RENTRÉE 2026 . 2027

ÉCOLE NORMALE SUPÉRIEURE DE LYON

WELCOME BOOKLET

FACULTY AND SCHOLARS

HR EXCELLENCE IN RESEARCH

ENS DE LYON

RENTRÉE 2026 . 2027

CONTENTS

CONTENTS

Information sheet 1

WELCOME MESSAGE FROM THE PRESIDENT OF ENS DE LYON

Information sheet 2 Editorial

ENS DE LYON

Information sheet 3 About ENS de Lyon
Information sheet 4 Facts and Figures
Information sheet 5 ENS de Lyon in pictures
Information sheet 6 Strategy and Organizational Chart
Information sheet 7 Commitments of ENS de Lyon
Information sheet 8 HRS4R
Information sheet 9 How to find us and map of ENS de Lyon campuses

YOUR PROFESSIONAL LIFE AT ENS DE LYON

Information sheet 10 Human Resources Office
Information sheet 11 Education and research: what you need to know...
Information sheet 12 What to do in case of…
Information sheet 13 Accident at work
Information sheet 14 Engagement for researchers
Information sheet 15 Defense security and personal data

HR POLICY AT ENS DE LYON

Information sheet 16 Lifelong learning
Information sheet 17 Social action
Information sheet 18 Mobility Management Guidelines

STATUTORY INFORMATION

Information sheet 19 Employee representation on various bodies
Information sheet 20 Rights and obligations of public officials
Information sheet 21 Civil servants positions

Design and updates:
Communications Office of ENS de Lyon
Layout: monsieurgentil.fr
Graphic Design: Annie Desbruères
Cover Photo: Vincent Moncorgé
Printing: Reprography of ENS de Lyon
July 2026

EDUCATION, RESEARCH AND INTERNATIONAL PROGRAMS AT ENS DE LYON

Information sheet 22 Education
Information sheet 23 Research
Information sheet 24 Research units and doctoral schools
Information sheet 25 Office of International Affairs
Information sheet 26 Calendar for the academic year

PRACTICAL INFORMATION

Information sheet 27 Life on and off campus (1)
Information sheet 28 Life on and off campus (2)
Information sheet 29 Health and Safety
Information sheet 30 Where to find in-house information

FOR YOUR EVERYDAY NEEDS

Information sheet 31 Transport and Meals
Information sheet 32 Social Activities at ENS de Lyon (1)
Information sheet 33 Social Activities at ENS de Lyon (2)
Information sheet 34 Useful Adresses

Editorial

WELCOME TO ÉCOLE NORMALE SUPÉRIEURE DE LYON!

To all the new students, members of the academic community and administrative staff, I would like to welcome you.

Every new academic year is a fresh start for our institution — and even more so for you, for whom it is your first. Whatever your status, discipline or position is, I hope you will flourish here, studying or working in a stimulating environment whose missions are meaningful not only for each and every one of you, 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. On a day-to-day basis, An ENS is a melting pot which, by inextricably interweaving training and research, has a vocation to enrich the world of research and higher education in France and internationally , and, more broadly, to influence all aspects of the socioeconomic sphere (diplomacy, journalism, the business world, etc.). The value of the students we welcome, the quality of faculty members 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).

Our motivation is based first and foremost on the ambition to strive for the highest quality, this "excellence" that is attributed to us and that drives us. I am also convinced that we have a special responsibility as the École normale supérieure, a great university school of public utility: to make out the most of the knowledge that we create and that we transmit to our students, far beyond the walls of the School and the academic world. The need to engage with society and disseminate knowledge is more pressing than ever.

Our action is governed by a few strong principles: social openness, international development, 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 in the face of the ecological crisis we are currently facing. This commitment to openness, to thinking about tomorrow's world without denying our values, has underpinned our school project, which has been nurtured by exchanges with the School's communities. This essential document commits us and defines the main lines of our roadmap for the years 2025-2028. I invite you to consult it on the school's website. It is in this same spirit of openness and equity that we have created and financed the Cécile DeWitt-Morette scholarships to enable female students enrolled in ENS de Lyon's Advanced Degree in Computer Science and Mathematics to finance their four years of study. Gender equality is a political priority for our School. This scholarship, established at the start of the 2025 academic year, is just one of the steps we are taking to promote gender equality.

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 "newcomers" to ENS de Lyon, you will take part in these exchanges, for our school project, our missions and our values are our common foundation.

At a time when the course of the world is uncertain, when some of the balances and models we once thought established are shaking, it is through our public service missions and our specific characteristics that we can help shed light on the present and shape the future.

I wish you a very happy start to the 2026 academic year!

Emmanuel Trizac

President

ENS DE LYON
About ENS de Lyon

As a public institution of higher education, École Normale Supérieure de Lyon is dependent on the state of higher education and research in France. It is one of the four Écoles Normales Supérieures (École Normale Supérieure-PSL, École Normale Supérieure Paris-Saclay, École Normale Supérieure de Rennes and École Normale Supérieure de Lyon). All four are internationally recognized as French "Grandes Écoles".

ENS de Lyon offers training in both teaching and research. It provides demanding programs, from the third year of the Bachelor's degree to a doctoral degree, to students recruited through our competitive entrance exam and selected students from our application process, while developing leading research in the fields of Exact and Experimental sciences (Biology, Chemistry, Computer science, Mathematics, Physics, Earth Sciences) and 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 (IFÉ). A national structure for research, training and mediation of knowledge in education, IFÉ is based on a continuous interaction with the educational communities.

ENS de Lyon trains 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 enable its students to expand their opportunities beyond the professions of teaching and research. Working alongside the universities of Auvergne-Rhône-Alpes region, in Europe and on other continents, but also in companies, ENS de Lyon offers its students a wide range of perspectives.

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

HISTORY

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

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

Transferred to Lyon in 2000, ENS de Fontenay/Saint-Cloud changed its name to École Normale Supérieure in Literature and Humanities. In 2004, it opened up an option in its competitive entrance exam for Arts; it also awarded Master's and PhD degrees, in co-accreditation with partner universities.

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

This new ENS was given expanded competencies (LRU).

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

In 2017, École Normale Supérieure de Lyon celebrated its 30th anniversary in Lyon.

Since the start of the 2025 academic year, CROUS and ENS de Lyon have been building a new student residence on the Monod campus to replace the old one and improve residents' quality of life.

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, the School has been committed to the Sustainable Development and Social Responsibility ("DD&RS") labeling process. Created by the Conférence des Grandes Écoles in 2015 and supported by the French Ministry of Higher Education and Research, this label provides national and international recognition for the ecological transition and societal responsibility initiatives of French higher education and research establishments. 5 major themes have been considered: governance, training, research, environmental management and social policy.

Find out more at: **www.ens-lyon.fr/en** / About us / Our commitments / 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 application to renew the label for a three-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** / 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 2025-2030. 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 courses catalogue, contributes to strengthening the School's attractiveness and international visibility.

ENS DE LYON
Facts and Figures

CAMPUS

112,829 m² 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: 1 gymnasium; 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 2025-2026
– 2 455 students
– 467 doctoral students
– 580 faculty members
– 582 administrative and technical staff

TEACHING

2 455 students including: 1 019 "normalien-élèves", 570 "normaliens étudiants", 250 students, 66 international exchange students, 121 CPES (Multidisciplinary Cycle of Advanced Undergraduate Studies) students.

