



Information Factsheet 2011-2012

Exchange Programme for Exchange students



SciencesPo.

International Affairs Division
candidature.echange@sciences-po.fr
www.international.sciences-po.fr

Academic Calendar 2011-2012

The academic calendar for 2011/12 is available on the [Sciences Po website](#) :

Fall Semester

Online Course Registration Fall Semester: July 7th - 13th 2011

Fall Welcome programme: August 24th - September 3rd 2011

Beginning of Fall Semester: September 5th 2011

Vacation: October 31st - October 6th 2011

End of Fall Semester: December 10th 2011

Exam period: December 12th - 20th 2011

Winter Break: December 21st - January 1st 2012



Spring semester

Online Course Registration Spring Semester: January 3rd - 7th 2012

Spring Welcome programme: January 9th - 14th 2012

Beginning of Spring Semester: January 21st 2012

Spring Break: February 27th - March 4th 2012

National Holidays: 1st, 8th, 17th May 2012

End of Spring Semester: April 30th 2012

Final Exams: May 2nd - 16th 2012

NB: Saturdays are potential class days, and can be used for examinations. Students should therefore wait until examination dates are published (15 days after classes start) before planning vacations.

Useful information

Our brochure "Sciences Po et Vous" is full of very useful information and we would invite you to read it: <http://admissions.sciences-po.fr/sites/default/files/scpovous0910.pdf>



Sciences Po et Vous



SciencesPo.

Contacts: International Affairs Division

Centre for the Americas

www.americas.sciences-po.fr

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Centre for Asia and the Pacific

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Student Exchanges Office *

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*Please contact the Student Exchanges office for questions concerning the admissions procedure for exchange students, Welcome Programme, rooms available at the CIUP, grade transcripts and general enquiries.

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Centre for Africa and the Middle East

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Centre for Europe

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The Sciences Po exchange programme (undergraduate and graduate) draws students from over 350 partner universities worldwide. Each year, Sciences Po's staff, faculty and 10000 students welcome over 1200 exchange students, making them an important part of the student community and the university's academic mission. Exchange students contribute to a dynamic learning environment composed of top-notch professors, researchers, professionals and an accomplished student body.

Students may participate in the [Undergraduate Exchange Programme](#) or the [Graduate Exchange programme](#). Students may choose to study in English, in French or in both languages. Linguistic diversity is part of Sciences Po's identity: all courses are taught in French and English, and to a lesser degree, in other languages (particularly at the regional campuses). Sciences Po is therefore an excellent destination for students who are not French speakers (but fluent in English), and yet are interested in studying abroad in France.

The Paris campus is located in the heart of Paris, close to the political centres of power and cultural attractions. It is composed of seventeenth- and eighteenth-century buildings and its neighbours include ministries, embassies, corporate headquarters, publishing houses, the Assemblée nationale... in short, many centres of French decision-making. Students are also exposed to the strong cultural flavor of the Saint Germain district: renowned cafés sheltering a new generation of philosophers, art galleries and architecture, shops and cinemas, and restaurants. World-class historical and cultural attractions (the Louvre, Notre Dame, Musée d'Orsay, the Sorbonne, the National Museum of the Middle Ages-Cluny) are all within walking distance.



[Paris campus: Map and directions](#)



Undergraduate exchange students can choose from six other regional campuses. These unique campuses offer the same academic curriculum as the Paris campus, but integrate area studies into their programmes. Generally half of the student body comes from the region concerned. This contributes to a culturally rich and academically stimulating environment that makes the regional campuses so distinctive. They will find at each campus a close-knit community of students and faculty, excellent conditions for study, and a high level of support services. The cost of living is often lower in these smaller cities than in Paris.

[Central and Eastern Europe Campus in Dijon](#)

[Europe-Asia Campus in Le Havre](#)

[Middle East and Mediterranean Campus in Menton](#)

[European Franco-German Campus in Nancy](#)

[Europe – Latin America Campus in Poitiers](#)

[Europe – North America Campus in Reims](#)

Please note that all graduate exchange students attend the Paris campus for the exchange programme



Types of classes

Cours magistraux (French lecture courses)

These lecture courses are animated by distinguished professors and class sizes vary from 60 students to large lecture hall audiences. Evaluation is based on a final semester exam. A lecture course forms part of a module consisting of lecture + seminar course.

Conférences de méthode (French seminar course)

Each lecture course in French is associated with a seminar course on the same topic. These are interactive classes of around 20 to 25 students which meet for two hours a week. These classes are at the heart of a Sciences Po education. It is here that students are instructed in the methodology for which Sciences Po is so well-known and well-reputed. This method concentrates on teaching students how to focus on what is essential, organise and prioritise arguments, and write and verbalise ideas clearly and simply. Active participation is mandatory and a great deal of emphasis is placed on oral expression. Evaluation is by continuous assessment.

