

# Aix-en-Provence, France Program Handbook

## Fall/Academic Year 2021-22

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The Academic Program in Aix-en-Provence (APA) is a consortium program offered through Indiana University and the University of Wisconsin-Madison. This program handbook supplements materials you received from your home study abroad office and provides you with the most up-to-date program information and advice available at the time of writing. Changes may occur before your departure or while you are abroad. Your flexibility and willingness to adjust to these changes as they occur will help you in having the most rewarding study abroad experience possible.

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### Contact Information

#### On-Site Program Information

Your primary contacts in Aix-en-Provence, France will be:

**Kelly Sax**, APA Faculty Director 2021-22  
Senior Lecturer, French and Italian  
Director of Language Instruction, French  
Indiana University  
ksax@indiana.edu

**Patricia Reffay**, APA Assistant Director  
[preffay.apa@gmail.com](mailto:preffay.apa@gmail.com)

#### Program Address

Academic Program in Aix-en-Provence (APA)  
30, avenue Victor Hugo  
13100 Aix-en-Provence France  
Tel: 011-33-4-42-38-11-51

Emergency Cellular Phone: 011-33-6-85-75-50-41

When calling from within France, replace 011-33 above with just 0.

The APA office is generally open Monday through Friday, 9:00-12:00 and 2:00-5:00. Please give this program address to your family and friends for sending mail to you throughout the length of

the program. When sending a package, to avoid paying French customs taxes, be sure to label it "SANS VALEUR COMMERCIALE / EFFETS PERSONNELS"

Mail should be sent to:

Student Name  
c/o Academic Program in Aix-en-Provence  
30, avenue Victor Hugo  
13100 Aix-en-Provence, France

### **Home University Contact Information**

#### **Indiana University**

Office of Overseas Study  
Leo R. Dowling International Center  
111 South Jordan Avenue  
Indiana University  
Bloomington, IN 47405-7709  
Tel: 812-855-9304, Fax: 812-855-6452  
E-mail: [overseas@iu.edu](mailto:overseas@iu.edu)  
Web Site: [www.overseas.iu.edu](http://www.overseas.iu.edu)

*For Academic Advising:*

**Amanda Roshan-Rawaan**

Associate Director

E-mail: [amarosha@iu.edu](mailto:amarosha@iu.edu)

Tel: 812-855-7588

*For Program Issues:*

**Melissa Thorne**

Senior Student Services Coordinator

E-mail: [mcthorne@indiana.edu](mailto:mcthorne@indiana.edu)

Tel: 812-855-1141

#### **University of Wisconsin-Madison**

International Academic Programs (IAP)  
301 Red Gym, 716 Langdon Street  
Madison, WI 53706  
Tel: 608-265-6329, Fax: 608-262-6998  
Web: [www.studyabroad.wisc.edu](http://www.studyabroad.wisc.edu)

#### **Kate Hamoonga**

Senior Study Abroad Advisor

Tel: 608-265-6329

E-mail: [kate.hamoonga@wisc.edu](mailto:kate.hamoonga@wisc.edu)

#### **Matt Geisler**

(Serving as) Enrollment Specialist Advisor

Tel: 608-265-6329

E-mail: [matthew.geisler@wisc.edu](mailto:matthew.geisler@wisc.edu)

Matt will process UW student application materials, course equivalent requests and final transcripts.

### **Emergency Contact Information**

In case of an emergency, call the main IAP number **(608) 265-6329** between 8:00am- 4:30pm Central Time Monday-Friday; after-hours or on weekends call the IAP staff on call at **(608) 516-9440**.

### Embassy Registration

All program participants who are U.S. citizens must register at the U.S. Embassy before departure as this will help in case of a lost passport or other mishap. You can register on-line at <https://travelregistration.state.gov>. If you are not a U.S. citizen, register at your home country's embassy or consulate.

U.S. Embassy in Paris, France  
2, avenue Gabriel  
75382 Paris Cedex 08  
Tel: (33)1-43-12-22-22  
<https://fr.usembassy.gov/fr>

U.S. Consulate General in Marseille  
Place Varian Fry  
13286 Marseille Cedex 6  
Tel: (33)41-43-12-48-85  
Fax: (33)4-91-55-56-95 (from the U.S.), 04-91-55-09-47 (in France)  
<https://fr.usembassy.gov/fr/ambassades-et-consulats/marseille-fr/>

### Program Dates

Your arrival date of **August 11, 2021** is confirmed. Other dates on the following calendar give an **approximate indication** of when certain academic activities take place.

The Faculty Director (FD) will consult the academic calendars of Aix-Marseille *Université* and *Sciences Po-Aix*, as they become available, prepare a final calendar for Program students, and distribute it during the latter part of the *Cours Intensif*. **You are required to remain in Aix until you have taken all of your final or make up examinations.** Do not finalize any travel plans for your return to the U.S. before you have all the dates of your final exams (and make-up exams for Sciences Po). Unlike in the U.S., French professors do not usually change exam dates to accommodate students. Failing to take exams will affect your grade.

## Tentative Program Calendar 2021-2022 TO BE CONFIRMED

**\*\* More information on dates to be released as it becomes available.**

August 18	Arrival date, afternoon – between 2:00 pm and 6:00 pm sandwiches served; welcome talk
August 19	<b>Morning</b> : guided tour of Aix <b>Afternoon</b> : Housing meeting and apartment visits; cell phone purchase
August 20	2:00 pm : Administrative meeting Move into apartments
August 23 – Sept 3	Intensive course – <i>Cours intensif</i> for all students

End of August (need to be confirmed)	Meeting on Cultural differences with American psychologist
September 1	Meeting organized by <i>Sciences Po</i> for all their foreign students
Early September	Academic Meeting
1 <sup>st</sup> week of September	<i>Plaquettes</i> (course info) will be available on the internet and in the Program office for preliminary selection of courses at <i>Université</i> Advising conferences to be held with FD regarding selection of courses for <i>Sciences Po</i> and <i>Université</i> students.
September 6	<i>Sciences Po</i> , <i>Université</i> , <i>SUFLE</i> and <i>APA</i> courses begin
September 13	<i>Universite courses begin</i>
Mid or End of September	Drop-Add Deadline (to be announced)
November 1	Holiday - <i>Toussaint</i>
November 11	Holiday - <i>Armistice 1918</i>
Mid December	Exam period at <i>Sciences Po</i>
Mid December	Advising conferences with FD regarding selection for second semester courses for year students.
Mid- December -Early January	Exam period at <i>Université</i> (to be confirmed) <b>Plan on staying in Aix until mid-January to make sure you can take all exams as needed.</b>
December 18– January 2	Winter Break
January 3 - 15	Exam period at <i>Université</i> <b>Plan on staying in Aix until mid-January to make sure you can take all exams as needed.</b>
January 17	2 <sup>nd</sup> semester starts at <i>Sciences Po</i> , <i>Université</i> , <i>SUFLE</i> and <i>APA</i>
February 5-13	One-week break at <i>Sciences Po</i>
February 14-20	One week break at <i>AMU</i>
End of January- Early-February	Drop-add deadline for all courses (to be announced)
April 24-May 3	Spring break at <i>Sciences Po</i>
April 25-May 7	Final examinations at <i>AMU</i>
May 1	Holiday - International Labor Day and Ascension Day
May 8	Holiday - <i>Armistice 1945</i>
May 9-May 25	Final Examinations at <i>Science Po</i>
May 26	Holiday - Ascension Day
June 20 - 24	Make-up examinations at <i>Sciences Po</i>
	<b>Plan on staying in Aix until the end of your exams or make-up exams as needed.</b>

The vacation periods may vary from one institution to another, and you will need to check them carefully at the *FAC ALLSH/AMU*, *SUFLE* and at *Sciences Po*, as well as with your professors. When a legal holiday falls on a Thursday or Tuesday, many people at public and private institutions and businesses include Friday or Monday as part of the holiday in order to make a long weekend (called *faire le pont*). You should check with your professors if their classes will meet on such days. If class meetings are canceled due to holidays, strikes or absence of the professor, there will usually be extra make-up sessions at the end of the semester.

Students need to consult with the professor and watch bulletin boards so as not to miss make-up classes. Plan to stay until the end of the exam period so as not to jeopardize your academic work.

## Preparations Before Leaving

**In order to have the most up to date information, you will receive a document including updates, policies and procedures related to COVID-19 before your departure.**

### Immigration Documents & Pre-Departure Items to Gather

#### Passport

A passport is needed to travel to France and to obtain your student visa. Apply immediately for a passport if you do not already have one. Passport information and application forms can be found on the U.S. State Department website (<http://travel.state.gov/passport>). If you already have your passport, make sure it will be valid for at least six (6) months beyond the length of your stay abroad.

#### Visa

You will receive detailed instructions about applying for your visa from your study abroad advisor.

#### Registration with the Office of Immigration and Integration (OFII)

Academic year students are required to register with the OFII during the first three months of their stay in France. The APA office will help you fill out the documents during the first administrative meeting. Semester students can decide if they want to complete the OFII. Please check your visa instruction guide for more information.