"normalien": student preparing ENS de Lyon Degree
"nomalien-élève": admitted througt competitve exam
"normalien-étudiants": direct admission students

A multi-disciplinary higher-education establishment

– Research training as from 3rd year of Bachelor's degree level to doctoral level
– Diverse pathways from a selection of 20 majors at master's degree level on offer at ENS de Lyon in 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, 1 ENS de Lyon research unit, 1 project incubator, 6 research and support units and 9 technical platforms
– 5 student-led Junior Labs
– 11 co-accredited doctoral schools
– 467 PhD students
– 83 private research contracts
– 19 HDR (accreditation to supervise research) in 2023
– 3 ERC in 2025
– 9 entries at the LabEx
– 3 entries at the Equipex

EVENTS

2025-2026:
– more than 300 scientific events
– more than 100 cultural events

INTERNATIONAL REACH

– 11% international students
– 14% international faculty
– 28.5% international PhD students
– Around seventy nationalities represented on campus
– 1 language center
– 260 international research partnerships
– 24% French students on training abroad
– 6.5% of PhD 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 2025-2030 period, awarded by Campus France

AN ESTABLISHMENT OF EXCELLENCE

– Fields medal 2010
– 9 members of the French Academy of Sciences
– 52 research members of the Academic Institute of France
– 70 CNRS medals
– No. 3 French establishment in per capita performance in the Shanghai ranking
– 5th French school in QS ranking (205th worldwide)
– Ranked 1st in France and 7th worldwide among the best human-sized establishments in THE rankings
– Ranked 8th in France among the best international establishments in the THE ranking (130st 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

– 2 currently incubated companies (some 30 start-ups in total since the incubator's creation)

– Nearly 176 intellectual property assets

– Founding member of Université de Lyon

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

ENS DE LYON
ENS de Lyon in pictures

Discover the interactive virtual tour of ENS de Lyon on **www.ens-lyon.fr/en/** ("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

Cafetaria

Research

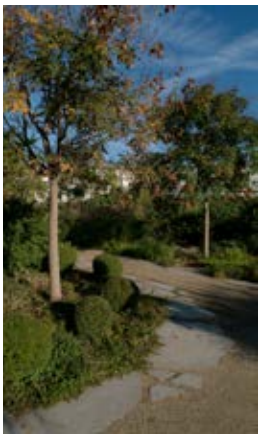
Bonnamour Student Residence

Artemisia building

Buisson building

© photos by Vincent Moncorgé and ENS de Lyon

GARDEN



Garden of the Descartes campus

BIBILOTHEQUE 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

© photos by Vincent Moncorgé and ENS de Lyon

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

Condorcet room

IGFL

Laboratory

Laboratory

© photos by Vincent Moncorgé and ENS de Lyon

ENS DE LYON
Strategy and Organizational Chart

ENS de Lyon has adopted an institutional plan that sets out the strategic priorities and key initiatives to be implemented between 2025 and 2028. Its purpose is to set the broad guidelines for the coming years in the areas of education, research, student life, and outreach, focusing on four key areas:

1. A world-class research university

2. A strong local foothold; national and international outreach

3. Panalyzing transitions, educating those who will shape the world of tomorrow

4. A place conducive to exchange and individual fulfillment

In line with this institutional plan, the School's administrative plan establishes a common framework for all staff and departments in support of ENS de Lyon's missions and activities.

It is structured around three priority areas that enable the implementation of the institution's strategic priorities:

1. Establishing clear frameworks and streamlining processes to better manage operations and improve workflows and procedures, with a greater emphasis on cross-functional collaboration

2. Foster dialogue and provide support to cultivate a culture of listening and closeness, while supporting staff career paths and projects and promoting quality of life, study, and work on campus

3. Experiment and commit to providing a sustainable framework—both financially and environmentally—that is open and conducive to initiatives.

These three areas are broken down into cross-cutting or specific initiatives and will be gradually incorporated into each department's projects.

The following policy documents have been developed:

- Disability Master Plan 2024–2027
- Action Plan for Gender Equality in the Workplace 2024–2026
- DDRS Master Plan 2025–2028
- Digital Master Plan 2026–2028

In the works: HR and Quality of Life at Work Master Plan, Real Estate and Assets Master Plan

Find the institutional plan, the administrative plan, and the guiding documents on the intranet under the heading "Projet ENS de Lyon 2024–2028."

ENS DE LYON
Organizational Chart (July 2026)

Find the latest version of the organizational chart on the intranet.

Office of the President
Accounting
Diderot Library
Communications Office
Digital Editing Office
Student Health

PRESIDENT

- VICE-PRESIDENT FOR STRATEGY
- VICE-PRESIDENT FOR ACADMIC AFFAIRS
- VICE-PRESIDENT FOR RESEARCH
- VICE-PRESIDENT FOR INTERNATIONAL RELATIONS

HEAD OF ADMINISTRATION

- Deputy head of administration for Research and Simplification
- Deputy head of administration for Human resources and Quality of working life

SERVICES AND OFFICERS

Services

Research and Development
Equality
Disability
Sustainability

Officers

Access to Administrative Documents
Digital Access
Deontology
Ethics
Sexual Harassment
Scientific Integrity
Religious Questions
Racism
Open Science

Risk-Prevention Advisor

Occupational Health

Defense and Security Officer

IT Security Manager

Data Protection Officer

EDUCATION

Departments

Earth Sciences
Biology
Chemistry
Physics
Mathematics
Computer Science
Arts and Literature
Human Sciences
Social Sciences
Foreign Languages, Literatures and Cultures
Education and Digital Humanities
Economics

CPES

Multidisciplinary Undergraduate Degree - Science and Society

Centers

Center for Foreign Languages
Sports Center

RESEARCH UNITS

Joint Research Units

5648 CIHAM
5308 CIRI
5283 CMW
5574 CRAL
5082 CRMN
5600 EVS
5189 HISOMA
5062 IAO
5191 ICAR
5242 IGFL
5317 IHRIM
5190 LARHRA
5239 LBMC
5182 LCH
5276 LGL-TPE
5668 LIP
5672 LPENSL
5667 RDP
5206 TRIANGLE
5669 UMPA

Research-Support Units

3444 BIOSCIENCES
3721 COMET
3773 LLE
2000 MSH-LSE
2002 Les Houches
3602 PERSÉE

ADMINISTRATIVE SERVICES

Research and Innovation

Doctoral and Post-Doctoral Research Administration
Innovation, R&D and Partnerships
Project Management

Academic Affairs

Academic affairs and Curriculum Management
Admissions and Examinations
Student Life and Alumni
Financial Reporting

HR, Legal and QWL

Human Resources
Legal and Institutional Affairs
Occupational Risk Prevention
Occupational Health

Financial Affairs

Financial Affairs
Management Support
IT Systems Office
ENS Media

Infrastructure

Buildings
Logistics and Management
Front Desk, Passes, and Security

International

International Relations

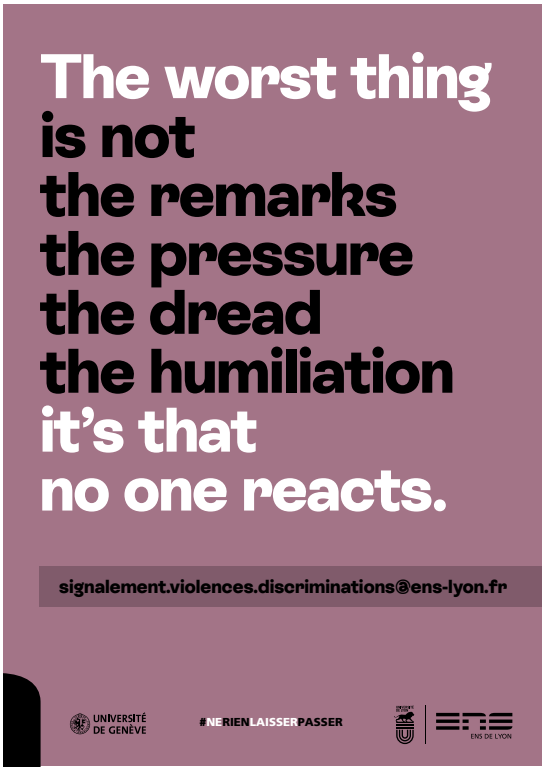
MULTIPURPOSE STRUCTURES

IFÉ
IXXI
Center for Environmental Transitions
Culture, Science, Society
CBPsmn
ENS Press

ENS DE LYON

When I don't say yes I am definitely saying no.
signalement.violences.discriminations@ens-lyon.fr
UNIVERSITÉ DE GENÈVE
#NERIENLAISSERPASSER
ENS DE LYON

