

INSTITUT D'ETUDES POLITIQUES DE BORDEAUX – F BORDEAU37

2017/2018 INFORMATION SHEET

GENERAL INFORMATION

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

INTERNATIONAL OFFICE INFORMATION

Director	Dr Ludovic RENARD Email : l.renard@sciencespobordeaux.fr Phone: +33 (0) 556 844 153
Incoming Students & Institutional Agreements Coordinator	Mrs Gabrielle STOCKMAN Email : g.stockman@sciencespobordeaux.fr Phone: +33 (0) 556 844 143
Financial Grants & EU Project Administrator	Mrs Lucille MARTIN Email : l.martin@sciencespobordeaux.fr Phone: +33 (0) 556 844 412
Outgoing Students Academic Coordinator	Ms Delphine DELCROS Email : d.delcros@sciencespobordeaux.fr Phone: +33 (0) 556 844 315
Project Manager	Ms Jana POKORNA Email : j.pokorna@sciencespobordeaux.fr Phone: +33 (0) 556 844 308

APPLICATION PROCEDURE

Nomination and Application Deadline	- Fall semester and full year students: Nomination: May, 31 - Application: June, 30 - Spring semester students: Nomination: October, 31 - Application: November, 30
Nomination Procedure	Partner universities send an email to Mrs Stockman (g.stockman@sciencespobordeaux.fr) giving the following details: Last Name; First Name; E-mail Address; Gender; Date of Birth; Study level; Field of study; Study period.
Application fees	Waived for exchange students coming within the bilateral agreement between Sciences Po Bordeaux and home institution. Free mover and degree seeking students, please contact IR office.
Language requirements	- <i>French track students:</i> We require a minimum of B1 level of French according to the Common European Framework of Reference for Languages. Starting in 2017, an official French language certificate is required for all French track students, such as TCF, DELF or DALF.

	<p>- <i>English track students:</i> We have a specific program entirely taught in English: http://www.sciencespobordeaux.fr/fr/international-student/programmes-d-echange/english-track.html We require a minimum of B1 level of English according to the Common European Framework of Reference for Languages when their level in French has to be under B1 (courses taught in English are for beginners in French). Starting in 2017, an official French language certificate is required for all English track students (except for great beginners), such as TCF, DELF or DALF. An official English language certificate is not required. It is expected that the sending university's selection process will verify appropriate English skills (a letter from an English language teacher).</p>
Application procedure	On-line registration. We give the web link to each student once nominated.
Documents to submit with the application	<ul style="list-style-type: none"> ➤ 1 passport-sized photo ➤ Copy of passport or national identity card ➤ Proof of language proficiency: see Language requirements above ➤ Proof of Health Insurance: <ul style="list-style-type: none"> ➤ EU students: copy of your European Health Insurance card ➤ Quebec students: copy of the SE-401-Q-106 form ➤ Non EU-students will have to register for the compulsory French Health Insurance upon arrival
Acceptance letter	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.

ACADEMIC CALENDAR

Fall semester : September 4 – December 22, 2017	
September 4 – 8	Integration Week - compulsory
September 11	Beginning of 1st semester courses
September 23	Deadline for 1st semester courses & exams registration
<i>October 28 – November 5</i>	<i>All Saints Holiday</i>
December 15	End of 1st semester courses
December 16 – 21 (included)	1st semester exams
<i>December 22 – January, 8</i>	<i>Christmas Holiday</i>
Spring semester : January 8 – May 19, 2018	
January 10 - 12	Orientation/Integration session for spring semester students - compulsory
January 15	Beginning of 2nd semester courses
January 27	Deadline for 2nd semester courses & exams registration
<i>February 17 - 25</i>	<i>Winter Holiday</i>
April 14	End of 2nd semester courses
<i>April 14 - 29</i>	<i>Easter Holiday</i>
April 30 - May 16 (included)	2nd semester exams

COURSES

- **Registration**

Students cannot register for courses before their arrival in Bordeaux.

Students will have to register for courses before September 23, 2017 for 1st semester courses and exams and January 27, 2018 for 2nd semester courses and exams. Registration for courses is **definitive**. After these dates, **no add and drop will be allowed**.

Students can register either in 1st, 3rd or 4th year courses. Graduate students might be allowed to register for some 5th 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 one year students. **Admission to the CEP is not automatic**. To be admitted, students must:

- be a nationality other than French
- take (and pass) 2 written tests: analysis of documents in French (3h) and a test of French (1h30)

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 1st, 3rd and 4th 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.

December 16 – 21 (included)	1st semester exams
April 30 - May 16 (included)	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"> ➤ 36 hours = 8 ECTS credits ➤ 18 hours = 4 ECTS credits ➤ Seminar course = 8 ECTS credits ➤ Guest lecturer course = 2 ECTS credits

Grading system:

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

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 Jana Pokorna: j.pokorna@sciencespobordeaux.fr

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

The rooms (15m²) 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 20m².

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 m²): about 300€/month

*T2 (between 35 and 45 m²): about 500 €/month

*T3 (between 55 and 70 m²): about 600 €/month

Internet can be very useful:

Hotels and residences: www.estudines.fr ; www.adele.org ; www.teneo.fr

Colocations : www.koloc.org ; www.appartager.com ; www.paruvendu.fr/immobilier/colocation ; www.annonceetudiant.com ; www.SousLouer.com

Apartments / Studios: www.lokaviz.fr ; www.paruvendu.fr/immobilier/location ; www.sudouest-immo.com ; www.pap.fr ; www.annoncesjaunes.fr ; www.info-jeune.net ; www.mapiaule.com ; www.leboncoin.fr

Institutional websites : www.etudiant.gouv.fr ; 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€