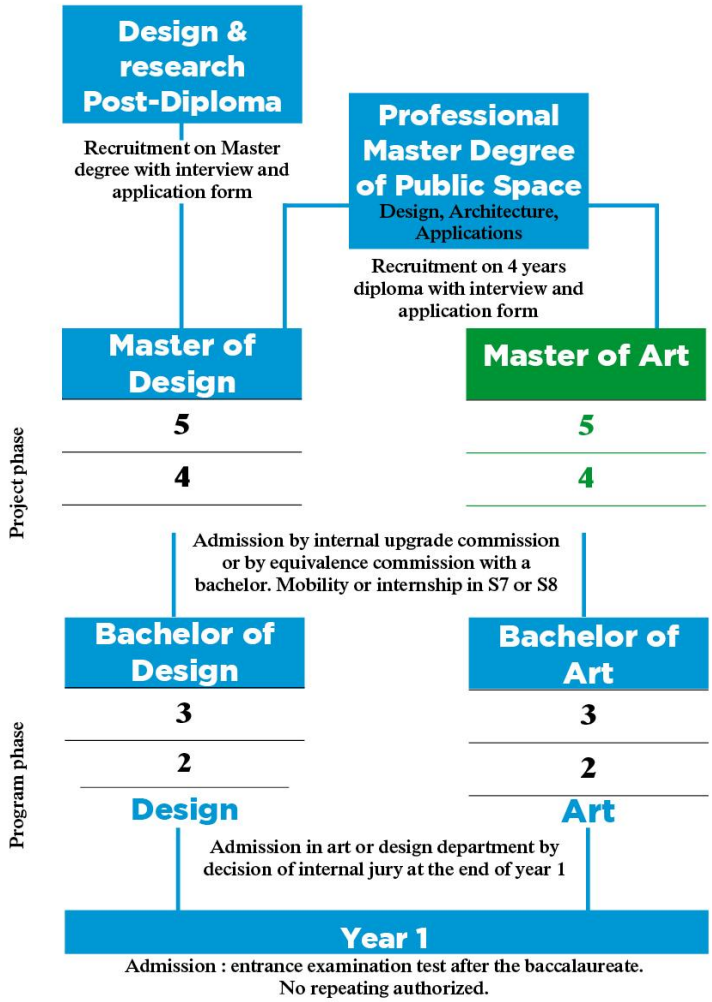
ECOLE SUPERIEURE D'ART ET DESIGN DE SAINT-ETIENNE – FRANCE

FACT SHEET
Academic Year 2011-2012

Institution	**ECOLE SUPERIEURE D'ART ET DESIGN DE SAINT-ETIENNE (ESADSE)** Erasmus code: F ST-ETIE 16 / Erasmus Charter: 28281-IC-1-2007-FR-ERASMUS-EUCX-1 **address**: 3 rue Javelin Pagnon – 42048 Saint-Etienne Cedex 1 - FRANCE **tel**: +33 4 77 47 88 00 (switchboard) **fax:** +33 4 77 47 88 01 (general number) **websites:** School website: www.esadse.fr International office website: http://www.esadse.fr/sites/International/ International studies website: http://www.esadse.fr/sites/Telechargements/ Facebook profile: Esad Saint-Etienne Mobilité Internationale
Study plan at ESADSE	
Academic Year 2011 – 2012	The academic year at the Higher School of Art & Design of Saint-Etienne comprises two semesters. **The autumn semester is 4 October to 10 February, spring semester 20 February to 27 June 2012.** **Academic calendar 2011-2012** 4 October — Beginning of autumn semester Courses begin 10 February — Courses end End of autumn semester 20 February — Beginning of spring semester Courses begin 27 June — Courses end End of spring semester **Examinations** - There is a fixed examination period arranged at the end of each semester for design students. For art students, the assessment is made throughout the semester. **Instruction in the departments begins:** - in the autumn semester; 4 October - in the spring semester; 20 February Please see French National Holidays at : http://fr.wikipedia.org/wiki/F%C3%AAtes_et_jours_f%C3%A9ri%C3%A9s_en_France

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Manager of International Affairs	Mrs. Josyane Franc, Manager of International Affairs, International Office tel: +33 4 77 47 88 03 fax: +33 4 77 47 88 01 e-mail: josyane.franc@esadse.fr
International Mobility Officer (incoming & outgoing students)	Ms. Hélène Pangot, International Mobility Officer, International Office tel: +33 4 77 47 88 56 fax: +33 4 77 47 88 01 e-mail: helene.pangot@esadse.fr
Head of Education	Mr. Yann Fabès, Head of Education tel: +33 4 77 47 88 52 fax: +33 4 77 47 88 01 e-mail: yann.fabes@esadse.fr
Programs open to international applicants	The degree programs open to international applicants at the Higher School of Art and Design of Saint-Etienne are: **Bachelor Programs** Art / Design **Master Programs** Art / Design **Exchange students can choose courses from both art and design departments**, from the 2nd to the 4th year of studies, depending on their interests and objectives.
Grading system	At the Higher School of Art and Design of Saint-Etienne, the scale used is from A (very good) to D (poor Every course and examination taken is recorded on the student's personal transcript of records. Below is a comparison table with numeric grading scale.