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
UNIVERSITÉ DE GENÈVE
#NERIENLAISSERPASSER


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
UNIVERSITÉ DE GENÈVE
#NERIENLAISSERPASSER
ENS DE LYON

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
#NERIENLAISSERPASSER
ENS DE LYON

EQUALITY AND NON-DISCRIMINATION POLICY

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

For any incident that may constitute discrimination, bullying, or violence of a racist, anti-Semitic, sexist, sexual, LGBT+phobic, ableist, or other nature, ENS de Lyon has established a dedicated reporting system. 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 of or witness to gender-based or sexual violence, LGBT+phobia, racism, anti-Semitism, or any form of discrimination or harassment, we encourage you to report it using any of the following methods:

- A dedicated email address: **signalement.violences.discriminations@ens-lyon.fr**
- An anonymous form available in English on **www.ens-lyon.fr/en/** About us / Our commitments / Fight against discrimination and violence

The Equality and non-discrimination officer and the Equality coordinators 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 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**
- Equality coordinators: **referentes.egalite@ens-lyon.fr**
More about on **www.ens-lyon.fr/en/**: About us / Our commitments / Fight against discrimination and violence

The equality plan

ENS de Lyon has been committed to professional gender diversity and equality since 2013, and has renewed its commitments in a second Action Plan for Professional Equality between Women and Men, for the period 2024-2026. This action plan was presented to the governing bodies and approved by the Board of Directors on December 12, 2024.

The 2024-2026 professional equality action plan comprises 114 actions divided into 7 areas:

1. Governance, management and monitoring of professional equality policy
2. Evaluation, prevention and treatment of pay discrepancies between women and men
3. Ensuring equal access to jobs and professional responsibilities
4. Balancing private and professional life and supporting parenthood
5. Quality of life at work, working conditions and occupational health from a gender perspective
6. Equality issues in the quality of student life
7. Prevention and handling of reports of discrimination, moral harassment, sexist and sexual violence and LGBT+phobia.

All the information you need to know about gender diversity and professional equality is available on the School's website, in the "About us > Our commitments > Professional equality" section.

Details of the actions implemented under the 2024-2026 Plan are available on the Intranet, page: "Plan d'action pour l'égalité professionnelle entre les femmes et les hommes 2024-2026".

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 was adopted.

Contact:
Equality and non-discrimination officer: Florence Françon - **mission.egalite@ens-lyon.fr**
Head of Human Resources: Yasmina Chams - **yasmina.chams@ens-lyon.fr**

Leave for menstrual disorders

One of the key measures in the new action plan for professional equality is the introduction of a special leave of absence (ASA) for menstrual disorders. This measure is aimed at all menstruating members of staff at the ENS de Lyon, whether they are BIATSS, PhD students or teaching and research staff. All menstrual disorders leading to difficulties or incapacity to carry out one's activities properly are taken into account, on the basis of a medical opinion.

A quota of 15 days is allocated per academic year.

This special leave authorization "Leave for menstrual disorders" must be declared on presentation of medical evidence valid for the entire academic year. A model form to be signed by your doctor or gynecologist is available on the Intranet. Alternatively, you can submit a certificate drawn up by your doctor or gynecologist.

Details and procedures on the Intranet: " Congés menstruels (doctorantes, doctorants et personnels) ".

Contact:
Equality and non-discrimination officer: Florence Françon - **mission.egalite@ens-lyon.fr**
Human Resources Department:
ressources.humaines@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
Detailed terms and conditions on **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**
More info on **www.ens-lyon.fr/en/**: About us / Our commitments / Disability Policy

ACTION TOWARDS SUSTAINABILITY

ENS de Lyon is committed to a sustainable initiative that encompasses all of its missions and activities, including education, research, knowledge dissemination, building management, and campus life.

A Sustainaibility Officer was appointed at the start of the 2022 academic year under the ENS de Lyon presidency, tasked with developing a "roadmap" for the institution. To address the challenges of the shift to a more sustainable future and embed them in daily practices, this roadmap has evolved into a Sustainable Development and Social Responsibility Master Plan. Covering the period 2025–2028, it outlines all the sustainable development and social responsibility goals that ENS de Lyon has set for its various activities.

The environmental and societal transition at ENS de Lyon is entering a new phase this year with the opening of the Institute for Sustainable Worlds this fall. This new entity will be dedicated to developing educational programs and research on transitions, as well as to implementing measures to reduce the School's carbon footprint.

Significant initiatives have already been implemented, particularly in the area of education, notably with the introduction in September 2026 of a core curriculum for all first-year students on issues of socio-ecological transition. This complements existing disciplinary courses addressing these issues. Students will also be able to earn a "Sustainable Worlds" thematic minor to enhance their academic profiles.

The School is also fortunate to have a remarkable garden, a place that fosters biodiversity, which we have a responsibility to preserve.

On campus in particular, you will find:

– initiatives to promote sustainable transportation, including numerous bike racks and two bike maintenance/repair stations;

– a recycling system with recycling bins;

– compost bins near the residence halls;

– best practices for using lighting, heating, and ventilation systems to save energy;

– advice and best practices regarding digital waste.

At the same time, and in collaboration with faculty members and student organizations focused on the transition to a sustainable future, awareness-raising initiatives are being implemented for students and staff, including climate murals, "2-ton" workshops, and informational lectures.

Student organizations are actively participating in this proactive initiative. They serve as a bridge between students and the administration on all matters related to the ecological transition.

Contact:
institutmondesdurables@ens-lyon.fr

CYCLE DE CONFÉRENCES TRANSITION ÉCOLOGIQUE
JULIEN LECLAIRE
Professeur de chimie moléculaire - UDL
QUAND LA CHIMIE PERMET DE RECYCLER LES BATTERIES EN CAPTURANT LE CO2 : DE L'IDÉE À L'USINE
30 JAN 2025 DE 12H30 À 14H
Salle Condorcet - 1 place de l'Ecole
Campus Monod

CYCLE DE CONFÉRENCES TRANSITION ÉCOLOGIQUE
LAETITIA BISIAUX
VALENTINE BOUTHERIN
DES ÉTUDES SCIENTIFIQUES À L'ACTION ÉCOLOGIQUE
13 MARS 25 DE 12H30 À 14H
Campus Descartes - Salle D2 034

CYCLE DE CONFÉRENCES TRANSITION ÉCOLOGIQUE
IMRE SZEMAN
CALEB WELLUM
L'ENERGIE EST-ELLE LE PROPRE DE L'HOMME (MODERNE) ?
16 OCT 2025 DE 12H30 À 14H
Amphi Descartes

CYCLE DE CONFÉRENCES TRANSITION ÉCOLOGIQUE
JULIE DESHAYES
GULF STREAM, MOC, CLIMAT... ENJEUX ET RISQUES
18 NOV 2025 DE 12H30 À 14H
Salle Condorcet, Place de l'École

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 awards this label to institutions that commit to aligning their human resources and research policies with the principles of a framework that was revised in December 2023. This framework, resulting from the merger of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (2005), now constitutes a single document comprising 20 principles. This commitment takes the form of a customized action plan and strategy.

The European Charter for Researchers, the founding document 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 academic careers and researcher mobility more attractive.

- The focus is on professional equality, research evaluation, researchers' careers, research integrity, open science and innovation.

As early as 2016, ENS de Lyon adhered to European principles and launched a collective dynamic in order to obtain the label. The label was awarded for five years by the European Commission (EC), which validated an HRS4R strategy mobilizing numerous departments in a cross-functional qualitative approach. In October 2021, following a self-assessment of the initial action plan, a new strategy, in line with and progressing from the first, received a very favorable opinion from the EC. In 2025, the application to renew the label for a new three-year period is currently underway. This renewal will take effect following a visit by experts from the European Commission.

The proposed new action plan places particular emphasis on two areas:

- recruitment and integration of researchers,

- career development.

