



Sciences Po  
Bordeaux

# INSTITUT D'ETUDES POLITIQUES DE BORDEAUX SCIENCES PO BORDEAUX

## 2018/2019 INFORMATION SHEET

### GENERAL INFORMATION

<b>Name</b>	Sciences Po Bordeaux
<b>Legal name</b>	Institut d'Etudes Politiques de Bordeaux
<b>Erasmus code</b>	F BORDEAU37
<b>Year Founded</b>	1948
<b>Director</b>	Yves DELOYE
<b>Address</b>	11, allée Ausone - Domaine universitaire 33607 Pessac Cedex FRANCE
<b>Phone</b>	+33 (0)556 844 252
<b>Website</b>	<a href="http://www.sciencespobordeaux.fr/fr/index.html">http://www.sciencespobordeaux.fr/fr/index.html</a>
<b>Website for international students</b>	<a href="http://www.sciencespobordeaux.fr/fr/international-student/programmes-d-echange.html">http://www.sciencespobordeaux.fr/fr/international-student/programmes-d-echange.html</a>

### INTERNATIONAL OFFICE INFORMATION

<b>Director</b>	<b>Dr Ludovic RENARD</b> Email : <a href="mailto:l.renard@sciencespobordeaux.fr">l.renard@sciencespobordeaux.fr</a> Phone: +33 (0) 556 844 153
<b>Incoming Mobility &amp; Institutional Agreements Coordinator</b>	<b>Mrs Gabrielle STOCKMAN</b> Email : <a href="mailto:g.stockman@sciencespobordeaux.fr">g.stockman@sciencespobordeaux.fr</a> Phone: +33 (0) 556 844 143
<b>Financial Grants &amp; EU Project Administrator</b>	<b>Mrs Lucille MARTIN</b> Email : <a href="mailto:l.martin@sciencespobordeaux.fr">l.martin@sciencespobordeaux.fr</a> Phone: +33 (0) 556 844 412
<b>Outgoing Students Academic Coordinator</b>	<b>Ms Delphine DELCROS</b> Email : <a href="mailto:d.delcros@sciencespobordeaux.fr">d.delcros@sciencespobordeaux.fr</a> Phone: +33 (0) 556 844 315
<b>International Exchange Students Manager</b>	<b>Mrs Eléna DUBÂA</b> Email : <a href="mailto:e.dubaa@sciencespobordeaux.fr">e.dubaa@sciencespobordeaux.fr</a> Phone: +33 (0) 556 844 308

## APPLICATION PROCEDURE

<b>Nomination and Application Deadline</b>	<p>- Fall semester and full year students: Nomination: May, 31 - Application: June, 30</p> <p>- Spring semester students: Nomination: October, 31 - Application: November, 30</p>
<b>Nomination Procedure</b>	<p>Partner universities send an email to Mrs Stockman (<a href="mailto:g.stockman@sciencespo Bordeaux.fr">g.stockman@sciencespo Bordeaux.fr</a>) giving the following details: Last Name; First Name; E-mail Address; Gender; Date of Birth; Study level; Field of study; Track in which the student is nominated at Sciences Po Bordeaux (French or English) and Study period.</p>
<b>Application fees</b>	<p>Waived for exchange students coming within the bilateral agreement between Sciences Po Bordeaux and home institution.</p> <p>Free mover and degree seeking students, please contact IR office.</p>
<b>Language requirements</b>	<p>- <i><u>French track students:</u></i> We require a minimum of B1 level of French according to the CEFRL. We do not require an official French language certificate but trust our partner universities to check their nominated students' language level. A certificate from a French language teacher is required for the student's online application if the student does not have an official language certificate.</p> <p>- <i><u>English track students:</u></i> We have a specific program entirely taught in English: <a href="http://www.sciencespo Bordeaux.fr/fr/international-student/programmes-d-echange/english-track.html">http://www.sciencespo Bordeaux.fr/fr/international-student/programmes-d-echange/english-track.html</a> We require a minimum of B2 level of English according to the CEFRL (IELTS 6) when their level in French has to be under B1 (<b>courses taught in English are for beginners in French</b>). We do not require any official language certificates but trust our partner universities to check their nominated students' language level both in English and French. Both a certificate from a French language teacher and one from an English teacher are required for the student's online application if the student does not have an official language certificate.</p>
<b>Application procedure</b>	<p>On-line registration. We give the web link to each student once nominated.</p>
<b>Documents to submit with the application</b>	<ul style="list-style-type: none"> <li>➤ 1 passport-sized photo</li> <li>➤ Copy of passport or national identity card</li> <li>➤ Proof of language proficiency: see <b>Language requirements</b> above</li> <li>➤ Proof of Health Insurance:             <ul style="list-style-type: none"> <li>➤ EU students: copy of your European Health Insurance card</li> <li>➤ Quebec students: copy of the SE-401-Q-106 form</li> <li>➤ Non EU-students will have to register for the compulsory French Health Insurance upon arrival</li> </ul> </li> </ul>
<b>Acceptance letter</b>	<p>For Non-European students, the acceptance letter will be sent as soon as possible after request. We do not send acceptance letter to European students, unless requested.</p>