As part of your visa materials, you will complete the top portion of the OFII residence form and the French Consulate will complete a section and return it to you. Upon arrival in France, you will need to complete the section labeled: **“RUBRIQUES A COMPLETER APRES LA DELIVRANCE DU VISA ET AVANT L’ENVOI A L’OFII”** with your address, telephone number and visa information. You will also need to gather various documents to take to the OFII.

#### Inoculations

We recommend that you consult with your health care professionals about any recommended inoculations before departure. Ask your doctor if you need any shots to travel to countries outside of France (North Africa, for example). Be sure to bring with you all official records of your inoculations.

#### Pre-Departure Academic Preparations

Required Pre-Departure Conferences with Your Advisor

- **Indiana students:** You must complete the advising process with Overseas Study as outlined in the e-form included in your pre-departure checklist. You are ultimately responsible for meeting your degree requirements.
- **Wisconsin students:** You must confer with your major advisor regarding your major requirements prior to your departure for Aix and fill out an IAP Advising Worksheet which needs your major advisor's signature. See your acceptance email for details. If you have

not declared your major, discuss this with the Faculty Director in Aix as soon as possible, before you begin selecting courses at the French institutions.

### **Language**

It is important for you to keep up with the French language prior to your departure for Aix. You should review your favorite reference grammar book, which you might find useful to bring to Aix with you. The Academic Program in Aix has several copies of different grammar books, such as L.-F. Hoffmann's *L'Essentiel de la Grammaire Française*. The Program also has French dictionaries as well as an excellent encyclopedia. However, you will probably want to buy the *Petit Robert* or the *Petit Larousse* for daily use after you have arrived in France. In addition, you should become familiar with a good bilingual dictionary and bring it with you as well. Most students find either of the following two dictionaries very useful: *The Collins Robert French Dictionary* and *Harrap's French-English-French Dictionary*. A French-French dictionary is highly recommended as it helps to build your vocabulary faster when you look up words. Many students have found it useful to download a dictionary app onto their mobile phones; one good one is by Larousse.

### **Reading**

We strongly advise that you read as much French literature as possible before going to France. You might, for instance, enjoy reading works associated with Aix-en-Provence in particular or Provence in general. For example, Zola's novels set in "Plassans" (his name for Aix), or the novels by Jean Giono, poems by René Char, Germain Nouveau, and Jean de La Ceppède, and the letters of Mme de Sévigné.

Read magazines such as *Le Nouvel Observateur*, *L'Express*, *Le Point*, etc. before you leave for France. In addition, read newspapers such as *Le Monde*, *Le Figaro*, and *Libération*. These newspapers are available on the web. They will help you familiarize yourself with current issues in France. For more local news in the region of Aix, you can also look at the website of the newspaper *La Provence* [www.laprovence.com](http://www.laprovence.com).

For a better grasp of French society and Provence, read some of the following books:

- Carroll, Raymonde. *Evidences Invisibles: Américains et Français au quotidien*. Paris: Seuil, 1987. (It deals with differences between Americans and French cultures). Chapters include studies of "L'amitié," "Le téléphone," "Se renseigner," "Le couple," and body language). English version: *Cultural Misunderstandings*.
- Barlow, J. and J.-B. Nadeau, *Sixty Million Frenchmen Can't Be Wrong*. Version française: *Pas si fous ces Français!*
- Mayle, Peter. *A Year in Provence*
- De Larabetti, Michael. *Tales from Provence*
- Fisher, M.F.K. *Two Cities in Provence*
- Guide Michelin (vert), *Provence* (Get the French version to help you build vocabulary).
- Clarke, Stephen. *Talk to the Snail* (Humorous accounts of surviving and thriving in French culture)

### **Handling Money Abroad** **Arrival**

You should bring 100-200 euros **in cash** with you for taxi fare, food, etc. for the first few days. Some banks like Chase will order currency for you while you are still in the US. Alternately, you can withdraw money in France directly from an ATM using your American bank debit card.

Within the first week or two of your arrival in Aix, you will need enough CASH to be able to cover your first two months' housing expenses (rent and security deposit, 1, 200-1,400 euros as of fall 2020). Most students either use their American ATM card to withdraw cash from their American bank, or effect a one-time bank transfer between their American bank and French bank account (which will be set up upon your arrival in Aix). Be aware that your bank at home will set limits on how much cash you can withdraw each day on an ATM card, so it may not be possible for you to withdraw enough money on one day to cover your first two months' housing expenses. You may wish to ask your bank to increase your daily withdrawal limit before departure. Also, be aware that use of American ATM cards and bank transfers usually come with fees (see notes below). While APA does not endorse any particular service, some students recommend *transferwise.com* for sending large amounts of money as it has lower fees than many banks.

**Here is a list of estimates of funds you will need upon arrival:**

Taxi fare for arrival day in Aix	<ul style="list-style-type: none"> <li>• <b>40 to 70 Euros</b> depending upon point of arrival: train station (40 euros) or airport (70 euros)</li> </ul>
Apartments OR Rented Room:	<ul style="list-style-type: none"> <li>• You will need to pay the equivalent of <b><u>two months' rent</u></b> when signing the lease for your apartment or rented room (deposit + one month's rent).</li> <li>• Monthly rent for <u>apartments</u> varies depending on the size of the apartment. You should calculate approximately <b>500-700 euros per student per month</b>.</li> <li>• For a <u>rented room</u> you should calculate approximately <b>450-550 euros per month</b>.</li> </ul>
Tenant Insurance which includes personal liability	<ul style="list-style-type: none"> <li>• Tenant insurance is mandatory for all housing in Aix apartments, and costs approximately <b>60 euros</b> for the year.</li> </ul>

**Estimates of funds for items that you may find useful upon arrival:**

Cell phone	Between 30-90 euros
Prepaid cell phone card	Between 15-45 euros

**Attention !!!**

If you wish to use your US cell phone in France, don't forget to have it unlocked before leaving the US, because it is difficult (and expensive) to do it here. We highly recommend purchase of a local phone because it is expensive to dial a US number to reach a student residing in Aix!

## **Currency Exchange**

Although many past participants have commented that one way of getting access to cash is by using ATMs, you should still bring a minimum of 100 euros in cash with you to cover your expenses other than the amount for your lodging for the first few days. Check with your bank or credit union for more information. Some banks, such as Chase, will order currency for you while you are still in the US, though the exchange rate you receive is not as good as withdrawing money directly from an ATM.

In Europe, as a general rule, avoid buying foreign currency at airports, railroad stations, and especially hotels and stores: they charge higher fees than at currency exchange places, which in turn charge slightly higher fees than the banks. Do not depend on the exchange rate published in newspapers; it is a bank-to-bank rate, and what you will get is often at least 5% less. A good website to check typical cash rates is [www.oanda.com](http://www.oanda.com).

**NOTE: Checks, bank drafts, as well as bank-to-bank transfers are assessed heavy fees and sometimes take weeks to process.**

## **Using Credit Cards and Debit Cards in ATMs**

A generally reliable way to get money from the U.S. is to use a debit/ATM card with a VISA logo. It is also possible to withdraw cash using your VISA or MasterCard credit card; however, credit card companies often charge very high interest rates for “cash advances”. IT IS IN YOUR BEST INTEREST TO FIND OUT WHAT THE FEES FOR CASH ADVANCES ARE BEFORE YOU LEAVE THE STATES. Using a debit card that withdraws directly from your checking account in the U.S. will likely avoid these fees. Whether you use a credit card or debit card, you will likely be charged international transaction fees.

Machines that accept CIRRUS are more common than those that accept PLUS debit cards (see the back of your card for the CIRRUS logo). VISA is accepted in more places than AMERICAN EXPRESS or MASTERCARD.

Before you leave for France, notify your bank/credit card company of the dates that you will be abroad. In trying to curtail fraud, banks will often cancel debit/credit cards when they suspect any unusual card activity (e.g., a resident of the Midwest who suddenly makes a purchase in France). Also, make sure the card you are bringing has been used in the US at least once.

If you charge purchases to your card, you will get a slightly better exchange rate than you will get at French banks. Groceries, personal items, clothes, train tickets, and many other items can be purchased with a card, though some stores may have a policy of accepting it only for purchases above a certain amount.

You should never type your PIN number when a third party can see it. It is better to lose your card, which can easily be cancelled, than to reveal your PIN number to a stranger.

## **Checks, bank drafts and bank-to-bank transfers**

These methods of cash transfer are assessed heavy fees at French banks and sometimes take weeks to process. That said, if you choose to use this method to get money, fees for your *first cash transfer* will usually be waived by the French bank.



## **Banking System**

At your on-site orientation meeting in Aix, you will be informed about how French banks work and how you can open an account. It is highly recommended that you open an account for practical reasons.

## **Insurance**

*Sécurité Sociale* (Health Insurance)

APA participants are required to be covered by the French system of *Sécurité Sociale* (health insurance). The APA staff will assist in completing the required documents.