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;

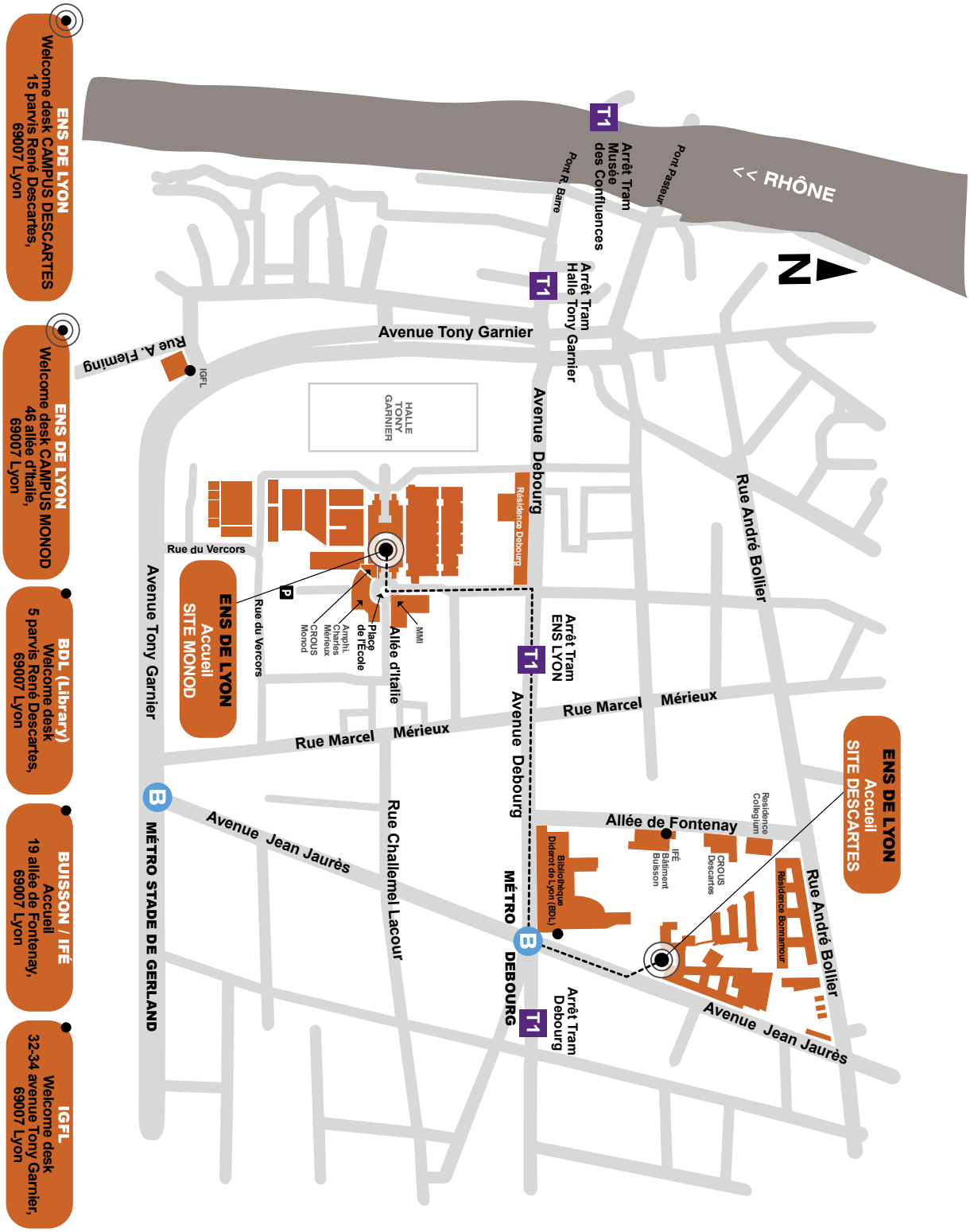
- enhancing its international reputation;

- confirming its position in the European Research Area

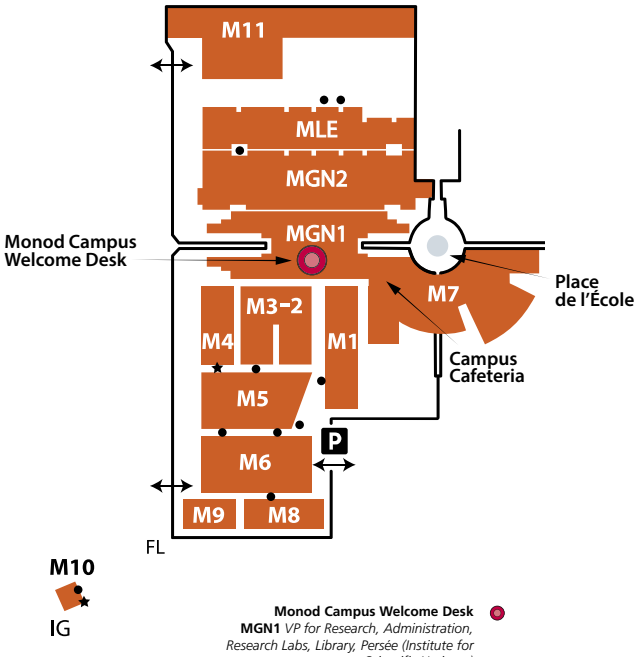
Contact:
hrs4r@ens-lyon.fr

ENS DE LYON

Access map and ENS de Lyon map



MONOD CAMPUS

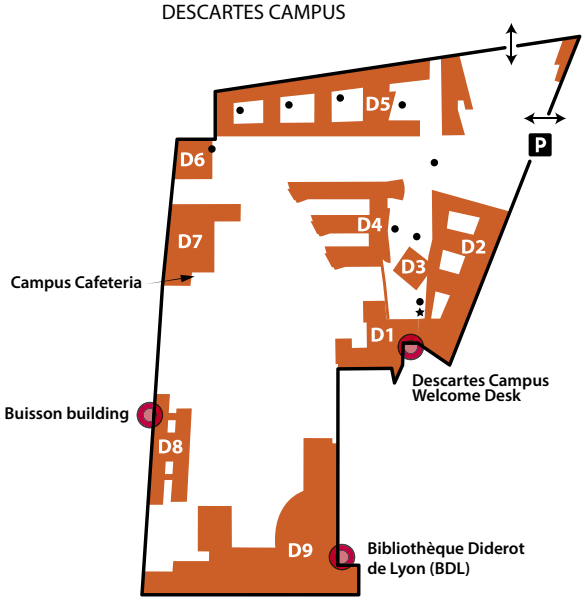


Monod Campus Welcome Desk
MGN1 *VP for Research, Administration, Research Labs, Library, Persée (Institute for Scientific Heritage)*
MGN2 and MLE *Classrooms*
M1 to M10 *Research Labs*
M11 *Debourg Student Residence and Gym*
Access from place de l'École
Mérieux Auditorium, MMI (Institute for Mathematics and Computer Science), Condorcet Room, Campus Cafeteria

Parking Access P
Restricted Access

Bicycle Parking ●
Repair and Air-filling Station ★
Bicycle Entrance ⟷

DESCARTES CAMPUS



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.