## ACADEMIC CALENDAR

Fall semester : September 3 – December 22, 2018	
September 3 – 7	Integration Week - <b>compulsory</b>
September 10	Beginning of 1st semester courses
September 21	Deadline for 1st semester courses & exams registration
<i>October 27 – November 4</i>	<i>All Saints Holiday</i>
December 15	End of 1st semester courses
December 13 – 19 (included)	1st semester exams
<i>December 20 – January, 6</i>	<i>Christmas Holiday</i>
Spring semester : January 7 – May 15, 2019	
January 7 - 11	Orientation/Integration session for spring semester students - <b>compulsory</b>
January 14	Beginning of 2nd semester courses
January 25	Deadline for 2nd semester courses & exams registration
<i>February 23 – March 3</i>	<i>Winter Holiday</i>
April 13	End of 2nd semester courses
<i>April 13 - 28</i>	<i>Easter Holiday</i>
April 29 – May 15	2nd semester exams

## COURSES

- **Registration**

Students cannot register for courses before their arrival in Bordeaux.

Students will have to register for courses before September 21, 2018 for 1<sup>st</sup> semester courses and exams and January 25, 2019 for 2<sup>nd</sup> semester courses and exams. Registration for courses is definitive. After these dates, no add and drop will be allowed.

Students can register either in 1<sup>st</sup>, 3<sup>rd</sup> or 4<sup>th</sup> year courses. Graduate students might be allowed to register for some 5<sup>th</sup> year courses if teachers agree with. There are some compulsory courses for exchange students (list to be given with the course list in June).

- **Courses load**

A regular student at Sciences Po Bordeaux has to obtain 30 ECTS credits per semester (= 60 ECTS credits for one academic year).

- **CEP (Certificat d'Etudes Politiques à titre étranger) – program entirely taught in French**

The CEP is reserved for whole year students. **Admission to the CEP is not automatic.** To be admitted, students must:

- be from a nationality other than French
- have a B2 level in French according to the CEFRL
- have validated two academic years in political sciences
- take (and pass) 2 written tests: analysis of documents in French (3h) and a test of French (1h30) in September at Sciences Po Bordeaux.

Students accepted for this programme **must**:

- participate in and pass 3 seminar courses “conferences de méthode”: Contemporary Issues (Culture générale), Political Studies, French Language and Culture. Each of these seminar courses takes place over 24 weeks, from September to April (one seminar of 90 minutes per week per course). Validation is determined by evaluation of student participation (continuous assessment) and results of written and oral tests. 8 ECTS each.
- obtain 36 ECTS credits (choosing from general courses offered in the 1<sup>st</sup>, 3<sup>rd</sup> and 4<sup>th</sup> years). The compulsory course “*Les Institutions Politiques Françaises*” in the first semester is included in the 36 ECTS. Evaluation may take place in either December or May (written or oral exams) depending on the course.

***The CEP is awarded to all candidates who obtain 60 ECTS and have passed the 3 seminar courses.***

- **Exams**

Exchange students have specific exams. They cannot take their exams with regular students.

<b>December 12 – 19 (included)</b>	1st semester exams
<b>April 29 – May 15</b>	2nd semester exams

**There is no re-sit exam.** We recommend students to take more credits than necessary. Students cannot choose how and when they want to do their exams.

EQUIVALENCE OF ECTS CREDITS FOR LECTURE AND SEMINAR COURSES
<ul style="list-style-type: none"> <li>➤ 36 hours = 8 ECTS credits</li> <li>➤ 18 hours = 4 ECTS credits</li> <li>➤ Seminar course = 8 ECTS credits</li> <li>➤ Guest lecturer course = 2 ECTS credits</li> </ul>

**Grading system:**

<b>A:</b> An excellent performance, clearly outstanding. The candidate demonstrates excellent judgement and a high degree of independent thinking.	<b>Excellent</b>	16 - 20 / 20
<b>B:</b> A very good performance. The candidate demonstrates sound judgement and a very good degree of independent thinking.	<b>Very Good</b>	14 - 15
<b>C:</b> A good performance. The candidate demonstrates a reasonable degree of judgement and independent thinking in the most important areas.	<b>Good</b>	12 - 13
<b>D:</b> A satisfactory performance, but with significant shortcomings. The candidate demonstrates a limited degree of judgement and independent thinking.	<b>Satisfactory</b>	11
<b>E:</b> A performance that meets the minimum criteria, but no more. The candidate demonstrates a very limited degree of judgement and independent thinking.	<b>Sufficient</b>	10
<b>F:</b> A performance that does not meet the minimum academic criteria. The candidate demonstrates an absence of judgement and independent thinking.	<b>Fail</b>	< 10

## VISA

As an international student at Sciences Po Bordeaux, you will need to go through mandatory administrative formalities. Non-EU students will have to apply for a VISA (*a student one*) at the nearest French consulate or embassy before coming to France. You can submit your visa application online, through the CEF (Centre pour les Etudes en France). Students studying for a full academic year will first get a VISA to enter France and will then have to apply for a residence permit.