A	B	C	D
Très bien *Very good*	Bien *Good*	Passable *Satisfactory*	Insuffisant *Poor*

A	Au delà de 18 / *More than 18*
B	De 16 à 18 / *From 16 to 18*
C	De 13 à 15 / *From 13 to 15*
D	De 10 à 12 / *From 10 to 12*

Credit system Work load / year

The Higher School of Art and Design of Saint-Etienne has completely adopted the ECTS credit system (international abbreviation: "ECTS cr."). The estimated work load for full time student in one academic year is **60 ECTS credits, meaning 30 ECTS credits per semester.**

Credits are used to **define the extent** of a given course. Lectures, exercises, seminars and other forms of instruction (e.g. the writing of essays; lecture journals; preparation for examinations, etc.), as well as independent research, are all taken into consideration when the number of credits for each course is being calculated. **Please note that a credit does not refer to the duration of a course, but to the estimated amount of work required.** One credit refers to approximately **25-30 hours of work** by the student.

Regular and active attendance to courses is compulsory at the Higher School of Art and Design of Saint-Etienne; this will be part of the assessment criteria.

The curriculum is divided as follows:

- The 1st year is a non-specialized year to let students get basic learning skills.
- During the 2nd year, students learn about specific fields in the chosen option (art or design). 4 intensive weeks are planned to discover techniques as photography, mobile images, modeling, engraving…
- The 3rd year is made to let students develop their own personal project to pass their bachelor. Lots of "working groups" are organized in different fields such as graphic design, digital uses and space design.
- During the 4th year, students have at least one semester of mobility or internship to develop their own plastic project. Students also prepare their dissertation.
- During the 5th year, students produce personal research & project, monitored by teachers and they pass the master.

There are many workshops from year 2 to year 5, also conferences, seminars, renewed each year…

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Exchange Students Application Deadlines & Procedure	**Closing dates for applications:** **June 20, 2011** for September 2011 and full academic year enrolment **November 20, 2011** for February 2012 enrolment Students are selected by their home institution to the Higher School of Art & Design of Saint-Etienne. The home institution must send by e-mail or by post an application file composed of: • application form (ask International Mobility Officer or download it on the website) • CV • letter of intention • portfolio • 1 identity photograph There is no age limit to apply for an exchange.
Language Courses	**Main language of instruction at the Higher School of Art and Design of Saint-Etienne is French,** even if most of the teachers speak English. Knowledge of French is highly recommended. The French Language Knowledge Test (TCF) would be recommended. The school requires all students to produce evidence of their English ability while applying. Nevertheless it is possible to familiarise with French language thanks to courses provided for exchange students and foreign graduate students. **Intensive French programme** is set up freely before the beginning of the academic year and **French courses** are also given throughout the year (2 hours/week).
French Student Tutor	**Each new student is assigned a fellow student tutor** who will help him/her with the first steps of living/studying in Saint-Etienne. Student Tutors are voluntary and trained for their duty. **Tutors will contact an incoming student by email before she/he arrives to Saint-Etienne and arrange a meeting upon the international student's arrival. Tutors will also help the student with the formalities at the school, as well as with practical issues.**
Visit of the school, Enrolment and Appointment with option coordinators	Before their arrival, students will be given an appointment to visit the school and to enrol themselves with the International Mobility Officer. The administrative enrolment consists in filling a registration file (with the international mobility officer) and in giving the following required documents: - **Copy of home institution student card** - **Learning agreement** filled with home teachers and signed by both home & host institutions. Chosen courses and ECTS credits appear on this agreement. The Learning agreement has been developed for the exchange students within the EU. The student plans the study schedule before the exchange period, fills in the Learning agreement with the information about the modules and credits and signs it. Then, the formal authorities of the home institution and the ESADSE sign the Agreement to guarantee that the student can study the planned courses at the ESADSE. When the student goes back to the home institution with the Transcript of Records concerning the exchange period, the Learning Agreement guarantees the transfer of credits and the recognition. If there are any changes concerning the plan that the student has made earlier, then the Learning Agreement has to be modified as soon as possible and has to be signed by all parties again. - **Copy of ID card or passport** - **Copy of social insurance** (health care) ▪ **For European students**, "European Health Insurance Card". It will prove that you are insured and will be a guarantee for reimbursements of medical cares. ▪ **For non-European students**, it is compulsory to take a social insurance. The annual cost is about 200 euros. - **Copy of civil liability.** This civil liability can be contracted with LMDE or SMERRA once the student is in Saint-Etienne. This insurance covers damage students might cause to another person or to another person's property. All international exchange students must provide proof of civil liability insurance upon arrival in order to enrol at school. It costs approximately 15 euros. - **A deposit of 10€** for the student card will be asked. The student will be given back this amount when leaving the school and giving back the card. The educational registration consists in choosing courses after the appointment planned with the art and design coordinators.
Visa & Residence Permit	Depending on their nationality, students should obtain entry clearance to France before leaving home. **Students coming from the European Union usually only need to show valid passport or identity card**. **Non –European students need to apply to their nearest French Embassy or Consulate for a visa**. Be careful: • A touristic visa can't be changed into a student visa. • French visa can't be modified once arrived. • Non-European students staying more than 3 months must obtain a "student residence permit", different from the visa & deadline to obtain it is 2 months after arrival.