Direction des Ressources Humaines – 2026

08/06/2026

DGSA
Ressources Humaines et QVCT

Chargée de mission égalité et non discrimination
Florence FRANÇON – 72.57

Assistante / Chargée de instances sociales
Eve MORAIS – 62.33

Direction des Ressources Humaines
Directrice
Yasmina CHAMS – 66.71

Pôle Gestion

Service de gestion des personnels enseignants, chercheurs et normaliens
Floriane GENEST - 60.37
Responsable

Chargée de gestion - coordinatrice
Lettres de M à Q
Julie ALEX – 67.07

Gestionnaires

Lettres de A à C :
Alix NICOLLE – 66.78

Lettres de D à G :
Valentin DETANG – 83.87

Lettres de H à I :
Cindy OMNES – 64.50

Lettre de R à Z :
Roth LAHAYE – 66.77

Gestion des normaliens :
Céline GRÉCO – 66.74

Service de gestion des personnels BIATSS
Mélanie MAHÉ - 65.85
Responsable

Chargée de gestion - coordinatrice
Lettres P/Q/R (Titulaires & contractuels)
Lettres S/T (contractuels)
Audrey MAURY – 60.46

Gestionnaires

Lettres A/B (Titulaires & contractuels)
Lettres E/F/H (contractuels) :
Chrystel BÉRARD – 60.44

Lettres C/D/I/J/K/L :
Benjamin BOURRAT – 60.41

Filière Bibliothèque (tous) :
Anne FERNANDEZ - 65.96

Lettres E/F/H/S/T (titulaires ITRF)
Filière AENES (tous) :
Christine PAQUIEN - 60.80

Lettres G/M/N/O et de U à Z :
Jordan PONSON – 66.45

Service pilotage, rémunération, vacations, masse salariale et données sociales
Louiza LALIGUI - 63.86
Responsable

Gestionnaire vacations administratives et d'enseignement
Inès REBAHI – 66.55

Coordination et contrôle de la paye
Jessica ESTEBAN – 60.45

Pilotage de la masse salariale et contrôle de gestion RH
Riad MAAFOUNE - 66.73
Responsable

Gestion des données sociales
Cheikh NDIAYE 66.76

Pôle QVCT

Service Formation et Recrutement
Frédérique LEBEL – 60.09
Responsable
Séverine DUCLOS – 66.72
Responsable adjointe

Formation et concours

Responsable formation et concours
Frédérique LEBEL – 60.09

Gestionnaire formation et concours
Asmae DRIF SAJIE – 65.72

Recrutement

Responsable recrutement
Séverine DUCLOS – 66.72

Gestionnaire recrutement et formation
Léa VERZILLI – 62.14

Accompagnement RH

Accompagnement

Chargé/e d'accompagnement
XXX - 66.76

Assistante sociale
Léa DELORME
Basée sur Monod

Action sociale

Gestionnaire action sociale
Floriane PAGIS-PERROT - 60.47

ENS DE LYON

Glossary guide can be found on the back page

YOUR PROFESSIONAL LIFE AT ENS DE LYON
Human Resources Department

SHEET 10

Glossary Guide for ENS de Lyon Organizational Chart for HR

FR	ENG
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 require-ments (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 civil servants
– non-permanent staff after one year of full-time service
Probationary civil servants shall have their probationary period extended in proportion to the working time required to obtain a full-time service.

Part-time work is granted:

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

The request must be in writing

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

Organization

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

Treatment – allowances

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

– 90% = 91.40%

– 80% = 85.70%

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

TEACHERS SECONDED TO THE FRENCH INSTITUTE OF EDUCATION (IFÉ)

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

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

– In charge of studies and research (made available by other institutions): a system of discharges completes the regulatory system of 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 €3,500.50 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 €4,800 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 engagement; scientific activity; engagement 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 for a period of four years.

The amount of the PEDR varies according to the IUF or prize obtained. It is paid quarterly.

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.

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 for 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 commitment 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 (full 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 paid 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 Union and the European Economic Area, 2 copies of the travel form must be completed in at least two weeks before the trip. There is a specific procedure at the School that must be respected. **NB: for travel to areas that are not recommended for security reasons, you must first seek the advice of the Security and Protection officer (fsd@ens-lyon.fr). The positive response must be attached to the travel form when it is forwarded for signature.** In addition, you benefit from insurance and an "assistance" agreement provided by ENS de Lyon for your trips in France and abroad.
The statement of travel expenses is completed by the teachers themselves on their return from their assignment. It is essential to provide **all original copies of proof of expenditure**.

All the necessary **conditions and forms are on 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 to:
-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/department director/laboratory director) **should be informed**.
After the birth of your child, you will need to **send the birth certificate or your updated family record book to the HR** (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 / Resources 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 manager (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

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 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 Occupational risk prevention service 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 the 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'État 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 initiates an administrative inquiry to establish the facts and circumstances leading to the accident or illness;
- or consults 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:** 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 for 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 missions or in very exceptional cases, payment in the form of an employment contract as a guest professor for stays of more than two months only. Any visiting scholar obtaining such a chair will receive an official letter from the École Normale Supérieure de Lyon and may use the title of "professor affiliated to ENS de Lyon" or "Invited Guest Professor of ENS de Lyon" during the period.

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

Defense security and personal data

SECURITY AND DEFENSE OFFICER

Acting as a liaison for the Ministry's Senior Defense and Security Official (HFDS), under the authority of the president of the institution, ENS de Lyon Security and Defense Officer coordinates the following activities.

Missions to protect the nation's fundamental interests

- Protection of the nation's scientific and technical potential
- Protection of national defense secrets
- Implementation of security plans (Vigipirate), crisis management (Business Continuity Plan/Business Recovery Plan)
- Prevention of radicalization

Additional coordination and information-sharing tasks

- In close collaboration with the IT manager: developing and implementing the Information Systems Protection Plan

Guidelines for Staff Deployments and Onboarding

The Security and Defense Officer is required to issue an opinion on requests for assignments to high-risk countries and regions (orange and red; source: Diplomatie.gouv.fr).

The Security and Defense Officer is also required to issue an opinion on the hosting of personnel, interns, or guests from outside Europe, regardless of their status or the length of their stay. A one-month period is required to obtain this opinion prior to initiating the administrative procedures for hosting.

Contact:
Security and Defense Officer
Cécile O'Brien: **fsd@ens-lyon.fr**

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 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 (internal newsletter), HR newsletter;
- 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**
Phone: (04 37 37) **65 85 / 65 72 / 60 09**

HOW TO ACCESS IT?

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.

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; PhD students; post-doctoral students; ATERs). Inter-ministerial services are also available to government employees.

OUR GOAL

The social action office is responsible for:
- informing staff about existing financial assistance and application procedures
- examining applications, in conjunction with the social assistant and the social action committee
- paying benefits to staff with disabled children
- directing 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 426	3,30 €
Pay index between 427 and 486	3,85 €
Pay index between 487 and 539	4,37 €
Pay index between 540 and 625	6,08 €
Pay index above 625	7,44 €

For employees paid a fixed salary	Meal coast for the employee
Ph.D. students	3,85 €
Postdoctoral scholars and scholars	6,08 €

The ENS Lyon has established a subsidized meal program in partnership with the Agrapole Prestal restaurant, located at 23 rue Jean Baldissini, 69007 Lyon. Applications must be submitted to the Social Services Office.

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.

Contact:
ldelorme@actis.asso.fr
Phone: 07 88 43 55 96

OTHER SERVICES

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

Vacation vouchers
Vacation vouchers can be used to pay for transport, accommodation and catering, as well as admission to museums, exhibitions, theaters...
To qualify, you must be an active or retired civil servant. The rate of State contribution (between 10 and 25%) depends on your reference tax income.
More information on conditions and procedures at: **www.fonctionpublique-chequesvacances.fr**

Childcare for children under 6
Civil servants are eligible for an inter-ministerial social benefit: the CESU benefit for the care of young children under the age of 6. This benefit is subject to family quota.
For further information, visit
www.cesu-fonctionpublique.fr

Social housing for civil servants
For more information: **www.demande-logement-social.gouv.fr**

Installation assistance for civil servants (A.I.P.)
More information on:
www.aip-fonctionpublique.fr/

For further information, please contact:
action-sociale@ens-lyon.fr
You will find all the information you need **on the Intranet**

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 the 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-Étienne 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 the 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 (France Travail, 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 the Intranet:** Documentation / Ressources Humaines / Carrière et vie professionnelle.

Contact:

Information on mobility for faculty and scholars: **gestion.enseignants@ens-lyon.fr**

Information on lifelong learning: **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 campus - 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. It deliberates on examination regulations, on the establishment or dissolution of institutes, departments, research laboratories, and administrative units, and adopts the school's bylaws. The Board of Directors consists of a Chair and 24 members, including:

- five qualified individuals, both French and foreign, appointed by the Chair of ENS de Lyon,

- five representatives of the five partner academic institutions selected by the Chair of ENS de Lyon,

- two representatives of local and regional authorities: one representative from Auvergne-Rhône-Alpes Region and one representative from the Lyon Metropolitan Area,

- 12 representatives of ENS de Lyon staff: 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 serves as a liaison between teaching and research.