## **Travel Insurance**

APA does not insure your luggage or your personal belongings while you are on the program or traveling. We recommend strongly that you take out travel insurance (especially with theft coverage), either from a local travel agent or from your own insurance agent. If your family has a home insurance policy, it is worth checking to see if your belongings might be covered under it when traveling, and to what extent.

## **Renter's/Liability Insurance**

In addition to the required health insurance, you will also need to obtain "renter's insurance," which is a type of housing insurance that includes personal liability insurance. (Personal liability included in the renter's insurance is needed to register at French universities and to do volunteer work.) The Program works with an insurance company which can provide you this insurance for about 60 euros per person for the semester. For more details on this mandatory insurance, see *Renter's Insurance* under *Living Abroad*.

## **Packing**

The following are packing suggestions from past program participants:

- A sleeping bag may be useful for extra warmth in your room or when staying in hostels or camping.
- Warm weather clothing (a warm coat, hat, gloves, a heavy sweater...) is needed for winter in Aix or when traveling in northern regions of France or Europe.
- Do your own research regarding local weather in Aix on websites such as <http://france.meteofrance.com> or [www.aixenprovencetourism.com](http://www.aixenprovencetourism.com).
- Bed sheets are not furnished in most apartments, so be prepared to buy them upon arrival.
- **Prescription Drugs or special vitamins should be brought with you to last the full duration of your time abroad.** Bring a letter from your physician certifying your medical need for the drugs and dosage, and remember that is important to keep all medications in original bottles. If you do bring written prescriptions, make sure that they are written clearly and in generic terms.
- Contact lens solutions and products are twice as expensive in France, so it is recommended that you bring a semester's supply with you. Additionally, it is recommended that you bring glasses/contact lens prescriptions with you in case of loss or damage.

- The electrical current in France is 220 volts, whereas in the U.S., it is 110 volts. An adapter or converter may be necessary for certain electronic items. If you buy an adapter/converter, make sure it will work for the specific item for which you need it.
- Flip flops are very useful in showers when traveling.

## Shipping

### Packages sent from U.S. to France:

- Custom duties may be high (check your local post office for exact prices)
- Send packages to the program office:  
Name of student  
Academic Program in Aix-en-Provence (APA)  
30, avenue Victor Hugo  
13100 Aix-en-Provence France
- To avoid paying customs taxes, Write: **“SANS VALEUR COMMERCIALE / EFFETS PERSONNELS”** on the front of the package. Normally such packages cannot be insured.
- Do not send prescriptions or over-the-counter drugs. They will be confiscated by Customs.
- Allow extra time for delivery of packages, especially around holidays.

### Mail sent from France to the U.S.:

- Students should visit the local post office in Aix for information on shipping packages.
- Stamps are readily available at any “*Tabac*.”
- Mailboxes for letters and postcards are located throughout the city (look for a yellow metal box attached to walls with blue “Poste” lettering).

### Using Overnight Transporters:

- Customs duties can be very expensive, especially when packages from the US are sent via overnight transporter. The overnight transporter will pay customs and send you the bill for the customs fees even after having released your parcel.

## Travel and Arrival Information

All participants are expected to make their own travel arrangements and must arrive in Aix on the first scheduled day of the program. Participants who choose to arrive earlier are responsible for making their own housing arrangements. APA program staff is not available to assist with early housing arrangements and luggage cannot be left at the program office.

Arrival by air: The closest airport to Aix-en-Provence is the **Marseille-Provence airport** (MRS); it is located near a city called Marignane, so it is also sometimes called the Marignane Airport.

Arrival by train: There are two different train stations (“gare”) associated with Aix:

- 1) the **gare SNCF Aix Centre-Ville** is located right in downtown Aix about 1 block from the APA program office;
- 2) the **AIX Gare TGV** is the high-speed train station and is located about 15 minutes by bus outside of Aix. You may arrive by train by first going to downtown Marseille (Marseille-St. Charles) and from there taking a local train or bus to the downtown Aix train or bus station. If you are traveling

from Paris, you may take the TGV (express train) directly to the “Aix TGV” train station (NOTE: The TGV train will stop for **only 3 minutes** at the Aix TGV station, so be prepared to disembark very quickly!). If you arrive at the *gare TGV* there are regular shuttle buses (“navettes”) you can take to arrive in downtown Aix. For more information, consult:

<https://www.lepilote.com/ftp/document/fiche-horaire-40-bd.pdf>

Whether you arrive by plane or by train, **we strongly recommend that you take a taxi** to get to the Adagio hotel when you first arrive in Aix, because moving around with a lot of luggage can be difficult and very tiring.

### **Arrival Day**

**The program has reserved rooms for you to be shared with other students for the first two days at the Adagio Aparthotel, 3, rue des Chartreux – Tel : 04 42 37 98 98.** The cost of this stay is covered by the program.

You are responsible for getting to the Adagio Aparthotel on the first day of the program (**August 11**) between 2:00 p.m. and 6:00 p.m.

If you decide not to take a taxi...

#### **1. From the Marseille-Provence Airport**

You can take one of the blue shuttle buses, which go directly to Aix. Look for the sign “*Navette Aix-en-Provence – Aéroport*”. These buses will take you to the bus station (*gare routière*) in Aix. Fare: 8.60 Euros.

#### **2. From Aix TGV**

You can get from the TGV station to Aix with a shuttle bus, which will drop you off at the bus station in downtown Aix. These shuttles run every 30 minutes and cost approximately 4.30 euros.

#### **3. From Marseille (St. Charles) – the train station in Marseille**

You can take the train or the bus (both located in the St Charles train station) to the center of Aix. Both run every 10-20 minutes.

Once in Aix, here are Google Map directions to the hotel Adagio:

**From the downtown train station:** <http://g.co/maps/m98rw>

**From the Aix bus station:** <http://g.co/maps/g5fb7>

### **Taxi**

Taxi in Aix: **04 42 27 71 11**

Approximate fares to get to downtown Aix (Hotel Adagio) by taxi:

- From Marseille-Provence airport: 70 euros - From Marseille railway station: 60 euros - From Aix TGV railway station: 40 euros
- From downtown Aix railway/bus station to hotel: 10 ~15 euros
- Price per suitcase (on top of regular fare): 1 euro.

**Note that fares will be slightly higher (+10 euros) after 7pm. SHARING A TAXI WITH OTHERS FROM THE PROGRAM IS A GOOD WAY TO SAVE \$!**

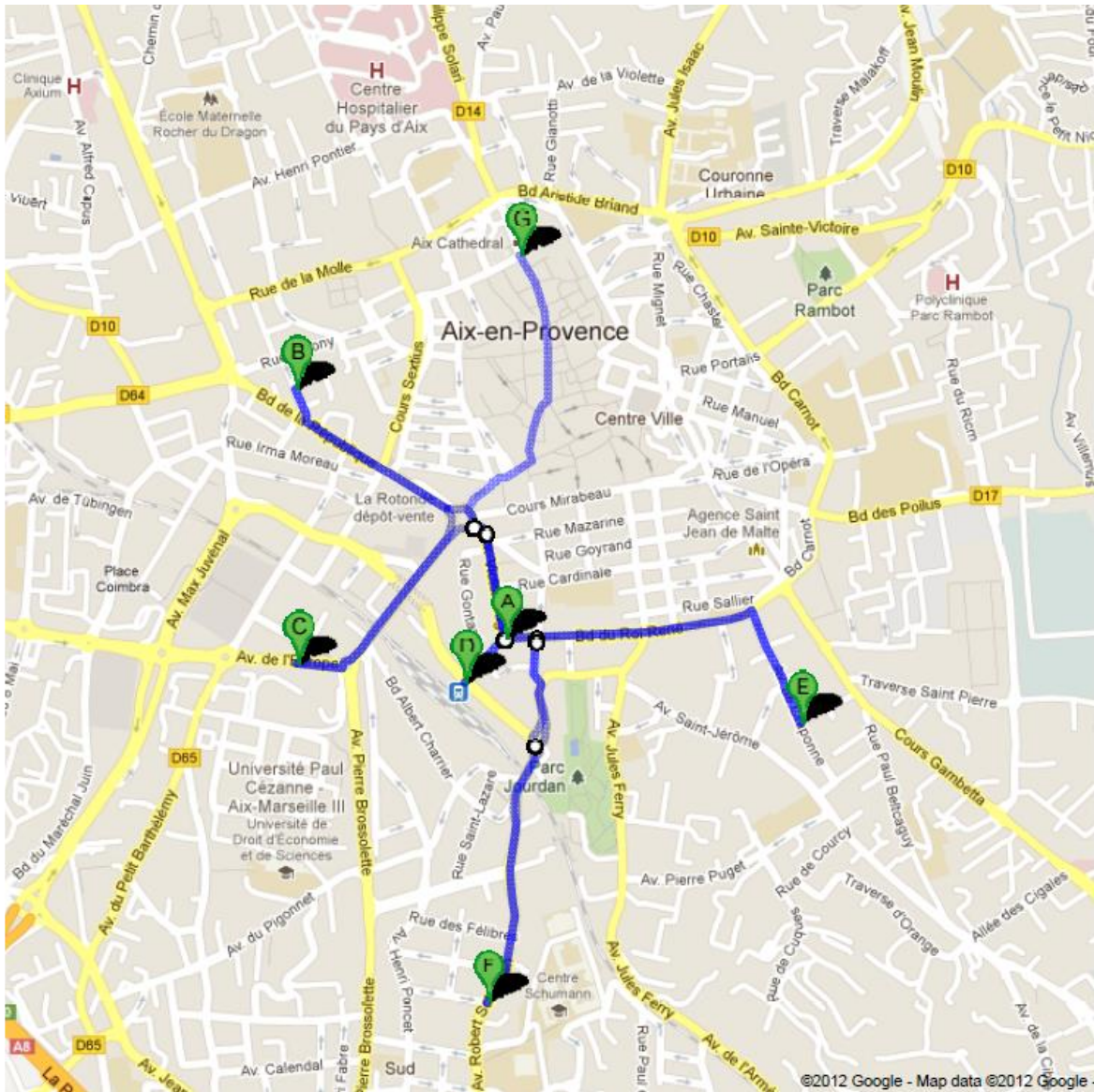
**Here is a map and key showing the locations of places you'll want to know about when arriving in Aix:**