Useful websites:

<http://www.campusfrance.org/fr/page/le-visa-de-long-sejour-pour-etudes-titre-de-sejour-vls-ts>

[http://www.diplomatie.gouv.fr/fr/services-formulaires\\_831/espace-etudiants\\_12793/index.html](http://www.diplomatie.gouv.fr/fr/services-formulaires_831/espace-etudiants_12793/index.html)

## HEALTH INSURANCE

- **You are a citizen of the European Union**

You must have the European health insurance card.

- **You are not a citizen of the European Union**

You must be covered by the French Health Care system (Sécurité Sociale). You will pay when you arrive at the IEP (about € 215). **Social security is compulsory for all students from outside Europe.**

- **For both European and non-European students**

**A Civil Liability Insurance covering the academic year is compulsory.** Once arrived, the students must subscribe for civil liability insurance (accidents on the way to university, sports, individual guarantee) to cover any damages that could be caused during their stay in France. Only the voluntary membership in a mutual insurance company or in an insurance company can allow the cover of these risks.

Few companies propose this type of insurance:

<http://www.lmde.com/etudiants-etrangers/assurance-au-quotidien.html>

<http://www.vittavi.fr/lyceen/assurances/etudiez-en-toute-serenite>

## ACCOMMODATION

- **University Accommodation**

Foreign students who wish to stay in university accommodation must apply on-line to the CROUS de Bordeaux before 30 April 2017: <http://www.crous-bordeaux.fr>

(CROUS = the organization responsible for managing student accommodation, restaurants, grants, etc). They must also email the data of their registration to Eléna Dubâa: [e.dubaa@sciencespobordeaux.fr](mailto:e.dubaa@sciencespobordeaux.fr)

**1- refurbished/renovated rooms in halls of residence on campus (village 3 & 5)**

The rooms (15m<sup>2</sup>) are furnished and have shower and toilet. Kitchen shared with 4 other rooms.

Average price: **230-250€ a month, service charges included.**

**2- studio flats\* managed by the CROUS**

These flats are in Emile Durkheim residence which is very close to the school. Rooms are around 20m<sup>2</sup>.

Average price: **340 - 405€ a month, service charges included.**

\* very limited number of places for students staying the full academic year

**Warning:**

1. one month's rent + one month's damages deposit must be paid on arrival together with the cost of insurance.
2. the application on CROUS website does not mean the automatic assignment of a room
3. before leaving you have to give one or three-month notice

- **Private Accommodation**

Accommodation is difficult to find in Bordeaux. Students are responsible for finding their own accommodation. Before leaving you have to give three-month notice.

**Rough guide to prices:**

\*Studio/T1 (between 20 and 30 m<sup>2</sup>): about 300€/month

\*T2 (between 35 and 45 m<sup>2</sup>): about 500 €/month

\*T3 (between 55 and 70 m<sup>2</sup>): about 600 €/month

**Internet can be very useful:**

- **Hotels and residences:** [www.estudines.fr](http://www.estudines.fr) ; [www.adele.org](http://www.adele.org) ; [www.teneo.fr](http://www.teneo.fr)
- **Colocations :** [www.koloc.org](http://www.koloc.org) ; [www.appartager.com](http://www.appartager.com) ; [www.paruvendu.fr/immobilier/colocation](http://www.paruvendu.fr/immobilier/colocation) ; [www.annonceetudiant.com](http://www.annonceetudiant.com) ; [www.SousLouer.com](http://www.SousLouer.com)
- **Apartments / Studios:** [www.lokaviz.fr](http://www.lokaviz.fr) ; [www.paruvendu.fr/immobilier/location](http://www.paruvendu.fr/immobilier/location) ; [www.sudouest-immo.com](http://www.sudouest-immo.com) ; [www.pap.fr](http://www.pap.fr) ; [www.annoncesjaunes.fr](http://www.annoncesjaunes.fr) ; [www.info-jeune.net](http://www.info-jeune.net) ; [www.mapiaule.com](http://www.mapiaule.com) ; [www.leboncoin.fr](http://www.leboncoin.fr)
- **Institutional websites :** [www.etudiant.gouv.fr](http://www.etudiant.gouv.fr) ; [www.anil.org](http://www.anil.org)

## ESTIMATED MONTHLY BUDGET

Housing	from 150€ to 500€
Food	from 200€ to 400€
Books	from 50€ to 150€
Transportation	around 30€ per month
Miscellaneous	from 100€ to 400€