English lecture courses

These classes are two hours a week and have a maximum enrolment of 60-70 students. These courses are more interactive than the traditional lectures in French, with a half-hour of each session reserved for questions and discussion on the readings. These courses also place a strong emphasis on written expression. Evaluation is by continuous assessment during the semester (essays) and a written exam at the end of the semester. Each lecture course has a teaching assistant who is a specialist in the discipline and is available to offer support and help students organise their work.

Electives (French or English)

Electives meet for two hours a week and are organised in the same way as the French seminar courses described above. However, they are not related to a lecture course. Emphasis is put on a close interaction with the professor. Evaluation is by continuous assessment.

Foreign language courses

It is strongly recommended for all non-francophone students to take a French language course. It is possible to study a second language, but in this case, students must take a language previously studied at their home university. Language courses for exchange students are worth 4 ECTS.

Sports

Students can register for one sports class per semester worth 2 credits. For more information about the availability of sports class, please contact the Sports Association : association-sportive@sciences-po.fr or <http://asscpo-paris.fr/>. Students attending a campus outside of Paris should contact the campus directly.

Majors offered at Sciences Po

Sciences Po offers undergraduate exchange students six disciplines of study. Students may choose one discipline, or select courses from a variety of disciplines:

Economics
History
International relations
Law
Political science
Sociology

Journalism (selective programme for exchange students
Spring semester only)

Masters open to exchange students

Paris School of International Affairs
European Affairs
Public Affairs
Communication
Economic Law
Finance and strategy
Human resources Management
Marketing
Regional and urban strategies

Language options

Exchange students have the possibility of studying entirely in English, French or in a combination of both languages. In order to place students in the appropriate programme of study and level of language classes, Sciences Po requires all students to show proof of their linguistic abilities prior to arrival in France.

→ **English:** If native language and/or the language of instruction at home university is not English: TOEFL IBT (Internet based test) 80 or IELTS 6, or the equivalent scores in all other major English language proficiency tests.

→ **French:** If native language and/or the language of instruction at home university is not French: TCF 400 or DELF B2.

If students have not taken an official language test, exchange students must self-evaluate their language level based on [Sciences Po's languages charters](#). Students are responsible for determining the correct language level according to the information in the Sciences Po language charter; an inaccurate measure of the students' linguistic abilities will be a hindrance to their studies at Sciences Po.

Students wishing to take an additional foreign language course must also [self-evaluate](#) their language level in the corresponding language.

Students self-evaluate their English or French levels (if applicable) and indicate their language level when completing their online application for admission to Sciences Po's undergraduate or graduate exchange programme. All students are required to have a language level in French and in English for their exchange application to be considered as complete

The undergraduate exchange programme certificate

In order to obtain the **Undergraduate Exchange Programme Certificate**, students must follow one of the recommended English, French or English/French Programmes outlined on the [Sciences Po website](#), each consisting in two full semester course loads (60 ECTS credits total), and must validate a minimum of 45 ECTS credits overall.

This certificate will also indicate a linguistic and/or thematic “mention”, providing the student has successfully completed at least 40 ECTS credits of a full year 60-credit ECTS course load in a specific discipline or language:

- Students at the Paris Campus may choose a thematic “concentration” (eg. 40 ECTS in Economics).
- Exchange Students other campuses are awarded a thematic “mention” in International Studies depending on their focus
- Students who take at least 40 ECTS credits of courses instructed in French will be awarded a special “mention Francophone” on their certificate.
- Students who take at least 40 ECTS credits of courses instructed in English will be awarded a special “mention Anglophone” on their certificate.

Academic rules and regulations

Attendance

As class participation is an integral part of the academic programme, attendance in class is mandatory. Any absence must be justified to the professor and the administrative team responsible for the programme of study. More than three absences per semester will result in automatic default (“défaillance”) of the course

Punctuality

Students are expected to arrive in class on time. Excessive tardiness is considered as an absence.

Exam Attendance

Students must be vigilant of their exam dates and respect these obligations by being present at any midterm or final exams. No rescheduling of exams is permitted except under exceptional circumstances (i.e. medical reasons justified by a doctor’s certificate). A missed exam can result in a default, meaning the course credits are not obtained.

No Add and Drop Policy

Once the semester begins, students will not be allowed to cancel (“drop”) a course from their registered semester course load, except under exceptional circumstances. If a student abandons the class, a default will automatically appear on their final transcript.

Intellectual Honesty

Plagiarism is prohibited and severely sanctioned.

Auditing

Students are not authorized to audit classes at Sciences Po. They must be registered in the course in order to attend.