1. APA Program office: 30, Ave. Victor Hugo
2. Aparthotel Adagio: 3 rue des Chartreux (this is where you will stay here for the first few days while moving in to your apartment or rented room)
3. Bus station (*Gare routière*): Ave. de l'Europe (where you will be dropped off if you take the airport shuttle or the bus from Marseille)
4. Aix downtown train station (*Gare SNCF Aix Centre-Ville*)
5. The Faculty Director's apartment: 2A Place du Général de Gaulle
6. FAC des Arts, Lettres, Langues et Sciences Humaines / SUFLE (*l'Université* - where most students will attend classes; 29, Ave. Robert Schuman)
7. *Sciences Po* (where students majoring in Poly Sci or International Relations will study; 25, rue Gaston Saporta)
8. *Faculté des sciences*

The bus or train station (*Gare Routière* or *Gare SNCF Aix Centre-Ville*) to the Hotel Adagio is about ½ mile. Walking unencumbered would take you about 15 minutes. Walking with one or more suitcases might be trying, especially on top of jetlag, which is why we suggest a taxi. But it is up to you!

If you would like to **print a more detailed map** of downtown Aix to familiarize yourself with your future stomping grounds, one can be found at:

<http://www.aixenprovencetourism.com/destination/preparer-votre-sejour/aix-plans/>



### If You Arrive Early

As mentioned at the beginning of this section, students are expected to arrive on the first day of the program. Prior to that day, program staff will not be available to assist you. If you arrive earlier, you must make your own housing arrangements. Here are some suggested places to stay:

- Check availability at Adagio Aparthotel (3, rue des Chartreux – Tel : 04 42 37 98 98).  
<http://www.adagio-city.com/fr/hotel-6796-aparthotel-adagio-aix-en-provence-centre>
- Hôtel de France – 63 Rue Espariat - tel : 04 42 27 90 15  
Website : <http://www.hoteldefrance-aix.com/>
- Hôtel Le Concorde, 68 Boulevard du Roi René – tel : 04 42 26 03 95  
Website : <http://hotel-aixenprovence-concorde.com/>

If you decide to make a reservation in another hotel, make sure that the hotel is in the center of the city. Be aware that most buses do not run after 9:00 pm or on Sundays.

## **After You Have Arrived**

### **Orientation**

Orientation is run by the staff of the office soon after your arrival. Students will stay at the Adagio Aparthotel for the first days until they move into their housing for the year/semester. Upon arrival, you will be given a card with emergency phone numbers and a map of the city of Aix-en-Provence with instructions on how to get to the Program office as well as to the site of orientation activities.

Orientation includes:

- A tour of central Aix-en-Provence
- Several mandatory academic and administrative meetings
- Information on the French University system
- Visits to the institutions where you will be attending classes
- Housing information
- Special meeting about safety precautions with a police officer
- Session with American psychologist on cultural differences and adjustment
- Assistance purchasing a cell phone
- Arranged appointment at local bank to open French bank account
- Assistance in completing *carte de séjour* paperwork and other necessary documentation related to your visa

## **The Academic Program**

### **General Information**

#### **Role of the Faculty Director (FD)**

During the 2021-22 academic year, the FD will be **Dr. Kelly Sax** from Indiana University. During the program, the FD serves as your academic advisor and will schedule an individual appointment with you during the first few weeks in Aix to discuss your course selections. The FD will work closely with faculty and academic advisors at your home school to help you develop a course of study that meets Program guidelines and keeps you on course for graduation. The FD is also responsible for obtaining your grades from the French professors and transmitting the record of course titles, credits, and grades to your home university.

### **The Academic Institutions**

#### **Aix-Marseille Université (AMU, also commonly referred to as « la FAC »)**

On January 1, 2012, the three Universities of Aix-Marseille (Université de Provence, Université de la Méditerranée and Université Paul Cézanne) merged to become one single university entity : *Aix-Marseille Université (AMU)*.

This new university represents approximately 78,000 students (including 10,000 international students), 6000 professors, researchers, technicians and administration staff, and covers all the disciplinary fields.

Participants will take courses at one of the following three academic institutions in Aix-en-Provence:

1. **FAC ALLSH** (Faculté des arts, lettres, langues, sciences humaines) <http://allsh.univ-amu.fr/>

The **FAC ALLSH** is currently the largest College at AMU, offering courses principally in Anthropology, French literature, Linguistics, Psychology, Sociology, Education, History, Geography, and foreign languages. Students majoring in science may take *one* science course at the **Faculté des Sciences** at the Montperrin campus in Aix. ( <https://sciences.univ-amu.fr/sites-geographiques/aix-montperrin>). It is imperative that close consultation occur well ahead of the student's arrival in Aix, between the student's adviser in the US, the Faculty Director, and the office of the International Academic Programs. The Faculty Director will provide available information on the course(s) the student is contemplating taking. Both the student and the adviser are encouraged to be flexible in terms of course selection and allocation of credits, and to be cognizant of the value of cultural differences in science education.

2. **Sciences Po-Aix**

<http://www.sciencespo-aix.fr/>

The APA program has agreements with *Sciences Po-Aix* such that a certain number of program participants may register at this institution each year. Since enrollment is limited, *Sciences Po-Aix* will review the transcripts of APA students who wish to take classes at *Sciences Po-Aix*. APA students who wish to attend *Sciences Po*, either for the Certificate Program or the Political Studies Program, are expected to have declared a major, or at least a minor, in one of the disciplines offered at *Sciences Po* (Political Science, International Studies, Social Science) prior to arriving in Aix and to have taken at least two university-level courses relating to Political Science, Political Theory, Political Philosophy, Social-Science Theory, European History, or similar topics. The *Sciences Po* Director will judge each candidate's background in these fields and his/her level of French before making the final acceptance decision.

Contrary to what its name might suggest, *Sciences Po* should not be perceived as a Department of Political Science in the American sense. Courses that one would normally find in an American Political Science Department are available; however, *Sciences Po* offers an interdisciplinary education which aims to provide students with a general knowledge with which to choose a field of specialization that is of particular interest to them.

Linked to the Departments of Law, Economics and the Sciences at *Aix-Marseille Université*, *Sciences Po* offers classes taught by professors and researchers at the Law School and with professionals working in the fields of International Relations, Finance, International Commerce and Communication.

3. **SUFLE** (*Service Universitaire de Français Langue Etrangère* (for students who go to Aix with only 4 semesters of French or are at a lower level).

**SUFLE** is the French language and culture institute associated with AMU (<http://sufle.univ-amu.fr/formations/cours-francais-a-plein-temps>)

A student who has only 4 semesters of French prior to starting the program or who does not have the B2 language level (determined by the placement test provided by SUFLE), will be enrolled at SUFLE for the semester. Students will be in class with other international students learning French language and culture.

During the semester, SUFLE students will take French language classes at the appropriate level as determined by their placement test. In addition to the language course work, students will select several topic-focused French culture workshops. If a student staying in Aix for the year places high enough after one semester at SUFLE, he or she may enroll at AMU or Sciences Po for their second semester, but this is not a guarantee and will depend on the student's individual performance.

### **Strikes in France**

Student and faculty strikes occur regularly in France due to political, economic, and social conditions. Such strikes often result in class cancellations for a few days or even weeks until the strike has been resolved. If prolonged strikes result in multiple weeks of missed classes, APA and IAP will arrange for special make-up courses so that students receive the full academic content of classes affected by strikes.

### **Course Information**

#### **Intensive Course: *Cours intensif***

This course emphasizing grammar review and cultural preparation is required for all students at the beginning of the program in Aix. The various sections of the *Cours intensif* are taught under the auspices of the *Service Universitaire de Français Langue Etrangère (SUFLE)* of Aix-Marseille Université.

