



## International Affairs Division

27 Rue St Guillaume  
75007, Paris  
France

Email : [candidature.echange@sciences-po.fr](mailto:candidature.echange@sciences-po.fr)

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

## Information Factsheet Partner 2010-2011

### ACADEMIC CALENDAR 2010-2011

#### Important dates

|  | <u>FALL SEMESTER 2010-2011</u>   | <u>SPRING SEMESTER 2010-2011</u>   |
|--|--|--|
| <b>COURSE REGISTRATION</b>                             | <b>Mid-July 2010</b>   | Monday 6 <sup>th</sup> to Friday 10 <sup>th</sup><br>December 2010   |
| <b>WELCOME PROGRAM DATES FOR EXCHANGE STUDENTS</b>     | <b>Monday, August 30th to Saturday, September 4th 2010</b>   | Monday, January 17 <sup>th</sup> to Friday, January 21 <sup>st</sup> 2011  |
| <b>BEGINNING OF CLASSES (UNDERGRADUATE AND MASTER)</b> | <b>Monday, September 6th 2010</b>  | Monday, January 24 <sup>th</sup> 2011  |
| <b>END OF CLASSES</b>                                  | <b>Saturday, December 18<sup>th</sup> 2010</b>   | Saturday, April 30 <sup>th</sup> 2011  |
| <b>EXAM PERIOD (UNDERGRADUATE AND MASTER)</b>          | <b>Wednesday, January 5th to Saturday, January 15th 2011</b>   | Wednesday, May 11 <sup>th</sup> to Saturday, May 21 <sup>st</sup> 2011   |
| <b>HOLIDAYS</b>  | <p><b>Fall Break:</b> Friday, November 12th to Sunday, November 14th 2010</p> <p><b>Christmas Holidays:</b> from Saturday, December 18th (19h) to Sunday, January 2nd 2011</p> <p>Thursday, November 11th 2010: Veterans Day</p> | <p><b>Spring Break:</b> from Monday, February 28th to Sunday, March 6th 2011</p> <p>Saturday, April 23rd 2011: Easter Saturday - Sciences Po closed</p> <p>Monday, April 25th 2011: Easter Day</p> |

**NB:** Saturdays are potential class days, and can be used for examinations in the morning or afternoon. Students should therefore wait until examination dates are published (15 days after classes start) before planning vacations and buying air tickets.

### Useful information

Our brochure "Sciences Po et vous" is full of very useful information: <http://admissions.sciences-po.fr/sites/default/files/scpovous0910.pdf>

### Centre for Asia and the Pacific

Web : <http://www.asiapacific.sciences-po.fr/en>

#### Contact details:

##### Alessia Lefebure

Director of the Centre for Asia and the Pacific  
[alessia.lefebure@sciences-po.fr](mailto:alessia.lefebure@sciences-po.fr)

##### Régine Serra

International affairs manager (Incoming and Outgoing) for Australia, New Zealand, India, Japan and Korea  
[regine.serra@sciences-po.fr](mailto:regine.serra@sciences-po.fr)

##### Thierry Liu

International affairs manager (Incoming and Outgoing) for mainland China, Hong Kong, Taiwan, Philippines, Singapore, Thailand, Malaysia, Vietnam and other South-East Asian Countries  
[zhongjun.liu@sciences-po.fr](mailto:zhongjun.liu@sciences-po.fr)

#### Administrative support:

##### Catherine Capelle

[catherine.capellebenchimol@sciences-po.fr](mailto:catherine.capellebenchimol@sciences-po.fr)

##### Marie Valin-Colin

[Marie.valincolin@sciences-po.fr](mailto:Marie.valincolin@sciences-po.fr)

### Centre for the Americas

Web : <http://www.americas.sciences-po.fr/en>

#### Contact details:

##### Elodie Luquet

International affairs manager (Incoming and Outgoing) for Canada and the USA (graduate)  
[elodie.luquet@sciences-po.fr](mailto:elodie.luquet@sciences-po.fr)

##### Matthew Thomas

International affairs manager (Incoming and Outgoing) for the USA (undergraduate)  
[Matthew.thomas@sciences-po.fr](mailto:Matthew.thomas@sciences-po.fr)