Evaluation and Grading

Grading at Sciences Po is on a scale of 0 to 20. Each class is graded separately, and a minimum grade of 10 is required to pass a course. Sciences Po uses also the **European Credit Transfer System** (ECTS). In addition to the grades obtained in the courses, students receive another grade according to the **ECTS**. This grade is given as follows:

ECTS Grade	Students Normally achieving the grade (%)	Definition
A	the highest 10% of a class	EXCELLENT –outstanding performance
B	the following 25 %	VERY GOOD - above the average standard
C	the following 30 %	GOOD - generally sound work
D	the following 25 %	SATISFACTORY - fair
E	the last 10% of a class	SUFFICIENT – performance meets minimum criteria
FX (*)		FAIL - passing level not obtained
F (*)		FAIL - level considerably below passing

Only grades ranging between 10 and 20 are ranked

(*) : At Sciences Po, the grade range of 9.00 and 9.50 out of 20 is entered for the ECTS **FX** grade, and under 9.00 out of 20.00 is entered for the **F** grade.

Other grades	
Défaillant (Default)	Usually indicates either excessive absences or absence from the final exam
Report (Postpone)	The student had to reschedule the exam for justified medical reasons
Validé (Pass)	Sports electives only
Non validé (Not validated)	Sports electives only



Grade Transcripts

At the end of each semester, students have access to their grades online through their Sciences Po online area. A transcript is provided to all partner universities by post.

Please note that transcripts are generally delivered 6-8 weeks after the end of the semester.

Contact: candidature.echange@sciences-po.fr

Application process

1st step : Online application by partner university

All partner universities must nominate their exchange students online at the following address:

<https://scolarite.sciences-po.fr> (We do not accept nominations by email)

Partner universities can nominate their students for the Fall semester in early Spring and for the Spring semester in the early Fall.

Partner universities will be informed of the procedure to follow by email and will receive a reminder of their User ID and password. Partner universities are also invited to consult the user guide : www.international.sciences-po.fr which explains how to nominate students.

2nd step : Online application for students

Students will receive an automatic email once nominated successfully online by their home university and will be informed that they must complete an online application and upload the required supporting documents:

<https://scolarite.sciences-po.fr>

Supporting documents

1. Curriculum Vitae (in English or in French)
2. Covering letter outlining the reasons for wanting to study at Sciences Po
3. Photo
4. University grade transcripts
5. Official language results (if applicable)

Students can consult the advancement of their students' applications online (please see the student user guide)

Eligibility criteria

Undergraduate Exchange Programme: All applicants must have successfully completed at least four semesters of university study before studying at Sciences Po

Graduate exchange programme : All applicants must have successfully obtained a Bachelor degree or its equivalent (or at least three full years of study in higher education) before studying at Sciences Po

Outcome of exchange application

Students will be informed of their acceptance to the exchange programme by email once the application has been checked and accepted by the International Affairs Division. The partner university will be on copy of the acceptance email.

Students will receive confirmation of their Sciences Po user ID and password in their acceptance email which will allow them to connect to their [Sciences Po online area](#). Students can access a provisional acceptance letter in Pdf format.

Important information

Sciences Po online area and ENTG

Once accepted, all exchange students must accept their offer of acceptance through their Sciences Po online area and quickly activate their Sciences Po email (ENTG) account by logging in to: <http://entg.sciences-po.fr>. When logging in for the first time, students should click « Activer votre compte » and enter their Sciences Po User ID (Identifiant) and password. All Sciences Po email addresses are composed in the following way: **firstname.lastname@sciences-po.org**.

Welcome programme

Students may take part in Sciences Po's Welcome programme organised at the beginning of each semester for international students. The programme is optional and requires a fee and registration operates on a first-come, first-served basis. Students must register and pay through their online area: <http://scolarite.sciences-po.fr>. Participation is only guaranteed once payment has been received.

Universities who pay for their students' participation in the Welcome programme will be invoiced at the beginning of the semester.

Student attending a campus outside of Paris should contact the campus directly to see if an orientation programme is organised.

For further information regarding the Welcome programme, please consult the International Affairs' Division's website: <http://www.international.sciences-po.fr/en>

Important information

Temporary acceptance letters

Students can obtain their temporary acceptance letter in electronic version. For this, they have to log into their Espace Sciences Po and click on "accueil administratif". Then, they need to select the document "visa etudiant" in the section "certificats administratifs"

Acceptance letters

Acceptance letters will be sent directly to all partner universities after the deadline has passed for completed student applications for the exchange programme

Contact: candidature.echange@sciences-po.fr

Course registration

Dates for course registration will be published on the Sciences Po website : <http://formation.sciences-po.fr/fr/inscriptions-pedagogiques>. Precise class schedules are only made available at the time of online registration.

Undergraduate exchange students are required to read carefully the [undergraduate exchange programme web pages](#) which explain the course outline, course content, ECTS credits and main contacts.

