

2018

The leading European aeronautical school



## Welcome booklet

Toulouse Campus

# STUDENTS

[www.enac.fr](http://www.enac.fr)



## TOULOUSE

*How far my land is, how far it is  
Sometimes, deep within me there awakes  
The green water of the Canal du Midi  
And the red brick of Les Minimes...  
Oh my land, oh Toulouse, oh Toulouse  
Claude Nougaro*

### TOULOUSE, HEART OF OCCITANIE

A metropolis in the heart of the South-West, rugby and gourmet capital, Toulouse has been able to hold onto its quality of life and its natural friendliness. A city with undeniable architectural qualities, it combines its mineral nature with the gentle verdant meander of the Canal du Midi. The mildness of its climate, the dynamism of its economic and industrial fabric, and its location near to the Mediterranean and Atlantic beaches, as well as the Pyrenees summits, make it an attractive and youthful city.

Thanks to its new Toulouse Aérospatiale area and its tourist sites dedicated to aeronautics and space, the city of Toulouse is European City of Science 2018..

### A GREAT NUMBER OF UNIVERSITIES

In Toulouse, numerous universities and schools open their doors to potential undergraduates. The figures speak for themselves: Toulouse has over 130,000 students and 17 higher education institutions which offer over 500 Bachelor and Masters degrees.

They include:

- Capitole University (Toulouse 1): law, IT and technology.
- Jean Jaurès University (Toulouse 2): history, humanities, languages, art, psychology and social sciences.
- Paul Sabatier University (Toulouse 3): maths, science, sport and medicine.
- INP: National Polytechnic Institute of Toulouse
- ISAE-SUPAERO: Institut supérieur de l'aéronautique et de l'espace (Higher institute of aeronautics and space)
- Toulouse Business School – IDRAC Toulouse, Business Schools
- IAE, Toulouse School of Management
- INSA Toulouse, engineering school
- ENSEEIHT (Electrical Engineering, Electronics, Computer Science, Hydraulics and Telecommunications school)
- The CREPS (Sport expertise, resources and performance centre)

And

- The ENAC





## THE ENAC

The leading aeronautical school in Europe

The ENAC, (École Nationale de l'Aviation Civile), is the biggest aeronautical university/higher education institution in Europe.

The range of subjects the ENAC provides is very wide: engineers and high-level professionals capable of designing and developing aeronautical systems and, more widely, air transport ones, as well as airline pilots, air traffic controllers and even aeronautical technicians.

The ENAC provides education in nearly all of the aeronautics and air transport areas. It also supports the training needs of all of the public and private stakeholders from these areas in France, Europe and throughout the world.

The qualifications relating to the jobs that the ENAC provides training for vary from 1-year undergraduate courses to doctoral level and some of them are considered as world-class standards.

It has one of the best engineering curricula which benefits from the latest educational and technological advances. It also offers Masters and Specialised Masters in engineering offering unique theoretical and practical skills.

Finally, its research laboratories are at the cutting-edge of innovation and actively work in cooperation with high-level international universities for increasingly safe, effective and sustainable air transport.

## THE DGAC SCHOOL

A public institution of a scientific, cultural and professional nature, under DGAC (French Civil Aviation Authority) administrative supervision (an arm of the Ministry for the Ecological and Inclusive Transition), the ENAC trains the technical officers of the DGAC: Air Traffic Control Engineers (ICNA), Civil Aviation Studies and Operation Engineers (IEEAC), Electronic Engineers of Aviation Safety Systems (ISESA) and Senior Technicians of Civil Aviation Studies and Operation (TSEEAC).

## AN INTERNATIONAL SCHOOL

Every year, the ENAC welcomes foreign students from all over the world, representing over half of the students in the school. It is also based throughout the world on campuses in which it delivers joint degrees with aeronautical universities. It has partnership agreements with over 50 universities and, with some of them, it delivers numerous dual degrees. This international standing provides ENAC students with real global options, as well as numerous opportunities to work abroad.

## A BUSINESS PARTNER SCHOOL

The ENAC is increasingly close to the world of business and innovation, thanks to strong partnerships with the major aeronautical global stakeholders all throughout the world. This allows students to be offered rich and varied courses and professional experiences, in line with the business world, and to develop numerous research and innovation partnership projects.



### THE KEY DATES

**1949** - Creation of the ENAC in Orly

**1968** - Transfer of the ENAC to Toulouse

**2011** - Merger of the ENAC and the SEFA (Aeronautical Training Operation Service Flight School)

### COURSES

**31** different educational courses  
**3000** pupils in France and abroad

### INTERNATIONAL AND PROFESSIONAL DEVELOPMENT

**6000** course participants who take part in over  
**350** professional development or mastery course sessions every year.  
**Over 50** international agreements and the welcoming of several hundred students and foreign course participants, coming from **5** continents

### HUMAN RESOURCES

**910** permanent staff including **500** lecturers and instructors  
**1000** temporary lecturers

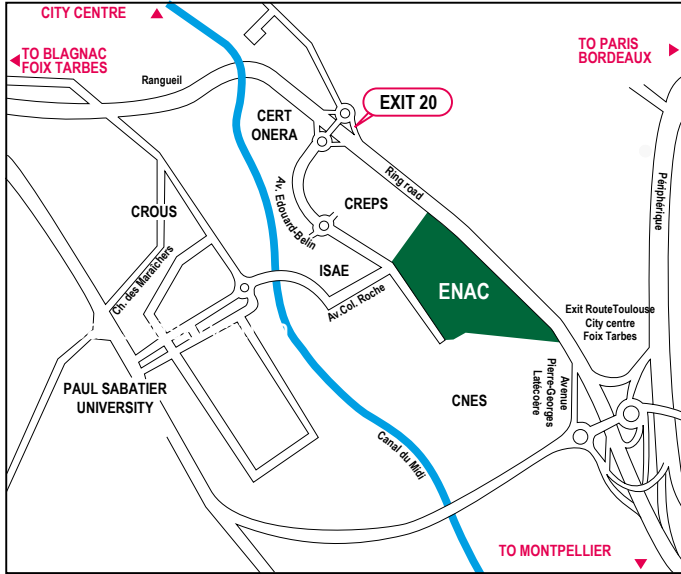
### FINANCIAL RESOURCES

**€125 million** including **€30 million** in own resources and **€95 million** in grants from the DGAC

### EDUCATIONAL RESOURCES

- A fleet of **116** planes,
- Numerous flight simulators,
- Air traffic control simulators,
- Laboratories for aerodynamics, electronics, IT, languages, etc.
- Research laboratories (Interactive IT, Mathematics, Telecoms, Economics/ Econometrics, Drones, Security and Safety)
- **9** geographic locations: Toulouse (administrative office), Biscarrosse, Carcassonne, Castelnau, Grenoble, Montpellier, Melun, Muret and Saint-Yan
- **23 000** alumni throughout the world

To reach us  
... By car



To reach us  
... From the airport - Transport ensured by the ENAC

Designated as a priority to ENAC participants and, subject to available spaces, to course participants with an invitation and officers and students with an ENAC card.