##### Amy Green

International affairs manager (Incoming and Outgoing) for the USA (undergraduate)  
[Amy.green@sciences-po.fr](mailto:Amy.green@sciences-po.fr)

##### Catarina Laranjeira

International affairs manager for Latin America  
[Catarina.laranjeira@sciences-po.fr](mailto:Catarina.laranjeira@sciences-po.fr)

#### Administrative support:

##### Basma Daouadi

[basma.daouadiguinnefollau@sciences-po.fr](mailto:basma.daouadiguinnefollau@sciences-po.fr)

##### Sandrine Lacorne

[Sandrine.lacorne@sciences-po.fr](mailto:Sandrine.lacorne@sciences-po.fr)

### Centre for Europe

Web : <http://www.europe.sciences-po.fr/en/>

#### Contact details:

##### Gabriela Rehorova-Crouzet

Director for the Centre for Europe  
[gabriela.rehorova@sciences-po.fr](mailto:gabriela.rehorova@sciences-po.fr)

##### Aguéda Perez Munoz

International affairs manager (Incoming and Outgoing) for the UK and Ireland  
[agueda.perezmunoz@sciences-po.fr](mailto:agueda.perezmunoz@sciences-po.fr)

##### Julia Lindbom

International affairs manager (Incoming and Outgoing) for Scandinavia, Finland, Russia, Benelux, Baltic countries and Erasmus programme  
[julia.lindbom@sciences-po.fr](mailto:julia.lindbom@sciences-po.fr)

##### Paolo Modugno

International affairs manager (Incoming and Outgoing) for Spain, Italy, Portugal and Greece  
[paolo.modugno@sciences-po.fr](mailto:paolo.modugno@sciences-po.fr)

##### Stefan Seiler

International affairs manager (Incoming and Outgoing) for Germany, Austria, Switzerland, Central and Eastern European countries  
[stefan.seiler@sciences-po.fr](mailto:stefan.seiler@sciences-po.fr)

#### Administrative support:

##### Céline Buon

[celine.buon@sciences-po.fr](mailto:celine.buon@sciences-po.fr)

##### Christine Selvom (on maternity leave)

[christine.selvom@sciences-po.fr](mailto:christine.selvom@sciences-po.fr)

### Sophie Prudent

Eramus Program  
[sophie.prudent@sciences-po.fr](mailto:sophie.prudent@sciences-po.fr)

### Middle East and Africa Region

Web : <http://www.mea.sciences-po.fr/en>

#### Contact details:

##### Capucine Edou

International affairs manager (Incoming and Outgoing) for sub-Saharan Africa and Turkey  
[capucine.edou@sciences-po.fr](mailto:capucine.edou@sciences-po.fr)

##### Sébastien Linden

International affairs manager (Incoming and Outgoing) for Middle East, North Africa and Gulf countries

[sebastien.linden@sciences-po.fr](mailto:sebastien.linden@sciences-po.fr)

#### Student Exchanges Office \*

#### Contact details:

##### Caroline Johnson

Student Exchanges Office coordinator  
[caroline.johnson@sciences-po.fr](mailto:caroline.johnson@sciences-po.fr)

#### Administrative support:

##### Perrine de Larquier

Northern Europe, Canada and Latin America  
[perrine.delarquier@sciences-po.fr](mailto:perrine.delarquier@sciences-po.fr)

##### Bouchra Amali

United States (undergraduate), Russia, Middle East and Africa, central and eastern European countries  
[bouchra.amali@sciences-po.fr](mailto:bouchra.amali@sciences-po.fr)

##### Mirette Godard

South Korea, Japan, Australia, New Zealand, Malaysia, India, Southern Europe, Ireland  
[mirette.godard@sciences-po.fr](mailto:mirette.godard@sciences-po.fr)

##### Emilie Boudin

United States (undergraduate), United Kingdom, China and South-East Asian countries  
[emilie.boudin@sciences-po.fr](mailto:emilie.boudin@sciences-po.fr)

\* Please contact the Student Exchanges office for questions concerning the admissions procedure for exchange students, the Welcome Programme, rooms available at the CIUP, grade transcripts, administrative and course registration and general enquiries. We will transfer all questions concerning academic and course registration to the correct department.