#### *Cours intensif – Sciences Po and AMU students*

Students typically will take a two-week intensive course. They will be awarded 2 credits.

#### *Cours intensif – SUFLE students*

Depending on the starting date of the academic year, students will take an intensive language course lasting up to three weeks, comprising a daily morning language class (grammar, oral expression and phonetics) and a culture class in the afternoon. The number of credits awarded for this pre-session coursework will depend on the length of the course.

Students will earn a single composite grade comprised of the average of the grades for the *Cours Intensif*.

### **Methodology Course**

AMU and Sciences Po students must take a course that focuses on methodology applied to university work in France. 2 credits

#### **AMU students:**



*“Introduction à la méthodologie universitaire,”* offered through SUFLE, will help students understand how to write a French-style *dissertation* and *commentaire composé*. The course will also help students overcome difficulties in grammar and writing.

### **Sciences Po students**

*Sciences Po* students must take the *Conférence de méthode* class called *“Français langue étrangère”* offered at *Sciences Po*. The course is aimed at improving students’ written French and helping them understand the methodological demands of *Sciences Po*. The course will also help students overcome difficulties in grammar and writing.

In addition, they can choose from among three *cours du Programme*:

### **Program Courses: *Cours du Programme***

The *cours du Programme*, or Program courses, are taught specially for students participating in the Aix program. These semester-long courses carry 2 credits and most of them are 30 hours long. These courses will be offered, pending program enrollment.

- ***“Expression orale / Prise de parole en français”*** - Instructor : Monsieur Claude Pelopidas (30 hours) -1st semester  
The objective of this course is to improve the students’ oral language skills by using the techniques of the theatre. Attention is paid to the rhetorical conventions of academic discourse, pronunciation, intonation and rhythm as well as communication strategies.
- ***TITLE*** - Instructor : Dr. Kelly Sax, 2 credits (30 hours) – 2<sup>nd</sup> semester  
**Description**
- ***“La France et l’actualité internationale”*** - Instructor : Monsieur Claude Pelopidas (30 hours) – 2<sup>nd</sup> semester  
Terrorism, proliferation of nuclear arms, Arab revolutions, the rise of Extremism... From Afghanistan to North Korea through Iraq, Iran and the West, this course seeks to examine international current events through the perspective of French foreign policy, especially the origins and consequences of the major conflicts shaping the beginning of the third millennium.

### **Courses at AMU**

All classes are semester-long courses. Some classes include a discussion section, called *travaux dirigés (TD)*, in addition to the main lecture. If a course includes a lecture and a discussion section, students must take both. Students receive 1 to 6 credits depending upon the total number of contact hours.

**TO CALCULATE THE NUMBER OF CREDITS YOU WILL BE AWARDED FOR A CLASS IN THE U.S., USE THE FOLLOWING SCALE: A COURSE OR A TD MEETING FOR 1-1.5 HOURS PER WEEK = 1 CREDIT; 2 HOURS = 2 CREDITS; 3 HOURS = 3 CREDITS; ETC.**

### **Courses at *Sciences Po Aix***

Courses offered at *Sciences Po* are either formal lecture-type courses or discussion classes called *conférences de méthode*. Most lecture courses meet 20 hours during the semester. Many courses at *Sciences Po* are now offered in one or more “periods” of 5 weeks duration; courses can be offered entirely in a single period, or spread across two, while some (semester courses) run across all three. Courses that meet in only one period will generally meet twice per week. You are *strongly* advised to spread your courses for the term across all three periods rather than grouping many of them into one or even two. Be aware that even if a course meets only in the first period (i.e., the first five weeks of the semester), its final exam may well be during the final exam period in May.

Students enrolled in courses at *Sciences Po* cannot take first-year courses or the course *Culture Générale*. Students should be aware that most final exams are oral, not written. Students may choose one of two different programs of study at *Sciences Po*.

1. The ***Sciences Po*** Diploma Program - *Certificat d’Etudes Politiques (CEP)*

Students who participate in the ***Sciences Po*** year-long diploma program will earn 28 credits within ***Sciences Po***. The FD will work closely with each student to plan their individually designed program at ***Sciences Po***. The typical study program is as follows:

- Two mandatory foundation courses – taught exclusively for international students (one-semester duration) – one course focuses on French institutions (*La Vie Politique Française*) and the other on France in the world (*La France dans le Monde*). Each course is worth two credits. Both courses have a three-hour written exam.
- Students select from a variety of elective courses for a total of 16 credits over the course of the year. Classes are formal lectures. Exams are mostly oral exams.
- Students are required to select two seminars (*conférences de méthode*) *each semester*. One of these two *conférences de méthode* must be « *Français langue étrangère* » (to be taken during fall semester). These courses meet for fewer hours in the semester than regular courses. Since they are interactive in nature and require more work (they are similar to discussion sections held at your home institutions), they are 2 credits each.

2. Non-Certificate Program – *Programme d’Etudes Politiques Annuel (PEPA)*

Students who do not wish to pursue the ***Sciences Po*** Diploma Program (CEP) can opt to pursue the *Programme d’Etudes Politiques Annuel (PEPA)*.

- Students who choose this option must select from a variety of elective courses and *conférences de méthode* for a maximum of 28 credits. The student’s choice must include one or two *conférences de méthode* classes per semester and one of these must be « *Français langue étrangère* » (to be taken during fall semester).

### **Individual Tutorial Assistance**

Students who need assistance in improving their French language and style of their papers will be able to consult with a Program-designated individual tutor on a limited basis. A general meeting will be organized with the tutor(s) at the beginning of the academic year; and the tutor(s) will be available a few hours per week for pre-scheduled appointments with individual students. We HIGHLY RECOMMEND that APA students meet regularly with the program tutor to improve the quality of their academic work.

### **Registration & Enrollment at French Institutions**

Both the academic structures and the process of selecting and enrolling in courses are different from anything you have been used to at your home university. During the first weeks in Aix, there will be several useful orientation meetings during which the FD will explain in detail important matters such as:

- academic calendar;
- the policy regarding attendance;
- the layout of *plaquettes* (course descriptions);
- the codes used to designate various disciplines and levels;
- the procedure for selecting and registering for courses;
- program policy regarding course contact hours and your home university credit;
- preparation of year-end transcripts.

You should also become familiar with your university email and online account. If you are not sure how to access this account, ask the onsite staff for assistance. Some professors use the online platform as a place to post course information and other important updates.

**If the *cours intensif* is 2 weeks long**, you must carry at least 28 but no more than 36 credits for the academic year. These numbers include the credits earned in the mandatory *Cours intensif*. In addition to the *Cours intensif*, students are required to take at least 13 credits each semester.

**If the *cours intensif* is 3 weeks long**, you must carry at least 27 but no more than 36 credits for the academic year. These numbers include the credits earned in the mandatory *Cours intensif*. In addition to the *Cours intensif*, students are required to take at least 12 credits each semester.

Once the French academic calendar begins, your overall program must be one of the following:

### **1. AMU STUDENTS**

Students at the FAC (AMU) cannot take more than 5 courses per semester (including the “*Cours d’initiation à la méthodologie universitaire*” which they must take the 1<sup>st</sup> semester)

They will take the following combination of classes:

*Cours intensif* + *Cours sur la méthodologie universitaire* + FAC courses

OR

*Cours intensif* + *Cours sur la méthodologie universitaire* + FAC courses + no more than 2 Program courses during the academic year.

### **2. SCIENCES PO STUDENTS**

*Cours intensif* + *Programme d’Etudes Politiques Annuel* (PEPA) including the *conférence de méthode “Français langue étrangère”* + no more than 2 Program courses during the academic year.

OR

*Cours intensif* + *Certificat d'Etudes Politiques* (CEP) including the *conférence de méthode "Français langue étrangère"* + no more than 1 Program course.

**Students at *Sciences Po*** must abide equally by the obligations of the ***Sciences Po*** Certificate and Program.

**3. SUFLE STUDENTS (Lower-level language track)** (Need to be confirmed)

Fixed curriculum of morning language classes offered through SUFLE, plus elective courses offered in the afternoon for a minimum of 13 US credits per semester. Specific course options will be shared with you at a later date.

**LANGUAGE COURSE:**

Students are placed at the most appropriate level based on the test results of the mandatory *Cours intensif* taken by all students upon arrival. This course covers all aspects of the language (written comprehension, written expression, aural comprehension, oral expression). Depends on their language level: A2/B1=12 hours ½ or level B1+=11 hours 1/2 of language course / week

**THEMATIC WORKSHOPS**

Depending on your level, you must take the workshop *Phonétique* (1h30).