	Documents to get a visa: • Passport • Proof of registration at home institution • Proof of real financial resources (minimum of 430€/month) • Return tickets (for stay <6 months) • Copy of social insurance • Copy of diplomas.
Mandatory Insurance (health insurance + civil liability)	**The Higher School of Art and Design of Saint-Etienne's policy on student insurance requires that all international students obtain their own insurance, and that the coverage be valid for the entire duration of the student's stay at the school.** This means that a student must have an insurance policy or equivalent documentation which states his/her personal information and the period of validity of the insurance (i.e. equivalent documentation means the social security arrangements agreed upon between the EU countries). The insurance must cover medical care and personal injury, and should also contain liability coverage for loss or damage. Proof of valid insurance coverage is required upon registration at the Higher School of Art and Design of Saint-Etienne. **Students are strongly advised to purchase a good medical and accident insurance before arrival in France.**
Student Fees	The Higher School of Art and Design of Saint-Etienne charges tuition fees from students enrolled in regular degree programmes. The annual cost is about 450 € in 2011-2012. For **exchange students**, studies are free of any tuition fees. After registration, the student receives the official student card (a deposit of 10€ will be asked) and will be able to have **lunches in University restaurants, discounts on train, bus and tramway tickets, discounts at museums, theatres, concerts, swimming pools, ski resorts, restaurants, etc.**
Living Costs	In addition to the compulsory fees and study materials, student must be able to pay for his/her food, housing, clothes social life etc. The use of libraries and material resource center is free. **Living expenses for a single undergraduate (BA, MA) student average is EUR 650 to 900 per month**. Following is an estimate of an undergraduate student's monthly budget: Rent 250 - 500 € Food 240 € Transportation 40 € Leisure, other expenses 120 € **Total 650 - 900 €**
Accommodation	**Students have to arrange for their own accommodation**. The international mobility officer will inform students about residencies' addresses and flat-sharing opportunities. Students must also have enough money available for temporary accommodation at the start of their mobility and for the associated costs (deposit, agency fees and damage deposit) that can correspond to 2 or 3 months of rent. The APL and ALS are French financial aids for accommodation made by the Caisse d'Allocations Familiales (called CAF = Family Benefit Fund). **CAF de Saint-Etienne** - 3 avenue Emile Loubet - 42000 Saint Etienne (tel: 0 820 25 42 20) / www.caf.fr Having completed the application, students must print out the form ("Demande unique d'aide au logement") and send it to the CAF together with the proof of rental provided by their landlord with the following written proof: - last declaration of resources - for European students: a photocopy of your passport or identity card - for the others, the photocopy of the residence permit - your bank account details in France **Be careful:** In order to get accommodation, students may be asked to provide a "Cautionnement solidaire", which corresponds to a "joint security", a person who lives and works in France who will act as guarantor for students and will guarantee to pay any outstanding amounts that students have not paid.
Catering	Inside the campus, you will have two possibilities to have lunch: - the university cafeteria which is situated near the telecommunication school will propose you complete meals for about 4 euros. - the student association's cafeteria, where you will have sandwiches.