**Bus parking in the airport**

Level 0  
hall b exit  
Gate 2  
Vehicle with ENAC logo Contact: 06 98 05 44 92

**From Monday to Friday**

Times	From	Destination
08:20	Airport	ENAC
18:15	ENAC (Building A)	Airport

To reach us

... From the airport via public transport

More info: [www.tisseo.fr](http://www.tisseo.fr)

## TISSEO shuttle covered by the user

### Aéroport ► Toulouse

First airport departure

Every day: **5:45**

A departure every **20 mins.**

Last airport departure

Every day: **0:10**

### Toulouse ► Aéroport

First bus station departure

Every day: **5:05**

A departure every **20 mins.**

Last bus station departure

Every day: **21:40**

The shuttle runs every day (except the 1st May).

### Airport shuttle + metro tram and bus network prices

Journey	Price
1 journey (one way)	€ 8
2 journeys	€ 15
6 journeys	€ 35

A journey lets you use 4 different lines over a 1 hour 30 minute period, from the initial validation.

There is no Pass journée (Day Pass) only for the shuttle. The Pass journée (Day Pass) includes the shuttle + public transport + tourist sites: Pass Tourisme 24h (24-hour Tourist Pass) - €15.00

### Where to buy transport tickets

€1.70 = 1 journey OR €2.00 if last minute purchase (directly on-board the bus, from the driver)

Rules for use:

- A journey lets you use 4 different lines (3 in the event of parking in a park-and-ride) over a 1 hour period (1 hour 30 minutes if using the airport shuttle) from the initial validation.

By heading to the Tisséo desks

- Airport Desk (Airport station Line T2 Terminus - Hall C public transport area) from Monday to Friday from 7:30 to 14:00, on Saturday from 09:00 to 15:30 and Sunday from 15:30 to 22:00.
- Arènes desk (Lines A, T1 and T2) from Monday to Friday from 06:30 to 19:45 and on Saturday from 10:15 to 16:45.
- Balma-Gramont Desk (Line A) from Monday to Friday from 06:30 to 19:00 and on Saturday from 10:15 to 18:45.
- Basso-Cambo Desk (Line A) from Monday to Friday from 06:30 to 19:00 and on Saturday from 10:15 to 16:45.

- Jean Jaurès Desk (Lines A and B) - Temporary closure until April 2019 due to «Ma Ligne A en XXL» (expansion) works.
- Marengo SNCF Desk (Line A) from Monday to Friday from 06:30 to 19:45 and on Sunday from 15:30 to 22:00.
- Borderouge Desk (Line B) from Monday to Friday from 07:30 to 14:00.
- Occitane Desk (10 place Occitane) from Monday to Friday from 06:30 to 19:45 and on Saturday from 07:00 to 19:00.

In metro and tram stations.

You can buy your transport tickets via the automatic ticket machines, as well as the top-up terminals.

By heading to our partner traders. Over 110 partner traders (newsagents, tobacconists and bakeries) in the area offer you Metro-Tram-Bus tickets and allow you to top up your Pastel card.

They can be identified by a Tisséo sign or logo on the storefront.

## To reach us

... From the city

### Via public transport

Metro line B (Ramonville direction) Faculté de Pharmacie station  
Then BUS line 78 (ENAC stop)



Or

Metro line B (Ramonville direction) Ramonville station

Then Bus line 37 and 27 (ENAC stop)

<http://www.tisseo.fr>



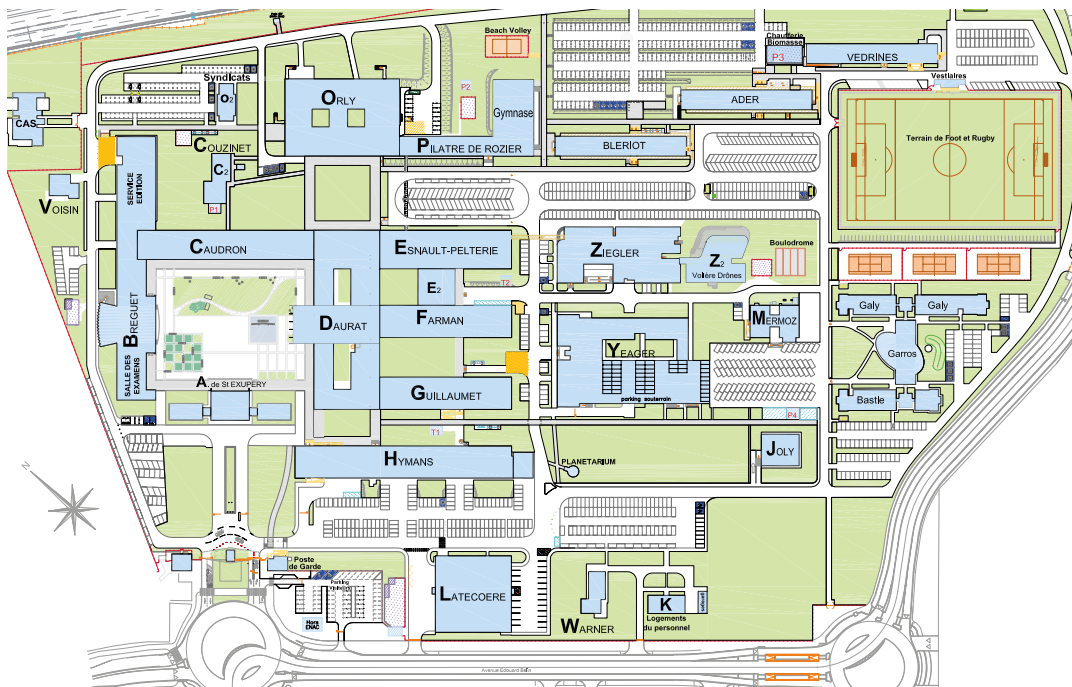
## BY BIKE

Vélo-Toulouse Service (ENAC no.233 station)

