



Exchange Programme Factsheet



SciencesPo.

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

Academic Calendar

The academic calendar is available on the Sciences Po website : [Academic Calendar](#)



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

[International Affairs Division's Contats and location](#)



The Sciences Po exchange programme (undergraduate and graduate) draws students from over 400 partner universities worldwide. Each year, Sciences Po's staff, faculty welcome over 1500 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: courses are taught in either French or 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.



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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 5 ECTS.

Sports

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

Disciplines of study 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, Humanities, International relations, Law, Political science and journalism.

Masters open to exchange students

Paris School of International Affairs (PSIA)
European Affairs
Public policy
Communication
Economic Law
Finance and strategy
Human resources Management (fall semester only)
Marketing
Regional and urban strategies (fall semester only)
Governing the large metropolis (fall semester only)
Economic and business
Master in Economics (research-oriented)
Doctoral programmes : Research Masters in Sociology
Research Master in Political Science (comparative political sociology and political theory)

Language levels

Undergraduate and graduate exchange students can take courses taught in French, in English or in a mixture of both French and English. In order to guarantee that all exchange students master at least one of Sciences Po's teaching languages, all exchange students whose native language or whose language of instruction in their home university is neither French nor English are required to provide evidence of an official test in either French or in English.

French language requirements for undergraduate exchange students TCF minimum score 400 or DELF/DALF minimum score B2

English language requirements for undergraduate exchange students IELTS minimum score 6 or TOEFL minimum score 87 or Cambridge First Certificate (FCE) B minimum, or Cambridge Certificate in Advanced English (CAE) C minimum or Cambridge Certificate of Proficiency in English (CPE) minimum Pass C

French language requirements for graduate exchange students

TCF minimum score 500 or DELF/DALF minimum score C1

English language requirements for graduate exchange students IELTS minimum score 6,5 or TOEFL minimum score 100 or Cambridge Certificate in Advanced English (CAE) C minimum or Cambridge Certificate of Proficiency in English (CPE) minimum Pass C

The language self-assessment system will still exist in certain cases. Please consult the [International Affairs Division website](#) for further information.

Students who wish to take a French or other language course must indicate their language level. Students are not permitted to take a foreign language class at complete beginners level. This does not include French foreign language classes.



Certificate in Social Sciences and Humanities

In order to obtain the **Certificate in Social Sciences and Humanities**, undergraduate exchange students must follow the recommended programme of 5 courses including a lecture course.

Students studying for a full academic year must take 30 ECTS per semester (60 ECTS in total) and validate a minimum of 45 ECTS.

Students staying for one semester must take 30 ECTS and validate a minimum of 20 ECTS.

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:

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.

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

Exchange 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 grades are usually available in the student's Sciences Po online area 6-8 weeks after the end of the semester and grade transcripts are sent by post after this date. Contact: candidature.echange@sciencespo.fr For grade transcripts to be sent to partner universities, please note that all students must have previously completed the teachers' online evaluation in their Sciences Po online area as well as having finalized their administrative registration at Sciences Po.

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](#) which explains how to nominate students.

The following information is required by partner universities to nominate a student online:

Last name, first name and email address
Number of semesters (one or two)
Programme (Undergraduate or Master)
Campus (for Undergraduate exchange students only)
Information on the majors required for undergraduate students attending the Paris campus
Specify who will pay for the Welcome Programme (university or student)

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)

Partner universities can consult the advancement of their students' applications online (please see the partner university 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 certificate in Pdf format.

Important information

Activation Sciences Po email account

Once accepted as an exchange student, all students must quickly activate their Sciences Po email account by connecting to the following address:

<http://validmail.sciences-po.fr/validmail/PrcValmLogin>

Students will need to enter their student number (ID) and their password. The Sciences Po email address is composed of: `firstname.lastname@sciencespo.fr` Please read the guide on [how to activate the Sciences Po email account](#).

Sciences Po online area

Students should familiarize themselves with their Sciences Po online area. Once accepted as an exchange student, students can accept their offer of admission, download a provisional acceptance certificate, begin their administrative registration and register for courses online. Students should connect with their student number (ID) and password.

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. It operates on a first-come, first-served basis. Students must register and pay through their online area: <https://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

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@sciencespo.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.

All undergraduate exchange students are required to **read carefully** the [undergraduate exchange programme web pages](#) which explain the course programme, 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. For example, if your student is required to take all their courses in History or in International Relations and Economics, you must indicate this when nominating your student online. 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 register online through their Sciences Po online area. Applications should no longer be sent by post.
For further Information, students should consult the student support services website: <http://formation.sciences-po.fr/en/contenu/registering-at-sciences-po>

Students without a permanent address should indicate 9 rue de la Chaise, 75007, Paris as their address.

Social security

Registration is valid for the whole year and costs 211 Euros (2013-14). 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>

Résidence 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@sciencespo.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). See the web site : <http://bdescpo.info/>

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@sciencespo.fr

Sports

The Sciences Po Sports Society (Association Sportive, AS) allows students to take part in over 60 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>

