

## INSTITUT D'ÉTUDES POLITIQUES DE BORDEAUX SCIENCES PO BORDEAUX - 2019/2020 INFORMATION SHEET

GENERAL INFORMATION	
<b>Name</b>	Sciences Po Bordeaux
<b>Legal name</b>	Institut d'Études Politiques de Bordeaux
<b>Erasmus code</b>	F BORDEAU37
<b>Year founded</b>	1948
<b>Director</b>	Yves DÉLOYE
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<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>  <a href="http://www.sciencespobordeaux.fr/en/international-student/credit-seeking-program.html">http://www.sciencespobordeaux.fr/en/international-student/credit-seeking-program.html</a>

INTERNATIONAL OFFICE INFORMATION	
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## APPLICATION PROCEDURE

### Nomination and application deadline

#### Fall semester and full year students:

- Nomination: April, 30
- Application: May, 15

#### Spring semester students:

- Nomination: September, 30
- Application: October, 31

### Nomination procedure

Partner universities must send an email to Delphine GOROSTIDI - [d.gorostidi@sciencespobordeaux.fr](mailto:d.gorostidi@sciencespobordeaux.fr) - 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.

### Application fees

Waived for exchange students coming within a bilateral agreement between Sciences Po Bordeaux and their home institution. Free mover and degree seeking students, please contact the IR office.

### Language requirements

#### FRENCH TRACK STUDENTS:

We require a minimum of B1 level in 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.

#### ENGLISH TRACK STUDENTS:

We require a minimum of B2 level in English according to the CEFRL (IELTS 6) when their level in French has to be under B1 (**courses taught in English are for beginners in French**).

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.

### Application procedure

On-line registration. Each nominated student will receive an e-mail with the web link.

### Documents to be submitted with the application

- 1 passport-sized photo
- Copy of passport or national identity card
- Proof of language proficiency: see **Language requirements** above
- Proof of Health Insurance:
  - EU students: copy of your European Health Insurance card
  - Quebec students: copy of the SE-401-Q-106 form
  - Non EU-students : the certificate confirming the registration for the French Health Insurance (free) is compulsory

### Acceptance letter

For Non-European students, the acceptance letter will be sent as soon as possible *after request*. We do not send acceptance letters to European students, unless requested.

## ACADEMIC CALENDAR

### Fall semester : September 3 – December 18, 2019

September 3 – 6	Integration week - <b>compulsory</b>
September 9	Beginning of 1 <sup>st</sup> semester courses
September 20	Deadline for 1 <sup>st</sup> semester courses & exams registration
October 26 – November 3	<i>All Saints Holiday</i>
December 7	End of 1 <sup>st</sup> semester courses
December 12 – 18 (included)	1 <sup>st</sup> semester exams
December 20 – January 5	<i>Christmas Holiday</i>

### Spring semester : January 7 – May 13, 2020

January 7 - 10	Integration week for spring semester students - <b>compulsory</b>
January 13	Beginning of 2 <sup>nd</sup> semester courses
January 24	Deadline for 2 <sup>nd</sup> semester courses & exams registration
February 29 – March 8	<i>Winter Holiday</i>
April 18	End of 2 <sup>nd</sup> semester courses
April 19 – 26	<i>Easter Holiday</i>
April 27 – May 13 (included)	2 <sup>nd</sup> semester exams

## COURSES

### FRENCH TRACK

Since 2010 when the English track was created, Sciences Po Bordeaux has made the distinction between French track and English track students. The majority of the French track courses will be taught in French among a wide range of courses in the field of political sciences, international relations, economics, European studies, law or social sciences.

<http://www.sciencespobordeaux.fr/en/international-student/credit-seeking-program/french-track.html>

See “**Language requirements**” above.

### ENGLISH TRACK

Since 2010, Sciences Po Bordeaux has offered an English track to students enrolled in the framework of its partnership agreements with English speaking universities. A wide range of courses in Social Sciences, Humanities and Economics is offered. The programme also includes a course of French as a foreign language and various subjects at Bachelor and Master Level. More information:

<http://www.sciencespobordeaux.fr/fr/international-student/programmes-d-echange/english-track.html>

See “**Language requirements**” above.