It is consulted on the direction of research policies, scientific and technical documentation, and the allocation of research funds.

The council is also consulted on applications for accreditation and habilitation.
It is further consulted on agreements with research organizations, the assessment of laboratory research activities, and initiatives to promote and disseminate scientific and technical culture and information.

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 civil servants

These rights and obligations apply to the nominated civil servants 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 civil servants in the performance of their duties: functional protection (Article L.134-1 et seq.). Civil servants are entitled to protection when, in the course of their duties, they have been or are at risk of being subjected to threats, insults, physical assault, verbal abuse, or defamation.
– 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 L712-1 of the CGFP)

OBLIGATIONS

Key professional responsibilities

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 Chief Operations Office 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). Civil servants are obliged to perform their duties correctly, effectively and in their own right.

Key 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). Civil servants 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). Civil servants 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.

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

AVAILIBILITY

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/**
- On service-public.fr website: **www.service-public.fr/particuliers/vosdroits/R46083**
- A simulator can be used to estimate the amount of your pension: **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 prejudges 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 21 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 PhD 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 ENS de Lyon.

There are 12 departments:
- Arts and Literature
- Biology
- Chemistry
- Computer Science
- Earth Sciences
- Economics
- Education and Digital humanities
- Foreign Languages, Literatures and Civilizations
- Philosophy
- 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 "nomalien-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 (Part 1: general information; Part 2: department-specific information) is updated each academic year and then distributed via the Student Portal. This reference document guides students to build their curriculum in connection with their tutor.

Cécile Dewitt-Morette program
The ENS de Lyon wishes to tackle the factors that limit women's access to scientific careers, in order to eliminate gender bias in training and research and combat the resulting under-representation of women. Since the 2025 academic year, ENS de Lyon will be offering special scholarships – the Cécile Dewitt-Morette scholarships – for female students admitted to ENS de Lyon degree in Computer Science and Mathematics. The scholarship amounts to €1,000 per month for the entire period of study for the ENS de Lyon degree, i.e. a maximum of 4 years, subject to compliance with the study plan. It can be combined with a scholarship based on social criteria.

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

USEFUL CONTACTS

Vice-Presidency for Academics Affairs
Vice-President: Sonia Goldblum
Descartes campus, D2 building, 2nd floor
Assistant: Sylvie Dehay,
Phone n°: (04 37 37) **60 07**
Email: **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**
"Normaliens" and Master's Degrees Office:
Peggy Garcia (Arts & Humanities) et Aurélie Cochat (Sciences)

Administration Office for Training
– Literature, Arts, Humanities: **etudes_departements_lash@ens-lyon.fr**
– Languages, Economics, Social Sciences: **etudes_departements_lss@ens-lyon.fr**
– Exact and Experimental Sciences: **etudes_departements_monod@ens-lyon.fr**
Or contact the Academic managers via their personal email: @ens-lyon.fr

The Academic managers provide 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**

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: to be appointed soon
Phone: (04 37 37) **61 74**
Email: **admission.concours@ens-lyon.fr**
Please contact this service for all queries relating to the entrance exam for ENS de Lyon.

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. The ENS de Lyon registered an average of 176 managed intellectual property assets per year, including 108 for which the ENS de Lyon is the sole trustee, 25% co-owned with private partners and 64% transferred. 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 72 72) **88 77**
Email: **vice.presidence.recherche@ens-lyon.fr**

Deputy head of administration for Research and Simplification
Véronique De Marchi
Monod campus, 2nd floor
Descartes campus, D1.204

PhD and Research Support Department
Director: Delphine Ponsot
Email: **administration.recherche@ens-lyon.fr**

Office of Research Management
Email: **administration.recherche@ens-lyon.fr**

An interface between research units and central support services, this department provides services to researchers (internal calls for tender, research funds and visiting professors campaign).

Doctoral and Post-Doctoral Research Management
Email: **etudes-theses-hdr@ens-lyon.fr**

Support and guidance for ENS de Lyon Ph.D. students, from their initial enrollment through to their thesis defense; coordination of HDR defenses; issuance of degrees (Ph.D. and HDR)

Project Engineering Office
Head of office: Céline De Vallée
Email: **ingenierie.projets@ens-lyon.fr**

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

Innovation and Socio-Economic Partnerships Department
Head of office: Justine Broué
Email: **valorisation@ens-lyon.fr**

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

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

EVS - Institute for Urban Environment and Societies – UMR 5600
Director: Anne HONEGGER
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: Isabelle COLÓN DE CARVAJAL
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 FRIOUX
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: Dimitri LAVILETTE
Affiliates: INSERM – CNRS – Lyon 1 University – ENS de Lyon

CRAL - Lyon Astrophysics Research Center – UMR 5574
Director: Jean-François GONZALEZ
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 : Gaël YVERT
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: David CARPENTIER
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

RESEARCH AND SUPPORT UNITS

COMET – UAR 3721
Director : Cathy QUANTIN NATAF
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: Emmanuelle PICARD
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

PROJECT INCUBATOR

Institute of Complex Systems (IXXI) – GIS
Director: Patrice ABRY
Affiliates: CNRS – ENS de Lyon

DOCTORAL SCHOOLS

- 3LA — Letters, Languages, Linguistics, Arts (ED 484)
- BMIC — Molecular, Integrative and Cellular Biology (ED 340)
- EDISS — Interdisciplinary Doctoral program in health-sciences (ED 205)
- 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 Relations

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), PhD 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+), for faculty and scholars (Erasmus + mobility or specific bilateral agreements: Northwestern 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 2025-2030, 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 Montreal 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 Biosantexc, 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, Franco-American Fulbright Commission, China Scholarship Council (CSC).
– Academic networks: European University Association (EUA), European Association for International Education (EAIE), Associations of International Educators (NAFSA).
– 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

– 12% international students;

– 14% of international faculty;

– 28% international PhD students;

– 20% French students who study abroad;

– 13% of PhDs defended in 2025 - under international joint supervision

– Excellence scholarships for international students of ENS de Lyon and its partners (Université de Lyon, SFRI Graduate+);

– 1 language center;

– Nearly seventy different nationalities on campus;

– 40 to 60 international visiting professors hosted each year;

– 31 diplomas and insignia of Doctor Honoris Causa awarded since 2010;

– Partner universities in about 40 countries;

– 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: Vanessa Guignery
Director of International Affairs: Xavier Person
Assistant **Phone**: (04 37 37) **60 71**
Email: **sylvie.motte@ens-lyon.fr**

Student International Mobility
Elodie Meynard
Phone: (04 37 37) **66 80**
Email: **international@ens-lyon.fr**
Incoming and outgoing international mobility, international students support, outgoing Erasmus mobility for faculty and scholars.

Cooperation, partnerships and projects
Karin Kim Lim
Phone: (04 37 37) **66 83**
Email: **international.strategy@ens-lyon.fr**
Partnerships, strategic cooperation and IR projects.

International scientific welcome coordinator
Amélie Ballot
Phone: (04 37 37) **66 19**
Email: **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 2025-2026

– Beginning: August 24, 2026
– End: September 30, 2027

CLASSES

– 1st semester:
  - from Monday September 9, 2026, for re-enrolling students to Saturday December 19, 2026 (January 15, 2027 at the latest)
  - from Tuesday September 9, 2026 pm, for the newcomers to Saturday December 19, 2026 (January 15, 2027 at the latest)
– 2nd semester: from Monday January 4, 2026 to Wednesday May 28, 2027

DEADLINES FOR DEFENDING DISSERTATIONS OR INTERNSHIPS

– 1st session: Wednesday June 25, 2027
– 2nd session: Monday September 13, 2027

HOLIDAYS

– Fall break: from Saturday 24/10/2026 to Sunday 01/11/2026 included
– Christmas/Holiday break: From Saturday 19/12/2026 to Sunday 03/01/2027 included
– Winter break: From Saturday 20/02/2027 to Sunday 28/02/2027 included
– Spring break: From Saturday 17/04/2027 to Sunday 25/04/2027 included
– Spring public holiday: From Thursday 06/05/2027 to Sunday 09/05/2027 included

CALENDAR FOR CPES (MULTIDISCIPLINARY CYCLE OF ADVANCED UNDERGRADUATE STUDIES)

First year

Academic year according to Lycée du Parc dates: start of the year on Tuesday, September 1st, 2026

School breaks:

– Fall break: from Saturday 17/10/2026 to Sunday 01/11/2026 included
– Christmas/Holiday break: From Saturday 19/12/2026 to Sunday 03/01/2027 included
– Winter break: From Saturday 13/02/2027 to Sunday 28/02/2027 included
– Spring break: From Saturday 10/04/2027 to Sunday 26/04/2027 included
– Spring public holiday: From Thursday 06/05/2027 to Sunday 09/05/2027 included

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: Thursday September 3, 2026

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

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 website, 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 enable you to connect to the School's workstations, use online services (webmail, diary, Intranet) or connect to the WiFi. You will need to change and choose a strong password, different from those used on other websites. The procedure is described on the Intranet under **Documentation / Informatique / Changement de mot de passe**.