<http://www.velo.toulouse.fr>







ENAC Administration	ENAC Bâtiments	ENAC Enseignement	ENAC Bâtiments	ENAC Village	ENAC Bâtiments
Accueil - Standard	Daurat	Département Air Traffic Management (ATM)	Esnault-Pelterle	Résidences étudiantes	Ader, Bastié, Blériot, Galy, Garros
Direction Générale (DG)	A, de Saint Exupéry	Département Sciences et Ingénierie de la Navigation Aérienne (SINA)	Farman, Caudron, Guillaumet, Joly, Ziegler	Gymnase	Pilatre de Rozier
Direction des Etudes et de la Recherche (DER)	A, de Saint Exupéry	Département Langues, Sciences Humaines et Sociales (LH)	Caudron	Salles de sports	Pilatre de Rozier
Direction de l'International et du Développement (DID)	A, de Saint Exupéry	Département Transport Aérien (TA)	Hymans	Centre Léonard de Vinci	Orly
Qualité, Sécurité, Sûreté d'Exploitation des Sites (QSSES)	A, de Saint Exupéry	Réglementation et Sûreté (TA)	Warner	Théâtre de Poche	Orly
Cabinet de Direction (CAB)	A, de Saint Exupéry	Unité de Recherche et Innovation (URI)	Ziegler	Cafétéria	Orly
Direction de la Formation au Pilotage et des Vols (DFPV)	A, de Saint Exupéry	Département des Opérations (OP)	Hymans	Restaurant	Orly
Secrétariat Général (SG)	Hymans	Laboratoire ACHIL	Hymans	Foyer des élèves	Orly
Département Ressources Humaines (RH)	Hymans	Amphithéâtre Bellonte	Bréguet	Centre d'Activités Sociales / Centre Aéré	CAS
Département Finances (FIN)	Hymans	Amphithéâtre Costes	Bréguet		
Département Infrastructure et Logistique (IL)	Latécoère	Amphithéâtre Boucher	Couzinet (C2)		
Pôle des Systèmes d'Information (PSI)	Farman, Ez	Laboratoire Moteurs	Mermoz		
Bureau des Programmes (DER)	Daurat <i>Aile Nord</i>	Salle des Exams	Bréguet		
Département Admissions et Vie des Campus (AVIC)	Daurat <i>Aile Nord</i>	Médiathèque	Daurat		
Centre d'Appui aux Enseignements (CAE)	Daurat <i>Aile Nord</i>	Simulateurs ATC	Yeager		
Pôle des Programmes Pédagogiques (PPP)	Daurat <i>Aile Sud</i>	Vollère Drones	Vollère		
Agence comptable (AC)	Daurat <i>Aile Sud</i>				



A photograph of a university campus. In the foreground, there is a green lawn with shadows from trees. A paved walkway runs across the middle ground. On the left, two people are walking towards the camera. On the right, two people with backpacks are walking away. In the background, there is a long, low white building with a covered walkway. A large, leafy willow tree hangs over the scene from the top. A blue banner with white text is overlaid on the upper part of the image.

## Life on the TOULOUSE campus

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## THE REGULATORY DOCUMENTS

### **The internal regulations:**

Approved and modified initially via deliberation from the Board of the institution, it aims to define the organisation and function of various councils and departments from the school, and to set the operating and general rules.

The internal regulations are designed to apply:

- To all the tenured and non-tenured staff of the school
- To all the students, regular or civil servant, in initial education or undergoing professional development
- To any natural or legal person, present, for any reason, on the site (PhD students, temporary lecturers, staff from outside bodies, visitors, course participants, auditors, voluntary workers, etc.).

### **The school regulations:**

They are applicable to anyone, designated under the generic term of learner, who is being provided with teaching or training in the context of the ENAC.

### **The residence regulations:**

The ENAC's residential park has been extensively renovated in recent years, it is everyone's duty to keep it in a state appropriate to the standard of an international university. The regular running of a residence requires respecting some basic communal living principles detailed in the residence regulations. These regulations are applicable to anyone benefiting from accommodation on campus.

### **The IT policy:**

Appended to the internal regulations, it defines the rules for using the IT resources and servers of the ENAC and serves as a reminder on the rights and obligations of everyone. It applies to anyone using the IT resources installed on the ENAC site.

*These documents are available on the ENAC's website, Regulatory Texts heading.*



The Admissions and Campus Life department is the entrance service for ENAC students. It also manages the daily life on campus. The managers of the department ensure:

- Information on the ENAC courses (advice for joining courses, opportunities)
- Organising student recruitment (competitive exams, admissions via applications, etc.)
- Organising the start of the academic year
- the welcoming of students and course participants
- The administrative monitoring of students and course participants
- More generally, the staff from the AVIC department will be there for you, to answer any question relating to your stay in Toulouse and your life on campus.

## Head of Department:

Marc FOURNIÉ - 05 62 17 40 70

## Head of student relations:

Pierre-Yves GUÉDON - 05 62 17 44

## Accommodation manager:

Karine BORDES - 05 62 17 44 36

## Regular Student Subdivision:

### Head of Subdivision +

### ENAC Engineer via Apprenticeship Manager

Hélène HARITCHABALET - 05 62 17 44 87

### IENAC (ENAC Engineer) + ATPL Foundation Course Manager

Catherine AUDOUZE - 05 62 17 44 81

### EPL (Student Airline Pilot) Manager

Viviane BAROLLO - 05 62 17 40 76

### Masters and DMN

### (National Masters Degree) Manager

Maryse CORROT - 05 62 17 44 84

### Under Contract Student Manager – DNM (National Masters Degrees) and Masters

Yishuang HU - 05 62 17 43 89

### Under Contract Student Manager

Nathalie MARTINEZ - 05 62 17 40 73

### Flight Dispatcher + Course participant welcome - Sauvadet – MN (Navy) promo Manager

Brigitte NOGARET - 05 62 17 44 48

## Civil Servant Student Subdivision

### Head of Subdivision

Danick PATRIS - 05 62 17 44 54

### GSEA/TSEEAC Manager

Charline AGUIAR - 05 62 17 40 74

### IESSA + IEEAC (ENAC Engineer) Manager

Stephanie AVART - 05 62 17 40 72

### ICNA (Air Traffic Control Engineer) Manager

My-Ngoc SENGTHAVISOUK - 05 62 17 41 83

### Professional Examination and TSEEAC (Technicians of Civil Aviation Studies and Operation) Qualification Manager + IESSA professional exam