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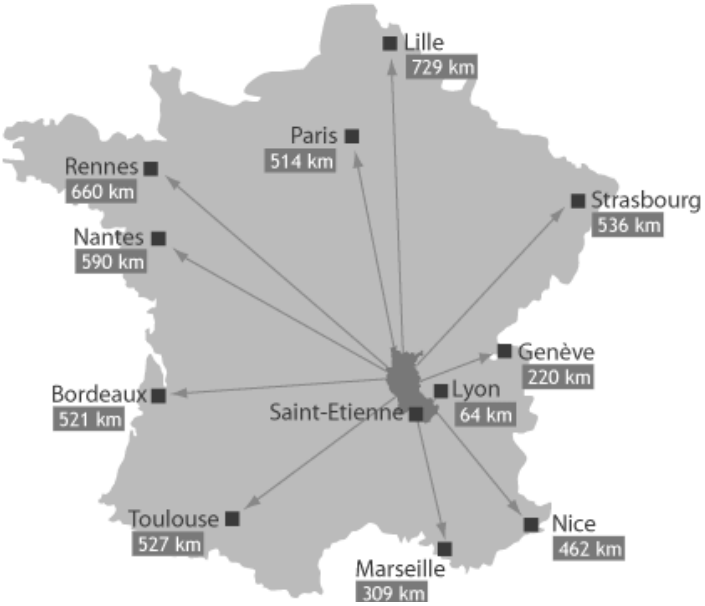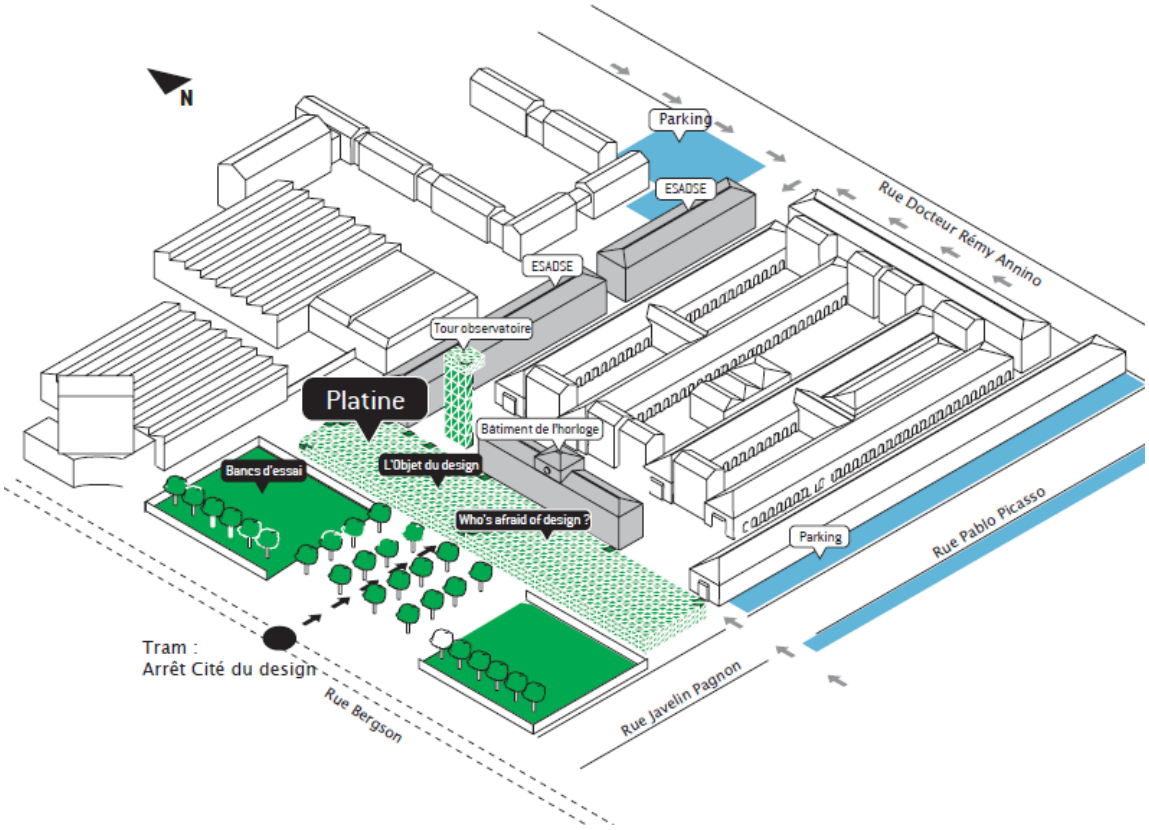
Where is situated Saint-Etienne and the Higher School of Art and Design?