Students have to also select a minimum of 2 thematic workshops

Sample of Thematic Workshops

- Théâtre et cinéma français
- Analyse et commentaire de support visuel
- Ecriture créative
- Panorama des arts français
- Culture et histoire française
- Panorama et pratique de la presse
- Le français parlé
- Atelier de philosophie
- Pratique de la communication orale
- Thème français
- Technique de l'écrit
- Français sur objectifs spécifiques
- Panorama des arts français
- Culture et histoire française
- Panorama de la littérature française
- Cinéma francophone
- Histoire de la langue française

**No other combination of classes is allowed in the APA program.** Any exceptions to these course limits require advance written permission from your study abroad office.

For advanced students enrolled at *AMU* or *Sciences Po*, the general rule is that you will do the same oral and written work as that required of French students. You will take the final examinations at the same time they are given to French students, unless the professor of the course, in agreement with the Faculty Director, wants to evaluate your work in a different manner. *French professors are extremely reluctant to agree to exceptions to the official exam*

*schedule and format*. This may depend on the level of the course. If you are enrolled in one of the certificate programs, you will be required to meet the academic obligations and final exam requirements as specified for that program. Note that in multi-section classes, mid-semester and final exams may be scheduled on Saturdays! Inquire with your professor at the beginning of the semester before scheduling weekend travel.

### **French Institutions**

French educational institutions are often less “user-friendly” than American ones. The period between the distribution of the *plaquettes* (i.e. course titles and descriptions; see *Academic Structure and Courses* below) and the first few weeks of class often strike APA students as disorganized. You should be aware that the structure of the French institutions in which courses are taken is not the same as undergraduate programs in the United States. Degree-seeking students (i.e., students following a fixed set of courses) specialize from the beginning of their university studies. To better understand the French model of education, think of the French students as ordering a “prix-fixe” menu at a restaurant specializing in one kind of food, in which all of the dishes in the meal are pre-determined with very little room for modifications; by the end of their meal, French students have eaten a full and rich meal allowing them to really understand the subtlety and coherence of a given cuisine, but they lack experience in other cuisines. In contrast, the American system is more like a buffet at a world-cuisine restaurant, in which each student can order dishes *à la carte* to suit his/her individual tastes. At the end, the student has a good overview and appreciation of many different cuisines, but may lack a detailed appreciation for the subtleties of each. Although courses at the *AMU* and *Sciences Po* are usually embedded in larger and more comprehensive curricula (groups of courses) meant to be taken together and provide in-depth training in a particular area (i.e. the prix-fixe menu), APA students rarely take all the courses in a particular curriculum. Rather, you will choose parts of it (the equivalent of courses in the U.S.) that interest you and fulfill your needs (the “buffet” model).

### **Course Structure**

In the traditional structure of French courses (*cours magistraux*) the professor lectures and students take notes, read required texts, and prepare for an all-or-nothing final exam. An increasing number of courses have *contrôles continus* (i.e., oral reports or *exposés*), short papers (*devoirs* or *mini-mémoires*), mid-semester exams (*partiels*), all designed to give students some indication of their progress in the course. Nevertheless, some courses might still have only a final exam. Some of the large courses have parallel *travaux dirigés*, for discussions, questions and answers, and supplementary work. If you enroll in such a large course, you must also enroll in a parallel *travaux dirigés* section. Similarly, you may not enroll in a parallel *travaux dirigés* section without also enrolling in the related lecture course.

Government funding has not kept pace with the recent dramatic increase in university enrollments in France, and few resources are available for repair and upkeep of heavily used classroom buildings. Thus, you may find the sprawling FAC *AMU* building shabby, crowded, and noisy. There is no break between classes, so students surging out of one class must jostle past those trying to enter for another. Try to arrive early and sit near the front of the classroom so that you have the best position for hearing and understanding the professor and are less distracted by student chatter during the lecture.

**ATTENTION!!!!** It may be tempting to let your work go when your classes meet only once a week, but you will see that it takes far more effort to catch up with a delayed assignment or a missed

class precisely because it is not like missing a class that meets three times a week. Your professors may seem somewhat undemanding, but **this is an illusion**. They may not be demanding about specific assignments, but they expect you to read beyond the class assignments. Professors assume that you are a mature and responsible scholar who will take the initiative of reading widely from the bibliography without having to be told which specific pages to cover. **Students doing only the “minimum” will find themselves in serious trouble toward the end of the semester.**

### **Selection of Courses**

You will have two tools available to you to help you select courses: 1) a “catalogue” of courses commonly taken by APA students, put together by the APA office (NOT comprehensive!), and 2) the *AMU* and *Sciences Po*’s own comprehensive course description system called *Plaquettes*. We offer both these tools because until you get used to the French system, navigating the *plaquettes* can be a challenging and frustrating experience!

### **The *Plaquettes***

*AMU* and *Sciences Po* offer a wide array of courses. Like all French universities, they do not usually publish catalogues and comprehensive timetables, in part because their budget is determined late regarding course offerings. However, each department of a division publishes a description of its degree programs and a list of courses for the year, called a *plaquette*. *Plaquettes* are generally available on the web, but the information needs to be read with care and is not always up to date many months ahead.

For many courses and sections the meeting time and day is given (most meet only once a week), sometimes along with a list of reading and reference materials, and even an indication of the way the course is graded. Some *plaquettes* are difficult to decipher. For this reason, you are required to attend the APA meetings held during the time of the *Cours Intensif* to familiarize yourself with both the academic structures and course offerings.

The number of credits indicated in the *plaquettes* are for regular French and European degree-seeking students. Those numbers of credits do not correspond to the credits which will transfer to the U.S. universities for APA students from Indiana University or the University of Wisconsin-Madison. (For U.S. credit equivalencies, see note on p. 17)

The *plaquettes* are available in the office and on the internet (this is especially the case with *AMU plaquettes*). Do not be surprised to discover that each *AMU* department has a different format for its *plaquettes*. You will need to go over them carefully to make a preliminary selection of courses. You should then schedule an advising session with the FD to finalize as much as possible your course selection. A card file of professor and course evaluations by past program students will be made available for consultation in the APA office. You will be asked to contribute to them toward the end of the year.

The FD will announce the dates of the beginning of classes as soon as they become available. Please note that these dates are different for each institution, and some classes may not begin on the first day the institution is in session. It is your responsibility to check the bulletin boards and to begin attending classes when they start, even if your appointment with the FD has not yet been scheduled. Attend as many classes as you might want to register for, and make sure to write your

name on any list the instructor may compile. This ensures your spot in the class, but does not bind you to it; you may drop it later.

**Classes which are not available, or available with a caveat:**

1. General introductory classes on French literature and civilization or culture are usually not offered at French universities because these topics have been covered in secondary schools. However, AMU has recently begun to offer such courses, specifically aimed at foreign students. You will need to check with your home institution as to whether or not you can receive credit for such classes towards your major.
2. Foreign language classes (other than French): Taking a foreign language other than French may be not allowed or discouraged depending on the student's home university and/or major. Thus, APA participants need to be aware of their home institution's policies regarding studying languages other than French while on the APA program:
  - **UW-Madison students** cannot take for credit foreign language courses taught at UW in languages other than French unless they have received approval from the appropriate department at UW prior to their departure.
  - **Indiana students** are not allowed to take foreign language classes unless they have declared a major or a minor in the language.
3. Courses taught in English may not be allowed or are discouraged depending on the student's home university and/or major:
  - **UW-Madison students** are strongly discouraged from taking courses in English – except for courses offered by visiting scholars at *Sciences Po*, conditional on pre-approval by the FD.
  - **Indiana University students** are not permitted to take classes taught in English without the permission of their Study Abroad Advisor in Overseas Study and the FD. Exceptions will only be considered if the course taught in English is fulfilling a requirement in the student's major.
4. If AMU offers any art classes as part of their regular course offerings, students may register for them. However, they must be aware that the number of credits they will receive may be different than for other classes. Students must obtain approval from their home institution prior to registering for these classes.
5. Ceramics, drawing, sculpture, and practical workshops in the arts, are offered at the *Ecole des Beaux-Arts*. However, students in the APA Program cannot take these courses for credit since APA does not have an agreement with this institution.
6. Studio art courses are not allowed as part of the normal curriculum for students in the APA. Students can take studio art courses on their own and at their own expense. They cannot assume that they will receive credit for studio art courses they take independently of APA.
7. AMU has a Music Department and APA students may take such courses; however, unlike in American universities, instrument practice is NOT part of the courses offered. The courses are strictly theoretical in nature.
8. Music / practice of an instrument: such courses are offered at the *Conservatoire de Musique*. Classes at the *Conservatoire* are not part of the APA program. Students may take classes there (provided they are accepted) at their own expense. Students cannot assume that they will receive credit for music courses they take independently of APA.
9. AMU has a cinema department (*Arts du Spectacle*), but APA students may only take the esthetic, historic and theoretical courses—not the film-making courses.

### Differences in academic background which affect your course selection

The first three years of university study in France yields a diploma called *Licence*. While you are in Aix, you will be selecting classes offered at the licence level. APA students typically take first or second year licence courses. Be aware that Licence 3 (3<sup>rd</sup> year classes), while available, may be too difficult and specialized for APA students who might not have the required background knowledge for this level. If a student wishes to take licence 3 classes, he/she must speak with the Faculty Director prior to enrolling in such classes.