Christine DEBRUSSE - 05 62 17 44 14

## **EPL - ATPL - FOUNDATION COURSE**

Thierry DUMAS (cycle ATPL) - Poste 44 33  
Jean GOLLENTZ (cycle ATPL) - Poste 41 17  
Vincent JEGOUREL (Cycle ATPL) - Poste 46 67  
Didier LABYT (Cycle EPL) - Poste 43 78  
Régis SEGUIN (Cycle préparatoire) - Poste 43 84  
Wilfried SIRBEN (Cycle ATM) - Poste 41 53

## **MCTA (Management and Air Traffic Control) / ICNA (Air Traffic Control Engineer)**

Philippe JEANSON - Poste 46 17  
Olivier GIUGE - Poste  
Jean-Luc LAFITTE - Poste 46 44  
Jean-Marc LECAMPION - Poste 46 45  
Yann LEROY - Poste 45 43  
Ali MAHFOUD - Poste 41 52  
Christian MONNIER - Poste 47 14  
Philippe NOTRY - Poste 47 02  
Jérôme TOUPILLIER - Poste 46 06

## **IENAC (ENAC Engineer)**

Mickaël BENHAMED - Poste 44 01  
Yves BIENVENU - Poste 47 42  
Antoine BLAIS - Poste 43 00  
Alexis JACQUEMIN IENAC (appr.) - Poste 46 46  
David LESCARRET - Poste 42 95  
Anaïs MARTINEAU - Poste 42 73  
Myriam MEROU (IENAC appr.) - Poste 43 75  
Mickaël ROYER - Poste 43 96  
Alain ROUGE - Poste 43 63  
Franck STEUNOU - Poste 40 27  
Dominique VIAL - Poste 40 15

## **ISESA (AVIATION SAFETY ELECTRONIC SYS- TEMS ENGINEERING) / IESSA (ELECTRONIC ENGINEERS OF AVIATION SAFETY SYSTEMS)**

Éric BOURDON - Poste 43 16  
Jean-Michel CORTIAL - Poste 42 68  
Éric FAURE - Poste 42 89

## **TSEEAC (Senior Technicians of Civil Aviation Studies and Operation) / GSEA (Aeronautical Operation and Safety Management)**

Jean Louis DALMAU - Poste 46 24  
Sandrine FOURNIÉ - Poste 46 31  
Bruno GARNIER - poste 46 85  
Jean Paul PALOC - Poste 46 68  
Daniel RÉMY - Poste 43 57

## **CCA (Air Traffic Controller)**

Sandrine FOURNIÉ - Poste 46 31  
Bruno GARNIER - Poste 46 85  
Marie-Agnès LORAND - Poste 47 35  
Grégory REITER - Poste 43 74

## **MS ANSEO**

Anne Christine ESCHER - Poste 42 78  
Yves BIENVENU - Poste 47 42  
Philippe NOTRY - Poste 47 02

## **MSMTA**

Pascal DUVAL - Poste 44 32

## **MSAM**

Sylvie PANIAGUA - Poste 43 81  
Nicolas LAMBALLE - Poste 45 31

## **MSASAA**

Pascale PUEL - Poste 44 60

## **MSAPM**

Nicolas PETEILH - Poste 40 56

## **MSUASSM**

Dominique VIAL - Poste 40 15

## **IATOM Masters**

Joël LAITSELART - Poste 41 06  
Blandine MARCHAND - Poste 41 89  
Anne MOUTIA - Poste 41 24  
Norbert PAPON - Poste 45 15

## **ASNAT Masters**

Antoine BLAIS - Poste 43 00  
Anaïs MARTINEAU - Poste 43 73

## **MSMaster Pro IHM**

Anke BROCK - Poste 40 52

## **Master 2-RO**

Marcel MONGEAU - Poste 43 00

## **MSSMA**

Mathieu MAGNAUDET - Poste 44 17

## **BIAM (ENAC-Toulouse Business School)**

Pascal DUVAL - Poste 44 32

## **Flight Dispatcher**

Bernard MESSINESSE - Poste 43 47

## **CCAR**

Christian MONNIER - Poste 47 14  
Fabien PUCHALSHI - Poste 44 20

## **FCTLA**

Jean-Louis DALMAU - Poste 46 24

## The Multi-service Card from the Federal University of Toulouse Midi-Pyrénées



The ENAC distributes the MUT card to its students which combines nearby services like transport (Tisséo network and VéloToulouse) and sporting and cultural services (pools and museums in the city of Toulouse). You will find more information on this card by heading to:

<http://www.univ-toulouse.fr/vie-etudiante/outils-numeriques/carte-mut>

It also allows access to the university restaurants outside of the ENAC thanks to the IZLY electronic money (See. <http://www.crous-toulouse.fr/izly>).



## The ENAC badge

This blue-coloured badge lets you use the services specific to the ENAC:

- Access to the ENAC sites
- Access to the educational premises
- Payment for food and drink
- If required, access to accommodation in the residences.

It is compulsory to wear the ENAC badge. You must be able to show it to any authorised person.



## Health and mutual insurance

The government has launched the student plan (Law no. 2018-166 of 8th March 2018 relating to student guidance and success) which modifies the student enrolment conditions in higher education.

More information at: [www.education.gouv.fr/rubrique/plan-étudiant](http://www.education.gouv.fr/rubrique/plan-étudiant)

## Student and civil servant social security funds

**You no longer need to subscribe to the student social security fund.  
You no longer have any contributions to pay.**

Students who are starting their higher education studies remain subscribed to their social security scheme, in general their parents' one (general scheme, agricultural or others).

Students who are continuing their studies stay on their student social security fund for the 2018-2019 year.

They are automatically re-subscribed.

Students with a civil servant status are, as before, subscribed to the employee health insurance scheme.