Masters students should consult the following webpages: <http://master.sciences-po.fr/fr/content/les-masters>

Students accepted to campuses outside Paris should contact the regional campus directly : <http://college.sciences-po.fr>.

Students should also become familiar with the academic regulations at Sciences Po. Please urge your students to read the following document carefully: [Academic rules and regulations](#).

Places in classes are distributed on a first-come, first-served basis and many courses will close for registration when they reach their full capacity. Students should have several back-up choices for each course they wish to take.

For students attending the undergraduate exchange programme in Paris, partner universities should indicate if their students are obliged to take the majority of their courses in one or two specific majors. Students who do not have any specific academic obligations in their home university should indicate their preferred majors at Sciences Po.

Administrative registration

Administrative registration is mandatory for all exchange students.

Students must first of all pre register online through their Sciences Po online area. For further information, students should consult the student support services website : <http://formation.sciences-po.fr/en/contenu/registering-at-sciences-po>

Once students have completed their pre-registration online, they should send their pre registration form and supporting documents to : 9 rue de la Chaise, 75007 Paris before arrival and collect their student card upon arrival. Students without a permanent address should indicate 9 rue de la Chaise, 75007, Paris as their address.

Residence permit (titre de séjour)

All students coming to study at Sciences Po for longer than 3 months who come from a non-EU member state must apply for a residence permit in order to reside in France. Sciences Po has put in place a liaison service between the police ("La Préfecture de Police de Paris") and the International Affairs Division.

Please be aware that this service is only available for students applying for residence permits that live in the city of Paris. Students living outside of Paris, in the Greater Paris region (Ile-de-France), should check out the information published on [the website of their local police headquarters](#)

Accommodation Office

Sciences Po's [Accommodation Office](#) provides students with information and advice can put students in contact with organisations or individuals renting accommodation.

Contact: info.logement@sciences-po.fr

The Sciences Po Students' Union ([Bureau des Elèves, BDE](#)) receives many accommodation offers from individuals that can be accessed by students after registering for the association (10 euros/year).

Room at the CIUP

Sciences Po can offer rooms for exchange students as part of his partnership with the Cité Internationale Universitaire de Paris. For more information:

<http://www.international.sciences-po.fr/fr>

Students with disabilities

Sciences Po provides facilities that allow all students with a disability to fully participate in life at the university.

For further information, please contact Claire Seconde: claire.seconde@sciences-po.fr

Sports

The Sciences Po Sports Society (Association Sportive, AS) allows students to take part in over 30 different sports. It also enlivens the academic year with social activities and sporting events: <http://www.as-scpo.com>

Student associations

Each year, over 80 associations help to animate student life at Sciences Po. No matter what the topic: political, humanitarian, artistic, they allow students to come together and to exchange and share their interests with the whole student community. For further information: <http://formation.sciences-po.fr/fr/associations-etudiantes>

Social security

Registration is valid for the whole year and costs 200 Euros (2010-11). Students from the European Economic Area who are holders of the European health insurance card are exempt. Students under 28 years old from a country outside the European Economic Area must subscribe to the student social security system and pay for it, whether they have private insurance or not. Students will be required to pay for French student social security at the same time as applying for their student card. For further information: <http://formation.sciences-po.fr/en/contenu/social-security-and-complementary-insurance>



USEFUL CONTACTS LIST

- **Technical support:** for technical questions regarding access to your **Espace Sciences Po**, please contact: support.scolarité@sciences-po.fr
- **IT support:** for technical questions regarding access to the **ENTG, email and WI-FI**, please contact: sos@sciences-po.fr or by telephone 00 33 (0)1 45 49 53 95
- **Academic support:** for academic questions regarding the undergraduate exchange programme (course list, credits etc): premiercycle.echange@sciences-po.fr
- **Academic advisor:** for specific academic questions regarding your undergraduate exchange programme (Paris Campus), you can also contact Elodie Nowinski: elodie.nowinski@sciences-po.fr
- For students attending the Masters exchange programme, you should contact the Masters office for the Masters in which you are enrolled: <http://master.sciences-po.fr/en/content/masters> for questions concerning course list, course registration and credits.
- **Languages department:** For questions regarding language classes and language levels at SciencesPo: langues1ercycle.paris@sciences-po.fr for undergraduate students
languesmaster.paris@sciences-po.fr for Masters students.
- **Accueil administratif:** for all questions regarding the administrative registration, the student card and the health insurance, please contact: accueil.administratif@sciences-po.fr or by phone at 0033(0)1 45 49 55 72
- **French residence permit:** for questions regarding applying for a French residence permit: carte.sejour@sciences-po.fr . Please note that this service will only be available until the middle of September and will reopen mid January.
- **Housing department:** please contact info.logement@sciences-po.fr
- **Handicap:** for students with disabilities or demanding special needs, please contact Claire Seconde: claire.seconde@sciences-po.fr