---

**ELIGIBILITY CRITERIA FOR INCOMING STUDENTS**


---

Information about eligibility criteria which **must be met prior to applying** to Sciences Po:

- 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

**SUGGESTED LANGUAGE REQUIREMENTS**

|  |   |
|--|---|
| <b><i>Undergraduate Exchange Programme</i></b> | <p><b>French</b><br/>If the native language and/or the language of instruction at the home university is not French, undergraduate exchange students who intend to follow classes taught in French will require a French level of : TCF 400 or DELF B2.</p> <p><b>English</b><br/>If the native language and/or the language of instruction at the home university is not English, undergraduate exchange students who intend to follow classes taught in English will require an English level of : TOEFL IBT 80 or IELTS 6.</p> |
| <b><i>Graduate Exchange Programme</i></b>      | <p><b>French</b><br/>If the native language and/or the language of instruction at the home university is not French, undergraduate exchange students who intend to follow classes taught in French will require a French level of : TCF 400 or DELF B2.</p> <p><b>English</b><br/>If the native language and/or the language of instruction at the home university is not English, undergraduate exchange students who intend to follow classes taught in English will require an English level of: TOEFL IBT 80 or IELTS 6.</p>  |

Please note that students who require to show evidence of their French/English language level and who have not taken an official test may auto-evaluate their language level. This information should be indicated in the student's online application. Students are required to read Sciences Po's languages charts and determine their language level from 0 to 5.

Please read the language charter documents on Sciences Po's website : <http://formation.sciences-po.fr/fr/content/chartes-des-langues>

**PLEASE NOTE**

Students wishing to follow the Welcome programme **must have a level of French** from 0 to 5 prior to registering for the program as groups are determined by language level.

---

## APPLICATION PROCESS

---

### 1. Application

#### **Online nomination procedure for partner universities:**

All student exchange applicants must be nominated by a Sciences Po partner university.

Partner universities are requested to consult the user guide available on the International Affairs division's website: [www.international.sciences-po.fr](http://www.international.sciences-po.fr) which explains how to nominate students.

When nominating students, partner universities will need to provide the following information:

- Number of semesters of study
- Last name, first name, email address of student
- Program information (Undergraduate or graduate and campus)
- Specific programme information for undergraduate students attending the Paris campus
- Indicate how will pay for the Welcome programme should your student decide to take part

#### **Online application procedure for students:**

Once nominated online by their home university, students will be notified by email and will be asked to submit their online application. Applicants will be required to fill in the online application form and upload all supporting documents.

### 2. Supporting documents

The following information documentation must be submitted **electronically** with the student's online application:

1. Curriculum Vitae
2. Motivational letter outlining the reasons for studying at Sciences Po
3. ID photo
4. University grade transcripts
5. Evidence of language level in French and/or

English (if applicable)

6. Applications for the journalism exchange programme: students should submit CV in English and clippings or journalistic articles as examples of work

**Please note that we no longer accept paper applications.**

**Partner universities can follow the status of their student's application. Please consult the user guide for further information.**

### 3. Notification of a decision

After a student's application has been assessed by an International Affairs Manager, confirmation will be sent electronically to the student with the partner university on copy.

Partner universities can consult the status of all applications by accessing their online account with username and password.

Students will then receive electronically their Sciences Po ID and password allowing them access to their Sciences Po online area. A provisional certificate of student status is available to show in their online area which can be used for visa purposes.

### 4. Course registration

Course registration for students will take place Beginning December for the spring semester. You will find the exact dates and practical information regarding course registration by the [Sciences Po website](http://www.sciences-po.fr).

For students to be fully prepared for course registration, they are required to read carefully the exchange program web pages (for undergraduate students only). This will inform students about the curriculum, the course load, the types of courses. Students will also find course syllabi as well as a list of the main academic contacts: <http://college.sciences-po.fr/siteparis/etudiants-echange>

For Masters students, they should consult the following web pages: <http://master.sciences-po.fr/en/node/14>

Students should also become familiar with the academic regulations at Sciences Po, with regards to exams, intellectual honesty, class attendance, etc. Please urge your students to read carefully the following document: [http://master.sciences-po.fr/sites/default/files/reglsco\\_en.pdf](http://master.sciences-po.fr/sites/default/files/reglsco_en.pdf)

Full course details will be made available on Sciences Po's website nearer the time.