Foreign students enrolling for the first time must also subscribe to the social security via the dedicated website: [etudiant-etranger.ameli.fr](http://etudiant-etranger.ameli.fr)

The enrolment processes will be undertaken on the first day of the academic year.

## Student Life and Campus Contribution (CVEC)

The Student Life and Campus Contribution (CVEC), totalling €90, concerns students enrolled in higher education, including apprentices and PhD students. The CVEC aims to encourage the welcome, social, health, cultural and sporting support of students and to reinforce the preventative actions, from education to health, undertaken for their benefit. It must be paid online (bank card) or in postal offices.

Payment proof will be asked of you to finalise your enrolment at the ENAC.

To get more information and pay this contribution, log on to:

[cvec.etudiant.gouv.fr](http://cvec.etudiant.gouv.fr)

## DIGITAL SERVICES

### **EVERYTHING WILL BE OPERATIONAL AT THE START OF THE ACADEMIC YEAR**

During your course or placement, you will use the IT services of the school provided to you, whether it is on campus or outside of campus (email, computer rooms, websites, etc.).

**For all additional information or for any technical problem**, if you are on the Toulouse site, you can speak to IT support from Monday to Friday from 07:30 to 12:00 and from 13:00 to 17:30:

- Over the phone on 05 62 17 41 27 or 05 62 17 40 51
- By email: [support-si@enac.fr](mailto:support-si@enac.fr)
- By coming to the support offices in room F005 (ground floor of the Farman building) by using the intercom at your disposal.

The IT policy, that you must adhere to, is appended to the internal regulations of the ENAC and can be viewed on the ENAC website: [www.enac.fr/fr/textes-reglementaires](http://www.enac.fr/fr/textes-reglementaires)

### **To log on**

To access the majority of the IT services, you will have to log on by using an ENAC username and password which will be given to you when you are welcomed to the school on the digital services quick start guide sheet.

The username and password are personal. You are responsible for their use. You are liable for any use not in accordance with the IT policy.

You can change your password on an ENAC computer by using the CTRL-ALT-DEL key combination on Windows.

### **Where do I save my data?**

Each user has a 1 Gb personal folder.

This folder is hosted on the U network drive: accessible from the workstation of ENAC PCs with Windows.

### **Remote access**

You can remotely access your network drive (the U: drive) and some ENAC applications by logging on with your ENAC username and password at:

<https://myremote.enac.fr>.



**N.B.:** do not forget to select the «ELEVE-ENAC» domain in the login window



You can also change your password remotely by clicking on the arrow next to your name

## Self-Service - Printing Rooms

4 rooms equipped with computing equipment are provided to students 24/7, these are rooms:

- CA 132 in the ADER residence
- LB 127 in the BLERIOT residence
- E2/001 and E2/003 in the Esnault-Pelterie building (available 24/7, outside of teaching timetables)

An additional self-service room is also available from 07:00 to 19:00 near to the languages lab (reserved for teaching). It is room C202 (2nd floor of the Caudron building).

Lab work IT rooms are reserved for teaching as a priority. Some have a printer. Bring your paper if you want to use them. The library has 4 self-service computers and 8 docking stations. A «Print Center» is accessible to students on the ground floor of the Daurat building near to the lift. It has a multi-function printer and a touch screen computer.

## E-Campus, the student portal

E-Campus is the online educational platform of the ENAC.

There you will find class areas containing digital resources (files, videos, links, etc.) and activities (such as forums, tests, wikis, etc.).

E-Campus is accessible at the following address:

[e-campus.enac.fr](http://e-campus.enac.fr) on any recent web browser adhering to web standards: Google Chrome, Mozilla Firefox, Safari (version > 7), Edge, Internet Explorer (version > 10).

Then use your ENAC username and password.

You will also find your promotion portal on the ENAC, as well as one for each of the ENAC students.

These portals are special links between students and their academic supervisor.

## The public internet

- The ENAC reception
- Amphis Bellonte, Breguet, Costes
- The Library
- The Cafeteria
- The main courtyard
- The ground floor of the Caudron building
- Salle blanche
- Salle bleue
- Some meeting rooms and classrooms

The network sockets in rooms in the Ader, Blériot and Garros residences are also connected to the web, students log in with the same login/password as with the Wi-Fi.



The management of this service is ensured by the ENAC.

Students log in to the «ENAC-public» network.

For legal reasons, users must log in before accessing the internet.

Two networks are available:

- The ENAC\_Auth network: for students and staff who have their Windows usernames and passwords.
- The ENAC\_Public network, for visitors and course participants. After having completed a form, a login and password will be sent to them by SMS (also possible on foreign mobiles).



If you do not have a mobile phone, to get Wi-Fi, you just need to head to the reception to obtain the usernames and access codes (valid for 1 month)..

This account can be used from the ENAC Wi-Fi hotspots, as well as from the network sockets in the residence rooms, over all the school's sites.



If you have lost your password, you can get it via SMS by clicking on «forgotten password».

## Messaging service

During your welcome at the ENAC, an [@alumni.enac.fr](mailto:@alumni.enac.fr) email address, as well as a password are given to you.

You must redirect your [@alumni.enac.fr](mailto:@alumni.enac.fr) to a valid personal email address.

The redirection address must stay active for the whole course.

To redirect the [@alumni.enac.fr](mailto:@alumni.enac.fr) address, log on to the [www.alumni.enac.fr](http://www.alumni.enac.fr)



Your username is the string of characters which is located in front of [@alumni.enac.fr](mailto:@alumni.enac.fr).

In general, it is firstname.surname or firstname.surname.YYYY (in which YYYY is the year) in the event of two names that are the same.

If it is your first login, you must change your password then you reach your personal page.

In the «Mes informations» (My information) text box, click on «Gestion des infos utilisateurs» (Manage user info) then select «Paramètres courriels et abonnements» (Email and subscription settings):



Fill in «Mail de redirection n°1» (Email redirection no.1) with a valid personal email address. You can choose up to 3 redirect addresses. If you have forgotten your password, you can ask for another one by using the «Mot de passe oublié ?» (Forgotten password?) service.

## Timetables

Your timetable changes each week. To view it, several solutions are open to you:

- The mobile application lets you access your personalised timetable by registering via this application in your group

- In the same way, you can view it on any PC <http://myedt.enac.fr/>

- You can view the ADE timetable software directly:

<https://moustique2.interne.enac/ade/standard/index.jsp> on an ENAC PC or from outside via <https://myremote.enac.fr>

- Timetable consultation terminals are available on campus on the ground floor of the Caudron building.n.