## REGISTRATION

Students cannot register for courses before their arrival in Bordeaux.

Students will have to register for courses before September 20, 2019 for 1<sup>st</sup> semester courses and exams and January 24, 2020 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.

## COURSE LOAD

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

## CEP (Certificat d'Études Politiques à titre étranger) – programme entirely taught in French

The CEP is reserved for whole year students. To be admitted, students must:

- not be of French Nationality
- have at least 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.

### CEP programme:

- 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 either in 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.**

## AEP (Attestation d'Études Politiques à titre étranger)

The AEP is based on the same programme as the CEP (see above) but offered to one-semester students.

**The AEP is awarded to all candidates who obtain 30 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 – 18 (included)</b>	1 <sup>st</sup> semester exams
<b>April 27 – May 13 (included)</b>	2 <sup>nd</sup> 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 FOR LECTURE AND SEMINAR COURSES

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• 36 hours = 8 ECTS</li> <li>• 18 hours = 4 ECTS</li> </ul> | <ul style="list-style-type: none"> <li>• Seminar course = 4/8 ECTS</li> <li>• Guest lecturer course = 2 ECTS</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>	<b>16 – 20 / 20</b>
<b>B:</b> A very good performance. The candidate demonstrates sound judgement and a very good degree of independent thinking.	<b>Very good</b>	<b>14 – 15 / 20</b>
<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>	<b>12 – 13 / 20</b>
<b>D:</b> A satisfactory performance, but with significant shortcomings. The candidate demonstrates a limited degree of judgement and independent thinking.	<b>Satisfactory</b>	<b>11 / 20</b>
<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>	<b>10 / 20</b>
<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>	<b>&lt; 10 / 20</b>

### 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 website:** <https://www.campusfrance.org/fr/visa-long-sejour-etudiant>

### HEALTH INSURANCE

**EUROPEAN UNION CITIZENS** - Students must have the European Health Insurance Card.

**NON-EUROPEAN UNION CITIZENS** - Students will have to register to the French Health Care system (Sécurité sociale) through CPAM (<https://etudiant-etranger.ameli.fr/#/>) before their arrival. It is free and they will have to do the registration by themselves and upload a copy on the online application.

## ACCOMMODATION

### ON-CAMPUS HOUSING

Foreign students who wish to stay in a university residence hall must apply on-line to the CROUS de Bordeaux before April 30, 2019: <http://www.crous-bordeaux.fr>

*CROUS = the organization responsible for managing student accommodation, restaurants, grants, etc.*

They must also email their registration data 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 (10-12m<sup>2</sup>) are furnished and have shower and toilet. The kitchen is shared with 4 other rooms. Average price: 250€ a month, service charges included.

#### 2. studio flats managed by the CROUS

These flats are in Emile Durkheim or Pierre Gilles de Gennes residences which are close to the school. Rooms are around 18m<sup>2</sup>. Average price: 380-410€ a month, service charges included.

#### 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 a one-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 a three-month notice.

#### Rough guide to prices:

- Studio/T1 (between 20 and 30 m<sup>2</sup>): about 450€/month
- T2 (between 35 and 45 m<sup>2</sup>): about 600 €/month
- T3 (between 55 and 70 m<sup>2</sup>): about 700 €/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.appartager.com](http://www.appartager.com) ; [www.paruvendu.fr/immobilier/colocation](http://www.paruvendu.fr/immobilier/colocation) ; [www.SousLouer.com](http://www.SousLouer.com)
- Apartments / Studios: [www.studapart.com](http://www.studapart.com) ; [www.lokaviz.fr](http://www.lokaviz.fr) ; [www.paruvendu.fr/immobilier/location](http://www.paruvendu.fr/immobilier/location) ; [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 200€ to 500€
- Food from 200€ to 400€
- Books from 50€ to 150€
- Transportation around 30€ per month
- Miscellaneous from 100€ to 400€