You may not take courses which duplicate work for which you have already received college credit. Such courses cannot count toward your degree and will not be approved by the FD.

When selecting courses, keep in mind your degree requirements and the recommendations of your home campus advisors. UW-Madison and Indiana students should also keep in mind the possible equivalents in their home campus catalogs.

Since you will have met with an academic advisor before going to France, you should have a clear idea of the course requirements you must satisfy, as well as personal preferences. Make a list of course requirements and give a copy to the FD. In your search for courses and discussions with the FD, you need a balance between your needs and wants and what Aix has to offer. During the first few weeks, you will have to attend more courses than you will eventually end up taking for credit, and you should be as helpful as you can to your fellow program students by giving or exchanging information you may have about courses.

Check your university's academic information concerning course equivalents.

- **Indiana University:** Students will be awarded IU course equivalencies for each class they take while abroad. Students can begin having their courses evaluated while they are abroad or upon their return. Student who would like to begin the course evaluation process while abroad should first review the course equivalency list to see if the course has already been evaluated by an IU department for a specific articulation. If it has not, students can begin the evaluation process by contacting the academic advisor from the department where they would like to receive credit for the course.
- **UW-Madison:** Equivalents and Course Equivalent Request (CER)  
Each course you take abroad must be assigned a UW-Madison "equivalent" and the grade you receive in the course also transfers back to be recorded on your UW-Madison transcript. In order to establish UW-Madison course equivalents for your study abroad courses, you will submit a Course Equivalent Request (CER) through your My Study Abroad account. The deadline to submit the CER is by the end of the fourth week of classes (not including pre-session terms). Detailed information on the UW course equivalent process that you will use through your My Study Abroad account is available in the IAP Study Abroad Handbook and in your My Study Abroad account under the academics tab.

In addition, you are encouraged to read through the UW French Guide to Course Equivalents found in your MyStudyAbroad account under Handbooks for additional information specific to French course equivalents.

Course Selection Checklist:

- a. Look through "catalogue" provided by APA (not comprehensive!)



- b. Read last year's *plaquettes* (course details) on the internet or in the Program office.
- c. Attend Program information meetings about courses.
- d. Begin to put your program together.
- e. Read this year's *plaquettes* when they become available on the internet or in the Program office.
- f. Revise your program according to the courses available.
- g. Meet with the Faculty Director about your preliminary selection of courses.
- h. Find out when your courses are starting by reading relevant department bulletin boards at the university.
- i. Attend the first class of each of your chosen courses, and make sure to write your name on any list that is circulated by the professor.
- j. Meet with the FD to finalize your course selection.
- k. Adjust your selection by adding or dropping courses.
- l. Sign your course enrollment verification sheet.

**Credits.** Students will earn credit for semester-long courses as follows:

FAC ALLSH courses	1 credit for each hour or hour and a half of class meeting per week. Please note that courses in some subjects such as Art may require more hours of class time per credit earned. Check with the FD first.
FAC ALLSH courses with <i>Travaux Dirigés</i> sections and no common lecture	Two 1 ½ hour <i>Travaux Dirigés</i> = 3 CR Three 1 ½ hour <i>Travaux Dirigés</i> = 4 CR Four 1 ½ hour <i>Travaux Dirigés</i> = 6 CR
FAC ALLSH courses with 2 common lectures	2 X 1 ½ = 3 CR
<i>Sciences Po</i> semester <i>conférences de méthode</i>	2 credits
<i>Sciences Po</i> 20 hour-long courses	2 credits

### **Drop/Add and Course Enrollment Verification**

Students wishing to drop a class must do so within the first three weeks of classes. Students who need to drop after the third week, but by the end of the half-way point in the course, must speak with the FD. The FD will grant or deny permission to drop courses.

The FD will give you a Course Enrollment Verification worksheet which you should review carefully to make certain that it accurately reflects the courses in which you are enrolled. Course equivalents, where applicable, will be determined by your home institution after the program ends. It will be your task to work with enrollment specialists and advisors at your home institution to find existing equivalents for your chosen courses, or to make requests for course equivalents that do not already exist.

### **Pass/Fail**

The Pass/Fail option must be requested early in the semester and approved by the FD. The FD will set the Pass/Fail deadline, and a reminder will be posted on the Program Office bulletin board. No

exceptions will be made to the posted deadline. See also your university's academic policies for certain restrictions; however, no course applying toward the concentration program (major) may be taken on a Pass/Fail basis. The Pass/Fail option may not be changed after filing the Pass/Fail request. Review your college bulletin for other rules concerning the counting of Pass/Fail work toward your degree.

The following information gives more details regarding Pass/Fail for students from the two consortium institutions.

- **Indiana University:**

All students electing the Pass/Fail option must fill out an IU Pass/Fail Form (available at the program office) by the deadline set at the program site. The Pass/Fail option is not permitted for the *Cours intensif*, APA courses, or classes that are required by the program. There is also a limit to two Pass/Fail courses across the year. IU students can only take one Pass/Fail each semester. Courses taken pass/fail may not be used to satisfy any requirements other than overall hours towards graduation. Students that fail a course taken as Pass/Fail will have the grade of "F" factored into their cumulative GPA.

- **University of Wisconsin-Madison:**

UW-Madison students must refer to their IAP Study Abroad Handbook ([www.studyabroad.wisc.edu/handbooks](http://www.studyabroad.wisc.edu/handbooks)). An IAP declaration form for Pass/Fail must be completed and submitted by the deadline date.

### **Incompletes**

APA participants may NOT take an "incomplete," regardless of home institution policy. Courses not completed will be recorded as Fs/Es on the home institution transcript.

### **Attendance Policy**

Attendance in *Cours intensif* and *Cours du Programme*, as well as in the *Conférences de méthode* at *Sciences Po* is required of all participants. No unexcused absences are allowed. Excused absences will only be allowed for illness (written statement from student will suffice for one absence; several or extended absence require a doctor's letter). **For every unexcused absence, the instructor will lower the final grade one (1) point (on the French grading scale of 0 to 20).**

### **Final Exams**

The exact date of final exams is variable. Depending on the institution, the list and dates are usually available by December for first semester courses, in March or April for second semester. You must make sure that your name appears in the lists of *examinés*. Incompletes are NOT permitted, and it is your responsibility to scrupulously observe all the deadlines and exam dates for a successful completion of your academic semester in Aix.

When you agreed to participate in the program, you signed the acceptance form indicating that you would fulfill all program requirements. This includes completing all your final exams. **You must remain in Aix until you have taken all your exams.**

### **Honors Program**

The FD is not responsible for granting Honors credits. Please see your university's academic information.

### Grades and Grade Conversions

Students in France are graded on a scale from 0 to 20. The French say "*la note de 20 est pour le bon Dieu, 19 est pour le professeur, et 18 est pour le meilleur élève.*" Twelve is a perfectly respectable grade (B+/AB). In order to take into account the differences between French and U.S. grading practices, the APA has developed grade conversion scales for the *Université, Sciences Po*, the *Cours intensif* and the program courses. Any grade with .5 or above will be rounded up to the next whole number. For example:

10.5 = 11  
11.60 = 12  
8.63 = 9  
11.30 = 11

**The official French grade will be recorded by the FD as originally reported. Its equivalent will also be recorded, along with the French grade. The equivalent will be used in transferring the number grade to a U.S. letter grade.**

### Grade Scales

French Grades	Indiana University	UW-Madison
18	A	A
17	A	A
16	A	A
15	A	A
14	A	A
13	A-	AB
12	B+	AB
11	B+	AB
10	B	B
9	B-	BC
8	B-	BC
7	C+	BC
6	C	C
5	D	D
4	D	D
3	F	F
2	F	F
1	F	F

### Final Grades and Credits

At the end of the academic semester, students will have the opportunity to meet with the Faculty Director individually to verify the courses they have taken during the semester. Students will also have the opportunity to discuss their overall impression of their studies and of the program. This session is not a time to negotiate or change grades earned during the program. When all grades

are received, the Faculty Director will finalize the grade transcripts and forward them to home institutions to have grades posted to your official transcript.

## Living Abroad

### FRANCE

France's most salient characteristic is its exceptional diversity. The largest country in Western Europe, France is about 80% the size of Texas and extends from the coastal plains in the north to the beaches of the south; from the wild coastline of Brittany to the top of the Alps, with cliff-lined canyons, dense forest and vineyards in between. The highest point in Western Europe, *Mont Blanc*, is situated in the Alps on the border between France and Italy. Metropolitan France also has extensive river systems such as the Loire, the Garonne, the Seine and the Rhône, which divides the Massif Central from the Alps and flows into the Mediterranean Sea at *Camargue*, the lowest point in France. Corsica lies off the Mediterranean coast.

Over the centuries, France has received more immigrants than any other country in Europe. From the ancient Celtic Gauls and Romans to the more recent arrivals from France's former colonies in Indochina and Africa, these peoples have introduced new elements of culture, cuisine, and art, all of which have contributed to France's unique and diverse civilization.