## Microsoft Office

### Microsoft Office 365 is free for ENAC students and staff..

The ENAC has signed up to a contract able to offer each ENAC student (and each member of staff) free installation of Office 365 Education on their personal computers, limited to 5 machines.

Visit the following link:

<https://portal.office.com/start?sku=e82ae690-a2d5-4d76-8d30-7c6e01e6022e>

On the page which is displayed, you must enter your @alumni.enac.fr address. Only this kind of address lets you access the product for free.

Microsoft will send a link in an email to the address entered and from this link you will be able to continue the procedure with the choice of a password for your account.

### N.B.:

**Ensure that your firstname.surname@alumni.enac.fr address has been properly redirected to a valid personal address in order to receive the email in question.**

Your account is then managed from the website:

<https://portal.office.com/Home>

## The ENAC mobile application

The ENAC application lets you access the different digital services:



- Consult timetables
- Discover the practical services offered to students from the Toulouse Campus
- Locate the buildings and services of the Toulouse site
- Find locations and contacts from other school campuses on Google Maps
- View the ENAC events calendar
- Contact the ENAC on social networks
- Request a repair in the Toulouse residences

This mobile and free application is available on Iphone, iPad and Android.



## The Library

At the service of ENAC lecturers, researchers, students and staff, the library provides a documentary collection and the scientific and technical information necessary for learning, staying up to date and research in the area of air transport and civil aviation.

### Missions :

- Supporting ENAC learning, teaching and research,
- Training on mastering scientific and technical information
- Collecting and circulating the knowledge provided at the school (scientific publications, dissertations, etc.)
- taking part in the scientific and cultural life of the school

### Specialised resources:

- On the shelves: 18,000 books, 245 journals, novels, comics, films and board games
- Accessible online: 60,000 standard and e-books, 60,000 journals, over 5000 student dissertations, over 1,500 ENAC researcher publications
- On request: all of the ICAO publications (depository library of the Civil Aviation Organisation for France)

To search for and locate these resources selected by librarians, there is a search engine: Archipel.

### Spaces:

Located in the heart of the ENAC campus the library offers:

- 100 work spaces
- 5 spaces dedicated to group work (with touch screens and white boards) that are bookable (24 hours in advance) in two hour slots over the phone or email.
- Leisure areas connected to Wi-Fi.
- 4 PCs are available, as well as 8 docking stations.
- A sunny terrace offers a 20-space leisure area.
- Agora is a space dedicated to sharing knowledge and experience for the ENAC communities. Agora can accommodate forty people for workshops, screenings, meetings, themed presentations and cultural events.

### Services

It is also possible to:

- Suggest the purchasing of a document by specifying its details at [bibliotheque@enac.fr](mailto:bibliotheque@enac.fr)
- Request the provision of documents via email at [peb@enac.fr](mailto:peb@enac.fr)
- Borrow documents in the Toulouse university libraries with the card delivered to the ENAC library

All of the services and resources from the library are accessible 24/7 on the <http://bibliotheque.enac.fr>

The library is open from Monday to Friday, from 08:30 to 19:30 during the university period

Contact us: [bibliotheque@enac.fr](mailto:bibliotheque@enac.fr) ou 05 62 17 41 91



## Catering

The ENAC restaurants and cafeteria are managed by the ELIOR company (ENAC service provider).

The ENAC has 2 restaurants located on the 1st floor of the Orly Building. You can enjoy your meal either at «Scramble», only open at lunchtime, or at «Linéaire», open every day of the year, at lunchtime and dinnertime, including weekends.

In order to offer students a balanced and varied menu at an attractive price, the service provider offers its «Student» set menu, available at Linéaire (between €2 and €3 per meal). Every day, the catering team offers you a wide range of dishes: Plancha grill, pizza, 2 dishes of the day, pasta, a vegetarian dish, steamed fish, etc. Our chefs are very attentive to the quality of the produce served and favour quality certifications: Label Rouge, or local origin for meats, Organic Farming (for at least 1 dish each day, dairy produce, fruit, etc.)

To eat and drink, you can:

- Either get an ENAC badge
- Or pay directly via cash or cheque

The restaurant is open:

**Linéaire:** from Monday to Friday from 11:30 to 13:30 and from 19:00 to 20:30, and at the weekend from 12:00 to 13:00 and from 19:30 to 20:30.

**Scramble:** from Monday to Friday from 11:30 to 14:00

**The Cafeteria:** open from 07:30 to 14:30.



## Accommodation

In the heart of the campus, the Ader, Bastié, Blériot, Galy and Garros residences have a residential park of 722 student accommodation units consisting of 12 to 20m<sup>2</sup> studios and flatlets.

Each one has the following furnishings:

- A 200cm x 90cm bed (cover, pillow, etc.),
- A furnished work surface able to accommodate a PC and its screen,
- A kitchenette furnished with storage cupboards, a shelf able to accommodate a microwave, a sink, two electric hobs and a 110 litre refrigerator,
- A shower room with a shower, a sink and a WC.
- Storage, a meal area,
- A storage space for large-sized suitcase,
- A crockery set,

The ENAC provides its residents with the following services:

- Coin-operated laundry in the ADER residence including 10 washing machines and 4 dryers
- Laundry kit (charge)
- Cleaning service (charge)
- Free internet access terminals in the Garros residence
- Internet access in the accommodation
- Chilled and hot drink machines
- Bicycle/motorbike sheds
- TV room (upon reservation)
- Self-service computer rooms
- Meeting rooms (subject to booking)

We remind you that the accommodation must be properly maintained. Residents are responsible for any damage that may be caused there and must keep their accommodation in a reasonable hygienic and clean state.

Rent is paid monthly with the Accounts Department of the ENAC, preferably via direct debit.

A deposit equal to a month's rent, reimbursable at the end of the course, will be requested during enrolment.

For any additional information concerning prices and payment methods:

[hebergement@enac.fr](mailto:hebergement@enac.fr)

<http://www.enac.fr/fr/hebergement>

### Aides au logement

The CAF (Caisse d'Allocations Familiales - family allowance fund) offers accommodation assistance. For Haute Garonne:

CAF 31

24 rue Riquet

31 000 TOULOUSE

08 10 25 31 10

Open from Monday to Friday, from 08:30 to 16:30, including over lunch.