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. Please note that Sciences Po will do its best to ensure that students obtain the courses they wish or require to take however, we cannot guarantee that students will be able to obtain all their first choices.

**For students attending the undergraduate exchange program in Paris, partner universities should indicate if their students are obliged to the majority of their courses in one or two specific areas. 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. This information is not required for students who do not have any specific academic obligations in their home university.**

**PLEASE NOTE THAT THERE IS NO ADD OR DROP POLICY AT SCIENCES PO.**

---

## PLEASE NOTE THE FOLLOWING USEFUL INFORMATION

---

### 1. Social Security

In France, every student under 28 years old is required to register for the student social security system. Registration is valid for the whole year and costs 200 Euros (2010-11).

The only exceptions are French students under the age of 20 and students from the European Economic Area who are holders of the European health insurance card. This card should be requested at the social security office in the country of residence, at least two weeks before travelling to

France. 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 over 28 years old are not eligible for the student social security system through Sciences Po and are required to take out fully comprehensive private insurance. This insurance must cover the full study-period.

Students will be required to pay for French student social security at the same time as applying for their student card.

### **2. Residence permit (carte de séjour)**

All students coming to study at Sciences Po for a whole year 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 at Sciences Po.

Please be aware that this service is only available for students applying for residence permits that live in the city of Paris. We therefore advise you strongly to look for accommodation within Paris (postcodes which begin by 75) so as to make this procedure as hassle-free as possible. 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](#) ("préfecture") to find out more about the application procedure.

### **3. Accommodation**

Sciences Po's [Accommodation Office](#) there to provide information and advice and to put you in contact with organisations or individuals.

[info-logement@sciences-po.fr](mailto:info-logement@sciences-po.fr)

Phone: + 33 (0)1 45 49 51 24

The Accommodation office is available to advise students at the following times:

**From Monday to Friday from 9AM to 12PM at**

**9, rue de la Chaise - 75007 Paris - office 917 (1st floor)**

The Sciences Po Students' Union ([Bureau des](#)

[Elèves, BDE](#)) receives many accommodation offers from individuals that can be accessed after registering (10 euros/year). Do not hesitate to get in touch with them at Sciences Po 27, rue Saint-Guillaume, 75007 Paris.

### **4. Students with a disability**

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

For special needs, you may visit Sciences Po and meet the Advisor to students with disabilities, or contact her by e-mail in order to get all the information you require:

Contact: [Claire Seconde](#)

Phone: + 33 (0)1 45 49 51 19

**From Monday to Friday from 9AM to 12PM**

**9, rue de la Chaise - 75007 Paris - office 917 (1st floor)**

### **5. 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 parties and sporting events that are not to be missed!

<http://www.as-scpo.com>

Phone: +33 (0)1 45 44 22 67 / +33 (0)1 45 49 54 38

### **6. Student societies**

Each year, over 60 [student 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.

The commitment to student societies is in line with Sciences Po's educational philosophy as they offer many opportunities to develop skills and form attitudes that are part of this ethos. These include acquiring the ability to express oneself in public, dealing with complexity, demonstrating intellectual courage and developing civic spirit. The many different societies gain formal accreditation at the beginning of each academic year through a democratic procedure in which all students at Sciences Po take part.

Contact also [La Péniche](#): A student society and a website with more information on student life at Sciences Po for further information: [www.sciences-po.fr/formation/etudiants/associations/index.htm](http://www.sciences-po.fr/formation/etudiants/associations/index.htm)

### **7. Welcome programme**

Students, should they desire, will be able to attend an orientation programme before the beginning of the academic semester or year. For further information regarding the Welcome programme, please consult the [International Affairs Division's website](#).

Once accepted to Sciences Po, students must register for the Welcome programme through their espace Sciences Po: <http://scolarite.sciences-po.fr> and will be able to pay online by credit card.

Registration operates on a first-come, first served based and payment must be received to guarantee participation in the welcome program. **No refunds will be given.**

**Important:** Universities who pay for the welcome programme, please note that your students must register for the Welcome programme through their espace Sciences Po: <http://scolarité.sciences-po.fr>

Students will not be asked to pay and Sciences Po will invoice your university. An invoice will be sent by email at the beginning of the Welcome programme