CONTACTS

Feel free to contact ENS de Lyon Communications Office 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](mailto: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 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). 75% of the cost of your subscription(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.

**More details on Intranet:** FAQ / 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](https://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](https://www.izly.fr)

# FOR YOUR EVERYDAY NEEDS

## Social activities at ENS de Lyon (1)

### BIBLIOTHÈQUE DIDEROT DE LYON (ENS DE LYON LIBRARY)

Bibliothèque Diderot de Lyon is open to students, faculty and scholars 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](http://www.bibliotheque-diderot.fr)

### 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). Placement tests will take place on September 4 and 5, relevant information will be posted on the Center's website. 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).

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

[jeremy.ganivet@ens-lyon.fr](mailto:jeremy.ganivet@ens-lyon.fr) ou [langues@ens-lyon.fr](mailto:langues@ens-lyon.fr)

**Phone:** (04 37 37) 60 12

**Website:** [centredelanguages.ens-lyon.fr](http://centredelanguages.ens-lyon.fr)

### English courses for staff are organized by the HR Office.

The full range of courses is available on the Language Center website.

Registration will take place on September 17, from 12:30pm to 9am the next day. 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:** [formation.des.personnels@ens-lyon.fr](mailto:formation.des.personnels@ens-lyon.fr)

### 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 which culminate in presentations 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. The hall of Bibliothèque Diderot de Lyon and the Salle La Parenthèse are also venues for numerous thematic exhibitions and meetings with writers and researchers. 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](http://www.ens-lyon.fr/en/campus-life/culture-and-events) page.

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



Kantor theatre

## 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 2024 edition of the festival with the theme « Un océan de savoirs » ( An Ocean of Knowledge) will be held throughout France. The ENS de Lyon Science Village will take place from Thursday October 3 to Saturday October 5 and ENS de Lyon will also take part in the ÉbulliScience at the Hôtel de Ville on Friday October 11 and Saturday October 12.

Further information on:

[fetedelascience.ens-lyon.fr/](http://fetedelascience.ens-lyon.fr/)





# 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 2024-2025

- €40/year. An "incomplete year" rate of €30 is also proposed
- Pack "AS + ENSEMBLE (ENS de Lyon Staff Association)": €45 a year (30 € to AS and 15 € to ENSEMBLE)

#### Practical information

- To consult schedules or reserve sports facilities: [www.ens-lyon.fr/en/](http://www.ens-lyon.fr/en/) : Campus Life / Campus Tour / Sport Facilities
- 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

- To join the "Pack AS + ENSEMBLE", please first join ENSEMBLE before joining the AS with proof of membership to benefit from the preferential rate.
- Only ENS de Lyon students and staff may use the school's sports facilities and activities: under no circumstances may you invite friends, spouses or people from outside the ENS de Lyon to use the school's sports facilities.

**Email:** [sport@ens-lyon.fr](mailto:sport@ens-lyon.fr)

**Phone:** (04 37 37) 66 00 - D2 220 (Descartes campus)

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 Bibliothèque Diderot de Lyon (5 Parvis René Descartes).

2024-2025:

- Annual fee "ENSEMBLE": €20
- Annual fees "ENSEMBLE" + "AS" Sports Association of ENS de Lyon: €45 (€15 for ENSEMBLE and €30 for AS)

**Contact:** [ensemble@ens-lyon.fr](mailto:ensemble@ens-lyon.fr)

**Website:** [ensemble.ens-lyon.fr/](http://ensemble.ens-lyon.fr/)



## **"ENVERTS" ASSOCIATION**

ENvertS is an association resulting from a student initiative. The association works to raise awareness through events open to all (conferences, round tables, debates, workshops, etc.) and projects in conjunction with the administration to reduce the school's environmental impact.

ENvertS also manages the **AMAP** (Association for the maintenance of peasant farming) and offers all students, staff and teachers, 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!

ENvertS is also made up of numerous clubs with a wide range of activities, here are a few examples:

- ENSelle offers a bike repair workshop every other Wednesday during lunch break under the Monod arch;
- obsErvoNS, a nature club, regularly organizes outings in and around Lyon to learn more about the region's flora and fauna;
- ENgraineS offers members the chance to participate in the upkeep of two vegetable gardens (one at Monod and one at Descartes).

### **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](mailto: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](mailto: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: [enverts.org/](http://enverts.org/)

– Contact the office members:

[enverts.org/bureau.php](http://enverts.org/bureau.php)

[enverts.bureau@ens-lyon.fr](mailto: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

#### **Ethic Etapes** – 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

#### **GrandLyon Habitat — Subsidized Housing Offices**

Le Terra Mundi – 2 place de Francfort – 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 – 69907 Lyon cedex 20 – **Phone:** 36 46

**FIREFIGHTERS:** 18

**POLICE:** 17

**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:** 04 78 61 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)

### SAFETY – ENS DE LYON

**Descartes campus:** 04 37 37 64 64

**Monod Campus:** 04 72 72 81 51

**IGFL :** 04 72 72 13 00

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

#### **SAFETY - ENS DE LYON**

**Descartes Campus:** (04 37 37) **64 64**

**Monod Campus :** (04 72 72) **81 51**

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](mailto: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



UNIVERSITÉ  
DE GENÈVE

**#ENSemblecontre  
le harcèlement**



**ENS DE LYON**

**ÉCOLE  
NORMALE  
SUPÉRIEURE  
DE LYON**