## Sport at the ENAC

The Sports Office, located near to the gym, manages the sporting area within the ENAC. The Sports Office (BDS) is open from 09:00 to 12:00 and from 14:00 to 17:00. It is closed when the teachers are in classes or a meeting.

Patrick Valero and Yannick Quenard manage this subdivision.

You can contact them:

[patrick.valero@enac.fr](mailto:patrick.valero@enac.fr) Tel : 05.62.17.45.10

[yannick.quenard@enac.fr](mailto:yannick.quenard@enac.fr) Tel : 05.62.17.45.11

### The facilities:

The ENAC has high quality sporting infrastructure. The PE classes, training from the ASENAC (ENAC sporting association) and the ASMAC (Civil Aviation Weather Sporting Association) slots remain a priority in terms of their use.

Outside of these times, you can use the facilities ensuring you respect the appropriate safety rules which are detailed for you (see: weight room internal regulations). For the use of the gym, consider booking by signing up on the «paper» document displayed in the corridor leading to the gym.

### The sporting facilities that you can benefit from are the following:

- The artificial pitch: football, rugby, ultimate-frisbee, running.
- The dojo
- Multi-purpose room: table tennis (2 tables), athletic activities focusing on «recovery training» or general physical preparation.
- The tennis courts
- The weight room
- The beach-volley ball court
- The gym

And...

You can swim for free in the Ramonville municipal pool upon presentation of your student card. (With reservations - get information from the Sports Office)

### ENAC Sporting Association (AS ENAC)

Like all higher education institutions, the ENAC has a sporting association allowing students with a university membership to take part in sporting competitions organised by the FFSU (French Federation of University Sports).

No less than 10 activities are on offer: basketball, volleyball, handball, rugby, roller-hockey, football, Sanshou, badminton, climbing and rowing. In total, over 20 teams took part in different university championships over the previous academic year. It is also possible to enter university competitions in individual sports; students from the ENAC take part in academic university championships in several areas.

#### To register with the AS ENAC you have to:

- Be a student
- Be in possession of a health certificate less than 3 months old provided by a doctor.
- Pay the fee (cheque or cash)
- Head to the Sports Office (BDS) for digital registration of your details.

Once these stages are complete, you are a member. The FFSU membership is multi-sport. A single membership lets you practise several sporting activities within the ENAC.



## Airborne Activities

### Motorised flying

You can exercise your aerial talents at the ENAC Aéroclub located in Lasbordes, 15 minutes from the ENAC by car via the East bypass.

A course or update training for pilots of light aircraft on a private basis is offered to you.

Fees to anticipate: annual subscription, running costs, breakage insurance, FFA licence, flight provisions, badge deposit, price of the flight time according to the type of plane. Dual instruction is free.

### Pilot scholarships

In order to encourage the practising of airborne activities by the ENAC civil engineer, IATOM and Masters students, grants are allocated by the ENAC to its students. Get information from the Aéroclub.

### Contacts

#### • STAFFED PERIODS

AT THE AÉROCLUB: see the days and times on the Aéroclub website

Tel.: 05 61 20 64 37

Email: [ac.enac.secretariat@gmail.com](mailto:ac.enac.secretariat@gmail.com) – [www.acenac.fr](http://www.acenac.fr)

Web : [www.acenac.org](http://www.acenac.org)

At the ENAC: 2 Thursdays per month from 12:45 to 13:45





## Medical Service

The medical service consists of:

Two registered doctors: **Dr Joël PICARD et Dr Christian DAVY - 05 62 17 45 12**

A prevention doctor: **Dr Geneviève GALIN - 05 62 17 45 19**

A nurse: **Mme Dominique LACAZE - 05 62 17 45 38**

Service times: 09:30 - 11:30 / 14:00 - 16:00 from Monday to Friday

### In an emergency outside of the medical service's hours, contact:

- The Security office on 5555 from an ENAC telephone
- An ambulance on 15, or the emergency medical service on 05 61 33 00 00 or 05 61 44 82 67, then call the security extension to facilitate access to assistance

### The actions ensured are:

- Aptitude medical check-ups carried out by the Doctors Joël Picard and Christian Davy
- The preventative medical actions for civil servant students, carried out by the Doctor Geneviève Galin:
  - Pre-recruitment medical examination or one prior to a change in role, or a predefined automatic check-up
  - A check-up at the request of a civil servant student
  - the presence, once per month, of a clinical psychologist - see the Medical Service for an appointment
  - Health certificates in a professional context
  - Health advice on private or work trips
  - Vaccinations against tetanus
  - Various medical advice
- **Preventative medical actions for all students**
  - First aid during work and sport accidents.
  - Certain nursing care carried out by the nurse Mrs Dominique Lacaze.
  - Road and addiction prevention actions, skin tests, blood donation, etc.
- **Non-medical actions**
  - General medical consultations.
  - The prescription of drugs.
  - The provision of additional examinations not related to the professional role occupied.
  - The provision of sporting or other health certificates

Lists of medical or paramedical professionals are provided to you within the service.

Your contact: **Cécile NADAL**  
Office on the ground floor of the Ader residence  
From Monday to Friday, from 08:30 to 17:00,  
except Wednesday afternoons  
**05 62 17 42 16 - [cecile.nadal@enac.fr](mailto:cecile.nadal@enac.fr)**

## Maintenance grants

The ENAC offers maintenance grants on social criteria to French students or those coming from a member country of the European Union or whose parents pay income tax in France.

These students must be enrolled on an initial education course (undergraduate or masters higher education courses); these are essentially engineering and airline pilots students and students who are following a Masters course.

The social criteria taken into account for the allocation of a grant are the income and charges of the applicant's parents or the applicant himself or herself under certain conditions.

## Disability situation

In the context of the law of 11th February 2005 entitled «for equal rights and opportunities, disabled people's civic involvement», the ENAC has committed to a policy that considers situations of disability.

If you are in this situation, educational arrangements for your daily life on campus can be planned and implemented for you.

Disability point of contact at the ENAC:

**Ghyslaine Pomié 05 62 17 45 14 - [ghyslaine.pomie@enac.fr](mailto:ghyslaine.pomie@enac.fr)**

*N.B.: The Maison Départementale pour les Personnes en situation de Handicap ensures, in each département, a welcome, information and support mission for disabled individuals*

MDPH 31  
10 place Alphonse Jourdain  
31000 Toulouse  
Tel : 0 800 31 01 31  
Email : [mdph@cd31.fr](mailto:mdph@cd31.fr)

## Assistance for study placements abroad

Different kinds of financial assistance are there to facilitate placements in foreign universities during the course.