- 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 civil servants: **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 for Academic Affairs (**Email**: vice.presidence.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 inbox.

If you lose your card, please notify immediately at **assistance.badges@ens-lyon.fr**
Your card will be blocked and a new one will be issued. It will be reissued free of charge, once per year. Beyond that, you will have to pay the sum of €10 to get a new card.
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-related inquiries or technical issues, please visit the website: assistance.ens-lyon.fr. Please note: the support portal can be accessed from outside the institution using a VPN connection. **In case of an emergency, you can contact the IT hotline at (04 26 73) 11 11.**

Off-site access to your email and agenda is possible at the following address: **webmail.ens-lyon.fr**

The digital work environment (ENT) on the Intranet gives you access to the many tools and services offered by the Information Systems department: videoconferencing, instant messaging, large file transfers, job-specific applications and more. Documentation is available for each tool. You can access it at **intranet.ens-lyon.fr/ent**.

For more information on IT services offered by the Information Systems Directorate, please visit the Information Systems Department (DSI) page **on the 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 the 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 :
rssi@ens-lyon.fr

OFFICE KEYS

The administrative office of your laboratory will contact the Lab Assistant via assistance.ens-lyon.fr to get the key to your office.
You will have to return it when you leave ENS de Lyon.

PRACTICAL INFORMATION
Life on and off campus (2)

OPENING HOURS TO ACCESS THE BUILDINGS

Reception
– **Monod** campus reception open from 7:00 to 19:30. **Phone**: (04 72 72) **80 00**
– **Descartes** campus reception open from 8:00 to 18:00. **Phone**: (04 37 37) **60 00**
– **Buisson** campus reception open from 8:00 to 16:00. **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 to 21:00, 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 to 19:00, from Monday to Friday

– Buisson building - D8: 6:00 to 21:00, from Monday to Friday

– Descartes parking lot: 7 days a week, 24h a day

– Monod parking lot: 7:00 to 19:00, from Monday to Friday

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

EVERYDAY REQUESTS

The forms used at ENS de Lyon are available online on the Intranet.
Depending on your needs, you can also contact the following services:
ENS Media, building D3, Descartes campus
ENS Media is a resource and production center for the ENS de Lyon:
– The reception for technical assistance in teaching (classroom equipment) and the loan of material. **Contact**: (04 37 37) **61 03 / 06 49 57 80 93**;
– The audiovisual unit for the production and dissemination of audiovisual resources (audio-video recordings, reports, videoconferences). **Contact**: (04 37 37) **60 98** / (04 37 37) **61 16** / **ens.media.assistance@ens-lyon.fr**;

– The Graphic Design unit for designing and producing all types of documents. **Contact**: (04 37 37) **61 10** / **ens.media.pao@ens-lyon.fr**;

– The Digital Image Management Center (TNI), for printing of large format posters and digitization of documents. **Contact**: (04 37 37) **64 11** / (04 37 37) **61 06** / **ens.media.tni@ens-lyon.fr**;

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

All requests for printing (reprography or TNI) must go through the Cervoprint ordering system: 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, 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,** choose "entretien" (specify locations and dates).
Contact: **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 to 12:00 and from 13:00 to 16:00.
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**

– 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**, choose "gestion éco-responsable" / or **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** 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**. Do not forget to specify the location and the type of event.

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

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

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**
Contact: **gestion.salles@ens-lyon.fr**
More details **on the Intranet:** Documentation / Réservation et planning des salles section

To diffuse your events or request audiovisual footage, you can broadcast 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**.

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

OCCUPATIONAL RISK PREVENTION SERVICE

Head: to be appointed

This department comprises 2 divisions:
- A "risk prevention" unit
- A "disability" department
Its tasks are defined in the French Decree No. 82-453 of May 28, 1982, on occupational health and safety 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
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

OCCUPATIONAL HEALTH SERVICE (SMP)

Location: Monod campus, building MGN1 North.
The Occupational Health team is bound by medical confidentiality. It is open to staff paid by the ENS de Lyon, and is made up of:

• Dr Bérénice FOUQUET: coordinating occupational physician, present on Mondays, Tuesdays and Thursdays, works from home on Wednesdays, absent on Fridays.

Contact: berenice.fouquet@ens-lyon.fr

• Myriam GRATALOUP: occupational health nurse, present every day.

Contact: myriam.grataloup@ens-lyon.fr

• Liliane COHEN: administrative assistant present Mondays, Tuesdays and Thursdays (8:45 / 17:00); Wednesdays teleworking and Fridays mornings.

Contact: secretariat.medical@ens-lyon.fr

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

OCCUPATIONAL SOCIAL WORKER

Léa Delorme is the social worker for ENS de Lyon staff. She is available on the first 4 Mondays of the month, the 4th Wednesday of the month remotely, the 4th Thursday of the month (morning) and the 3rd Friday of the month at the Monod campus.
For more information: see the ENS de Lyon HR policy / Social action page.

Contact: ldelorme@actis.asso.fr
Phone: **07 88 43 55 96**

OTHER SERVICES

Psychological consultations for staff and PhD students
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 to 18:30), it's an anonymous, confidential and free service.
Opening hours: Wednesdays (9:30 to 12:30 and 14:00 to 17:00) and Thursdays (14:00 to 17:00).
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, 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 to 20:00 and Saturday from 8:00 to 14:00. Consultations by appointment only.

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

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 every two weeks. It will keep you informed about news at ENS de Lyon that concern 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.
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 three subscription-based mailing lists:
- **tous.culture@ens-lyon.fr**: this list is dedicated to cultural events, knowledge-sharing events, or events open to the general public, organized by members of the ENS de Lyon community.
- **tous.manifestations.scientifiques@ens-lyon.fr**: this list is reserved for scientific events involving a research unit, a doctoral student, or a researcher from ENS de Lyon. It may also be used to share calls for participation or calls for scientific contributions.
- **tous.campus@ens-lyon.fr**: This is the most recent mailing list, intended for announcements of any non-cultural or non-scientific events, as well as news taking place on campus or at the Lyon-Saint-Étienne university site.
If you wish to communicate information either internally or externally, contact the Communication office 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 check it out regularly.

The international website in English:
www.ens-lyon.fr/en/
On the international version of the website, you will find all the information in english about ENS de Lyon. 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 / Superviser / Manager) (in French refered as: Agent, personnel de l'École / Enseignant, Enseignant-chercheur / Doctorant / Étudiant / Encadrant / Gestionnaire)
– for faculty and scholars: calls for research projects, 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 website, 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. Read 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.

SOCIAL MEDIA

Follow ENS Lyon on social media: LinkedIn, Instagram, YouTube, Bluesky and Mastodon.

COMMUNICATION DOCUMENTS

Graphic Charter of ENS de Lyon
Graphics (print and web), example letters and slideshow templates are available on the Intranet.

School Factsheet
A concise recto verso presentation of the School, available in French and English. It can be downloaded from the Intranet ("Formation / offre de formation" section).

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 the 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.