On the western edge of Europe, France is situated between England and Italy, Belgium and Spain, North Africa and Scandinavia. This is, of course, how the French have always regarded their country—at the very center of things.

Official France websites:

[www.fr.franceguide.com](http://www.fr.franceguide.com)  
[www.france.com](http://www.france.com)

[www.justfrance.org/](http://www.justfrance.org/)  
[www.francetourism.com](http://www.francetourism.com)

### Aix-en-Provence

Situated in southeastern France, Aix has a cosmopolitan yet intimate environment with a population of 150,000. As the former capital of the Kingdom of Provence and a former Roman spa town, the city features remains from Roman and medieval times. For centuries, Aix has been famous for its art, its many music festivals, its fountains, and its pleasant climate. Since the middle of the 20th century, Aix has experienced an unprecedented demographic and economic expansion. It continues to develop its university and culture with enthusiasm. The renovation works of the historical centre, the rebirth of its lyrical arts festival, the *Cité du Livre* and the *Pavillon Noir*, the National Choreographic Center, constitute testimony of its cultural vocation open to the world.

You will encounter a variety of open-air markets and can enjoy wandering down the tree-lined *Cours Mirabeau* with its many cafés and shops. The beautiful Provençal countryside around the city has been immortalized in many of Cézanne's paintings. You will be able to visit Marseille and the Côte d'Azur, and location allows you to explore major cities and cultural centers in Europe.

Aix enjoys a mild climate; it is protected from the winds of the North, but is slightly affected by the Mistral (a famous, cool, gusty wind in southeastern France). The average daily temperatures

vary between 5-6° Celsius (January) and 21.9° (July). In winter, the sun is almost permanent. The dry summer is pleasant owing to a light perpetual breeze. Autumn can be rainy and winter may be cold.

Official Aix-en-Provence website: [www.Aixenprovencetourism.com](http://www.Aixenprovencetourism.com)  
(can be followed on Facebook for regular updates on events in Aix)

For information about climate: [www.Meteofrance.com](http://www.Meteofrance.com)

### **APA Program Office & Facilities**

In the APA program office, you will find a reading room and a room equipped with four computers, a printer (you will have to provide your own paper) and access to Wi-Fi (available only for academic use). The Program has also a certain number of books available for students, some reference materials, including an excellent encyclopedia and many dictionaries. You are welcome to use these facilities during regular office hours. The APA office is typically open Monday-Friday from 9:00-12:00 and 2:00-5:00PM. Please monitor the APA Facebook page to watch for any schedule changes due to meetings or other events that might cause the office to close.

### **Libraries**

French university libraries, as well as public libraries, close early in the evening. Therefore, libraries are not available as places where you can study late. The *Université* library catalog is available on the internet (<https://catalogue.univ-amu.fr/>). You may want to use the public library (*Cité du Livre*) where you can check out items without charge.

The *Cité du Livre* has a very rich collection of books and large reading rooms where a lot of French students prepare their exams. The catalog of the *Cité du Livre* is also available on the internet (<http://www.citedulivre-aix.com>)

## **HOUSING AND HOUSING-RELATED MATTERS**

### **HOUSING INFORMATION**

Detailed housing information can be found in the Aix Housing Guide.

### **Student Life**

#### **Extracurricular Activities**

You can join sport centers (for a fee) where you will have access to many types of sport opportunities (karate, aerobics, weights, etc). The university sports center allows registering only for one activity, once a week. You can also join teams, which is a great way of meeting French students. Past participants strongly recommend this.

You should make sure to read the bulletin boards at the university as well as in town to find out about interesting lectures, internship possibilities, study sessions, and other events that may be of interest to you.

### **Shopping**

Stores in Aix-en-Provence are open from Monday afternoon to Saturday evening from 9:00 am until 12:00 noon and from 2:30 pm until 7:00 pm. Larger stores and supermarkets do not close during lunch.

### **Excursions**

The Program pays for transportation and guide as well as entrance to any museums for program-sponsored excursions. Meals are not usually covered. Students who choose not to participate are not given any refund. If space allows, visiting family members (but not friends) are allowed to accompany the group, but they must pay their own entrance fees and any meal costs. The Program may also arrange visits to theaters.

### **Transportation**

Since Aix-en-Provence is a small city, most of the students prefer to walk. You can also use the city buses, but note that most of the buses stop running at 8:00 pm. Students who wish to have a bicycle can buy a used one in a second-hand store in Aix.

You will have ample opportunities to travel during your stay in Aix. We advise you, however, not to let travel plans interfere with your studies. For all trips lasting overnight or longer, you must leave a note with the assistant director of the Program Office, indicating the approximate itinerary (including specific flight, bus or train information), dates, and addresses.

### **Safety**

You are strongly discouraged from traveling to areas both in the country and in the surrounding areas that the U.S. State Department has designated as hazardous or has advised against travel. Make sure to check the U.S. State Department website for Travel Advisories and Consular Information Sheets for any country you are considering traveling to or through (<http://travel.state.gov/index.html>) before you make any travel plans.

In addition, make sure to leave your travel itinerary with the APA program as well as with a family or friend in the U.S. in case someone needs to reach you in a hurry, as well as for your own protection.

### **Communication**

#### **Telephones**

Time zone information: [www.timeanddate.com/worldclock](http://www.timeanddate.com/worldclock)

Country and city codes: [www.timeanddate.com/worldclock/dialing.html](http://www.timeanddate.com/worldclock/dialing.html)

#### Calling from France to the U.S.:

(00) + (1) + (area code) + (local number)

#### Calling from the U.S. to France:

(011) + (33) + (city code) + (local number)

[\*omit the first zero in the ten-digit French phone number **only** when calling from the U.S.]

It is much more expensive to make a call from France to the U.S. than vice versa.

With a smart phone or a laptop + Wifi connections, you may be able to easily communicate with friends and family in the US via different applications such as Facebook, iMessaging, WhatsApp, or Skype.

Upon arrival in France, you will be counseled to open a French mobile phone account at a very low rate (around 20 euros/month) that includes free, unlimited phone calls and inexpensive texts to the US. You can either purchase a phone in Aix (around 30 euros/month) or arrange to have your phone unlocked before you depart. If you do not wish to do this, you will want to check the international rates of your current plan. Be sure to have contacts in the US check their phone plans, as well.

### **Mail**

Airmail is the only mailing option from France, priced in increments of 20 grams (equivalent to a little less than 2 sheets of 20-weight typing paper). Letters take from one week to ten days to reach the States. **UPS and Federal Express services are available, but expect to pay nearly twice as much as in the U.S. and to pay, if necessary, very high customs charges.**

Have your mail sent to the Program address, rather than your personal address. You will have a mailbox in the Program office and it will be easy for you to retrieve your mail. By using the Program address, your mail will not be lost if you are traveling and out of town. Be sure to include your name and the program name (APA or Academic Program in Aix) in the address.

## **Student Testimonials**

The testimonials below are from past participants; they reflect various students' experiences and are included to provide different perspectives. IAP does not endorse any specific view expressed in this section.

### **Preparations Before Leaving**

Pre-departure orientations in Madison helped a lot when thinking about what to bring, securing a visa, and buying a plane ticket. I also did some research about Aix in guidebooks and online which helped me visualize where I would be spending the next 10 months.

In terms of packing, less is better. Practically everything we can buy in the US you can find here. In France, it is very appropriate to wear the same outfit multiple times a week—on a whole, French people don't have as many clothes as Americans—they prefer to buy fewer items that are of better quality. Nonetheless, the French women dress impeccably and it is easy to feel that you lack their level of sophistication, class...But don't let that get to you.

Mentally, the only thing you can do to prepare is just go with an open mind. No mind-prepping could have possibly prepared me for what was coming up in the next 10 months.

### **Travel and Arrival Information**

If possible, fly into the Marseille airport and take a taxi to Aix. It will cost a little more, but it eliminates a lot of the hassle of dragging your bags around.

Make sure you buy the “Carte 12-25” at a train station soon after you arrive in the city. It gives you great deals on all train travel in France, which is great if you're planning on doing a lot of traveling.

**Academic Program**

Academics in France are much different from the United States. Be prepared to sit in long lectures and do a lot of reading on your own. It may seem scary the first few weeks, but if you put in a little effort you'll be surprised at how well you adapt.

Don't be afraid to talk to your professors if you're having problems. They're usually pretty accommodating to foreign students.

**Living Abroad**

I would by far consider it the best thing I have done in my life thus far. Although sad and nostalgic for friends and family back home at times, I met a great base of friends that definitely filled the missing gaps. Every day I was faced with something I would not have experienced at home and there is no price in the world for that.

The cost of living in Aix is significantly higher than the cost of living in Madison.

Studying abroad was by far the best thing I've done with my college experience. At first I had a hard time integrating into French culture, but at the end of my time in Aix I felt like I was a part of the community. Seize every opportunity you can to travel, meet people from other countries, and of course speak French!