Specific information is available on the e-campus.

Contact: [study\\_abroad@enac.fr](mailto:study_abroad@enac.fr)

**N.B.:** Before going abroad it is important to undertake the processes concerning, if required, the extension of health insurance and supplementary insurance.



## Associative Life

Life at the ENAC is characterised by a rich associative life, in all areas. It allows for a wide range of activities and opportunities for students to get involved.

### The student association - Asso ENAC (BDA ENAC Facebook Page)

The Asso or student office is a 1901 French law association which manages associative life on the school campus. Its role is central and unifying. It includes all the courses at the ENAC and, through its office, it represents all the students with the school management.

The Asso clubs

- Cookery Club
- Cockpit Club
- Chess & Nac Club
- Debating Club
- Astro Club
- ENAC Cheerleading
- Robotics Club
- Ping-Pong Club
- Play Club



- Football Club
- Class Gift Club
- Badminton Club
- Dance Club
- Handball Club
- Volleyball Club
- Parachute Club
- Rugby Club
- Rowing Club
- Glider Club
- ...

It is run by an elected president and vice-president.

### Le foyer (the hall)

Le foyer est chargé d'animer des soirées à thèmes tout au long de l'année, mais aussi d'organiser les retransmissions des matches de rugby ou de foot.

### AIR EXPO

For over 32 years, the Air Expo aerial meeting has been organised by the ENAC and ISAE students. Via an aerial ballet and a show on the ground, the organisers want to offer an exceptional aeronautical show to the general public.

[www.airexpo.org/](http://www.airexpo.org/)



### ENVOL(TAKE-OFF): The Junior Enterprise from the ENAC

The Junior Enterprise allows students to put into practice the theoretical learning that they benefit from by carrying out studies corresponding to the areas of competence of their school, for very varied customers. ENVOL, mainly consisting of students from the ENAC Engineer courses, therefore allows students from the ENAC to carry out an initial immersion into the professional world.





## Forum Toulouse Technologies (FTT - Toulouse Technologies Forum)

The Forum Toulouse Technologies, a student-company meeting place, is organised by the 10 schools from the Toulouse region (including the ENAC), for the students from these schools. However, it is also for all the scientific students from the second year of bachelor's (BAC + 2) all the way to the final

year of PhDs (BAC + 8).

The Forum Toulouse Technologies website ///

Contact: [contact@forum-toulouse.fr](mailto:contact@forum-toulouse.fr)



## ENAC / ALUMNI

ENAC Alumni is the association for graduates from all the courses that the ENAC teaches whether on its Toulouse site, in the centres or internationally too.

ENAC Alumni is the result of a network of over 23,000 alumni living all over the world.

The association will allow you to meet former students to discuss past and future jobs, develop your network all throughout your years in the ENAC, find a placement and, no doubt your first job thanks to an alumni! Events, after-work parties, professional conferences, company visits, workshops, etc. - Be a stakeholder in your future by taking part in the ENAC Alumni events and connecting to professional networks!

Discover us on social networks: Facebook and Linked'in and download the application on iOS and Android to stay informed!

**Gwenaëlle le Mouël 05 62 17 43 38**

ENAC Alumn Clip -> here is the link: <https://www.youtube.com/watch?v=frkQIYRI4-M>

Linkedin : [https://www.linkedin.com/feed/?trk=nav\\_logo](https://www.linkedin.com/feed/?trk=nav_logo)

Facebook : <https://www.facebook.com/enacalumni/> [www.alumni.enac.fr](http://www.alumni.enac.fr)



## The ENAC Les Elles Association

Association created in 2005, with the aim of promoting engineering and technical professions with young female school, college and university students and allowing them to be guided towards engineering professions.

ENAC sponsor correspondent from the association:

**Sophie COPPIN (ENAC staff) - [sophie.coppin@enac.fr](mailto:sophie.coppin@enac.fr)**

## The Arts Office

Its aim is to encourage students to take part and attend ENAC and Toulouse artistic events and therefore increase these opportunities via their own events.

Contact: [Page Facebook BDA ENAC](#)

## The solidarity office (Bureau Solidaire)

We offer environmental, social, humanitarian and simple actions for students [Page Facebook Bureau Solidaire ENAC](#)

## The ENAC Gala

Following the graduation ceremony for the 2015 engineers, students, recent graduates, staff from the school and former ENAC students will attend this event en mass which will bring you together around a meal for the whole evening.

Contact : [gala-enac.fr](http://gala-enac.fr)

## Léonard de Vinci Association (Facebook: [enac.leonard-de-vinci](https://www.facebook.com/enac.leonard-de-vinci))

ENAC cultural association which organises contemporary art exhibitions, shows, popular music concerts, etc.

The access to different events is free to all students and staff from the ENAC and open to the public from outside.

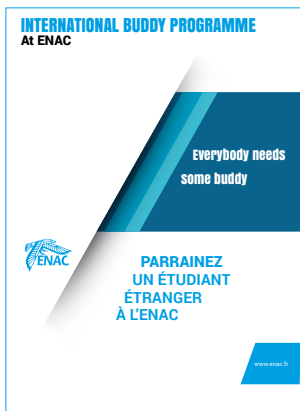
The association also organises amateur artistic workshops for ENAC students:

- Theatre Workshop, Improv theatre
- Improv Jazz music workshop
- Piano Workshop
- Popular music club
- Brass band
- Cinema Club



Contact : Karine LAGREE (ENAC Staff): [karine.lagree@enac.fr](mailto:karine.lagree@enac.fr)

## BUDDY Programme



Each year, in September and January, the ENAC welcomes over 50 foreign students on academic exchanges, coming from different universities all over the world.

Some of them know very little about France and do not speak French well.

This is why we invite all ENAC students to become «buddies» to foreign students for the academic term/year. It is really about helping one another. We will also organise discovery and inter-cultural events, in partnership with the Languages Department (LH).

Contact : [study\\_abroad@enac.fr](mailto:study_abroad@enac.fr)

Find us on:



<https://www.facebook.com/enacfrance>