Contact: communication@ens-lyon.fr

FOR YOUR EVERYDAY NEEDS
Transport and Meals

TRANSPORT

Partial reimbursement of transport tickets
Decree no. 2010-676 of June 21, 2010, as amended, 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 the Intranet:
Documentation / Prise en charge des frais de transport domicile-travail" section

MEALS

Facilities
The Descartes and Monod campuses have a restaurant managed by the CROUS.
It is open Monday to Friday, from 11:30 to 14:00. To pay for your meal, you must use the university multi-service card.

The cost
Meal prices are set by the Lyon CROUS. An agreement between CROUS and ENS de Lyon allows you to reduce the price of your meal according to your salary index.
See the "social action" sheet for more information.

Payment method: Izly contactless payment in all catering facilities
Payment in restaurants and cafeterias is only possible with an activated and charged Izly account. You pay for your meals with your university multiservice card or with the Izly app on your smartphone.
How do I do it?
Izly automatically sends an e-mail to your @ens-lyon.fr e-mail address with the subject "Activate your Izly account". You are then directed to Izly.fr to activate and load your account online. If you haven't received the e-mail, go to "mon-espace.izly.fr".

For more information: **www.izly.fr**

FOR YOUR EVERYDAY NEEDS
Social activities at ENS de Lyon (1)

BIBLIOTHÈQUE DIDEROT DE LYON (ENS DE LYON LIBRARY)

The Bibliothèque Diderot de Lyon is the library of the ENS de Lyon. It contributes to the institution's training and research activities. It is responsible for documentation and cultural, scientific and technical activities. As an academic library, it offers readers multidisciplinary documentation and access to a wide range of online documentation (journals, e-books, heritage documents).

The library can help you with your document searches, train you in the use of electronic resources or the management of bibliographic references, and offers an interlibrary loan service. It is possible to print, photocopy and scan on site, and to book individual or group work rooms.

The library offers a wide range of services for researchers, covering the following areas: publishing scientific publications, providing information on research, assisting with the management of data, codes and software, contributing to the promotion of research, and disseminating an open science culture.

The Descartes campus (building D9) houses all the Humanities, Languages, Philosophy, Humanities and Social Sciences collections, as well as specialized collections in Education, heritage collections, and the Russia and Medieval Europe collection. The library also has a video and map library. The collections of the Humanities and Social Sciences research laboratories are housed in the Centre de Documentation Recherche (CDR, building D4).

Reception: (04 37 37) 65 00

Opening hours:
- Monday to Friday: 9:00 to 21:00
- Saturday to Sunday: 10:00 to 20:00

On the Monod campus (MGN.2 building, 1st floor), you'll find books on STEM (Mathematics, Computer Science, Physics, Chemistry, Biology and Earth Sciences).

Reception: (04 72 72) 81 84

Opening hours: Monday to Sunday, including public holidays, from 8:00 to 23:15 (ENS restricted access with badge)

Visit the library's website to access the catalog, electronic resources and a presentation of all the library's services: **www.bibliotheque-diderot.fr.** You can also read the national and international press online (Europresse, Mediapart, PressReader).

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). Test dates and 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 choose one of the 'themed' courses on offer if the language level prerequisite matches yours.

Contact: langues@ens-lyon.fr
Phone: (04 37 37) **60 12**
Website: centredelangues.ens-lyon.fr

The full range of courses is available on the Language Center website.
Registration will take place on September 16, 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.

Please note: in English, the Language Center's offer is restricted to students. **English courses for staff are organized by the HR department.**

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

SCIENTIFIC AND CULTURAL EVENTS

At ENS Lyon, artistic and scientific culture plays a central role in daily life of students and staff. The School places great emphasis on compliance with the national framework agreement "Campus: Territories of Culture," signed in 2024. The cultural program is open to both internal and external audiences, is usually free of charge, and is organized by various School entities (student associations, departments, research laboratories, etc.). Events are organized in partnership with institutions in Lyon, and ENS de Lyon participates in major national cultural events. The recent creation of the Culture, Arts, Science, and Society Pole responds to a growing demand within the School to launch new projects, strengthen the School's initiatives in these areas, and expand their reach to all audiences.

Locations and facilities

- The **Kantor Theater** is a theater-school that reflects the specificity of ENS de Lyon by combining research and training.
- The **Artemisia Gallery** hosts research-based art projects and exhibitions.
- **Two workshops** on the Descartes campus provide space for visual arts and photography.
- T**he hall of the Diderot de Lyon Library** and the room **La Parenthese** are the place for numerous thematic exhibitions and meetings with writers and researchers.
- Other spaces such as the **Dutilleux Hall** (D2.008, Descartes campus), the **Félix Pécaut forum** (Descartes campus), the **Verrière** (open only to the ENS community) in front of the library (Monod campus) can also accommodate events.
- ENS de Lyon also has a **TV studio** and a **recording studio** run by ENS Media.

You will be notified of all the School's events via email, through posted notices, by checking the schedule on the website www.ens-lyon.fr, or on social media.

Contacts:

- **kantor@ens-lyon.fr**, for the programming of the Kantor Theater
- **ens.media.assistance@ens-lyon.fr**, for audiovisual equipment
- for research-creation projects: **david.gauthier@ens-lyon.fr**
- for exhibitions: room management or ENS de Lyon Library

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 many scientific disciplines: biology, language sciences, physics, chemistry, history, mathematics, geography...

The theme of the 2026 Fête de la science will be "Saveurs Savantes". The ENS de Lyon Science Village will be held from Thursday October 8 to Saturday October 10 on the Monod campus.

Further information on:
fetedelascience.ens-lyon.fr
Email: fetedelascience.ens-lyon.fr

Workshop " Fête de la science"

Kantor theatre

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, cross-training, fitness, karate, swimming, Pilates, ballet dance, muscle strengthening, STEP, taekwondo, table tennis, stretching, yoga and zumba.

– You can meet with 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 1 gym, an outdoor tennis court with lighting, 2 fitness rooms (with a cardio-training space) , a dance hall and a dojo.

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

Sports Association (AS) membership for ENS de Lyon staff 2026-2027

– €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/:** 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 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 ENS de Lyon to use the school's sports facilities.

Email: 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 12:15 to 13:15, at the premises located near the entrance to the Bibliothèque Diderot de Lyon (5 Parvis René Descartes).

2025-2026:

– 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
Website: 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, cheese) 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**), which will not only keep you up to date with all the latest news on ENvertS and ecology, but also will provide you with recipe ideas for cooking your own vegetables.
– The **enverts.discussion@listes.ens-lyon.fr** list is open to all, providing a forum for debate, tips and discussion on ecology-related topics.
– Visit ENvertS's website: **enverts.org/**
– Contact the office members:
enverts.org/bureau.php
enverts.bureau@ens-lyon.fr

FOR YOUR EVERYDAY NEEDS
Useful Addresses

TEMPORARY ACCOMODATION

ARALIS – Rhône-Alpes Association for Accommodation and Social Inclusion
Association Rhône-Alpes pour le Logement et l'Insertion Sociale
16 rue Jean Desparmet – 69008 Lyon– **Phone**: 04 72 75 79 30

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

Emergency number via SMS: 114

Edouard Herriot Hospital
5 place Arsonval – 69003 Lyon

Phone:
- Reception: 04 72 11 80 88
- Emergencies: 04 72 11 00 40
- Psychiatric Emergencies: 04 72 11 00 09

Poison Control and Intoxication Emergency Center
Phone: 04 72 11 69 11

Saint-Joseph - Saint-Luc Hospital
20 quai Claude Bernard – 69007 Lyon

Phone:
- Reception: 04 78 61 81 81
- Emergencies: 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

DISCRIMINATION, VICTIM OF HARASSMENT OR VIOLENCE

In case of emergency only:
Whether you are a victim or a witness, report the incidence to the Equality and Diversity Service of ENS de Lyon:
signalement.violences.discrimations@ens-lyon.fr
Descartes Campus: (04 37 37) **64 64**
Monod Campus : (04 72 72) **81 51**

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 leharcelement

ENS DE LYON

ÉCOLE NORMALE SUPÉRIEURE DE LYON