

## APPLICATION PROCEDURE

<b>Nomination and Application Deadline</b>	May, 31st (Fall semester and full year students) October, 31 <sup>st</sup> (Spring semester students)
<b>Application fees</b>	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.
<b>Language requirements</b>	We recommend students have a minimum of B1 level of French / English according to the Common European Framework of Reference for Languages if they want to follow courses taught in French / English. A specific program entirely taught in English (English Track) is now available: <a href="http://www.sciencespobordeaux.fr/fr/formation/reactions_internationales/english_track.html">http://www.sciencespobordeaux.fr/fr/formation/reactions_internationales/english_track.html</a>
<b>Application procedure</b>	On-line registration: <a href="https://iepb-bo.moveon4.com">https://iepb-bo.moveon4.com</a>
<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>➤ Housing application form (for students willing to apply for an on-campus room)</li> <li>➤ Proof of language proficiency:             <ul style="list-style-type: none"> <li>➤ Courses taught in English (non-native English speaker only): TOEFL score copy (minimum 79ibt) or IELTS score copy (minimum 6.0) or a letter from your Home Institution certifying that you have the required level</li> <li>➤ Courses taught in French (non-native French speaker only): TCF score copy (minimum B2 level) or a letter from your Home Institution certifying that you have the required level</li> </ul> </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>	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 8, 2014 – December 19, 2014	
September 8 (10am)	Orientation session - <b>compulsory</b>
September, 9 – 12	Pedagogical induction seminar
September, 15	Beginning of 1st semester courses
October, 6	Deadline for 1st semester courses & exams registration
<i>October, 25 – November, 2</i>	<i>All Saints Holiday</i>
December, 13	End of 1st semester courses
December, 13 – 18 (included)	1st semester exams
<i>December, 19 – January, 18</i>	<i>Christmas Holiday</i>
Spring semester : January 12, 2015 – May 7, 2015	
January, 8 2015	Orientation session for spring semester students - <b>compulsory</b>
January, 12	Beginning of 2nd semester courses
February, 2	Deadline for 2nd semester courses & exams registration
<i>February, 21 – March 1</i>	<i>Winter Holiday</i>
April, 18	End of 2nd semester courses
<i>April, 18 – 26</i>	<i>Easter Holiday</i>
April, 27 – May, 7 (included)	2nd semester exams

## COURSES

- **Registration**

Students cannot register for courses before their arrival in Bordeaux.

Students will have to register for courses before October 6, 2014 for 1<sup>st</sup> semester courses and exams and February 2, 2015 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. There are some compulsory courses for exchange students (list to be given with the course list in May).

- **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 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 April/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 13 – 18 (included)</b>	1st semester exams
<b>April 27 – May 7 (included)</b>	2nd semester exams

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

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

<b>A+</b> : outstanding performance with only minor errors	<b>Excellent</b>	≥ 14,5
<b>A</b> : above the average standard but with some errors	<b>Very Good</b>	≥ 13 < 14,5
<b>B</b> : generally sound work with a number of notable errors	<b>Good</b>	≥ 12 < 13
<b>C</b> : fair but with significant shortcomings	<b>Satisfactory</b>	≥ 11 < 12
<b>D</b> : average performance	<b>Average</b>	≥ 10 < 11
<b>E</b> : performance meets the minimum criteria	<b>Sufficient</b>	≥ 9 < 10
<b>F</b> : some more work required before credit can be awarded	<b>Fail</b>	< 9

## 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 € 207).

**Social security is compulsory for all students from outside Europe.**

Be careful, you will not be covered until October 1st, so be sure to have private insurance that will cover the first month.

## ACCOMMODATION

- ***University Accommodation***

Foreign students who wish to stay in university accommodation must apply on-line to the CROUS de Bordeaux before 30 April 2014: <http://www.crous-bordeaux.fr>

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

They must also register our request on <https://iepb-bo.moveon4.com>

Please note that in all CROUS Residences, linen and crockery are NOT provided.

**1- standard rooms in halls of residence on campus**

The campus is located 8km from the center of town.

The rooms (10m<sup>2</sup>) are furnished (bed, desk, washbasin); sheets and blankets are NOT provided; the kitchen (refrigerator, crockery and cutlery NOT provided) and the bathroom/toilets are shared.

Average price: **140-150€ a month, service charges included.**

These residences are quite old and the rooms might not be of an acceptable standard for most students.

**2- refurbished/renovated rooms in halls of residence on campus**

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.**

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

These flats are in Emile Durkheim (very close to the school), Les Lumière (15 min walk) and Pierre-Gilles de Gennes (5 min walk) residences. 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.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)

***Institutional websites***

[www.etudiant.gouv.fr](http://www.etudiant.gouv.fr) ; [www.anil.org](http://www.anil.org)

## ESTIMATED MONTHLY BUDGET

Housing	from 140€ to 600€
Food	from 200€ to 400€
Books	from 50€ to 150€
Transportation	around 30€ per month
Miscellaneous	from 100€ to 400€