

Paris, France: Sciences Po Spring 2018 IAP Program Handbook

Congratulations on being selected to participate in the study abroad program in Paris, France!

This program is offered by International Academic Programs (IAP) at the University of Wisconsin-Madison in partnership with Sciences Po-Paris. Throughout the course of your study abroad experience you will be communicating with both IAP and Sciences Po-Paris staff. It is essential that you pay close attention to all information provided to you from both organizations. This IAP Program Handbook supplements handbook(s) or materials you receive from Sciences Po-Paris as well as the IAP Study Abroad Handbook and provides you with the most up-to-date information and advice available at the time of printing. Changes may occur before your departure or while you are abroad.

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Contact Information

Sciences Po Information

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UW-Madison Information

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Emergency Contact Information

In case of an emergency, contact the onsite staff using the information provided during the Welcome Programme. If you are not able to get through, you can call the main IAP number **(608) 265-6329** between 8 a.m.-4:30 p.m. Monday-Friday; after-hours or on weekends call the IAP staff on call at **(608) 516-9440**.

Embassy Registration

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
2 avenue Gabriel
75382 Paris Cedex 08
TEL: 33-1-43-12-22-22
FAX: 33-1-42-66-97-83
Web: <http://www.amb-usa.fr>

Program Dates

Science Po will post their official calendar dates as the semester gets closer, but you should expect to arrive in Paris ahead of the start date for the Welcome Programme to locate your housing and settle into Paris. More details related to the calendar can be found online here: http://formation.sciences-po.fr/sites/default/files/calendrier_universitaire_en.pdf.

You will be contacted by Sciences Po with more information about your online course registration time. Science Po suggests that you arrive a couple of days before the start of the Welcome Programme.

Welcome Programme

The Sciences Po program begins with the *Welcome Programme*, which includes an introduction to French culture and the structure of the French educational system, with special attention to the structure of the academic program at Sciences Po. Academic year and fall students will attend the program in August, and spring students will attend the program in January. There is no academic credit granted for this program. **While it is optional for some international students, IAP considers this an important part of the program, and it is therefore mandatory for UW-Madison students and included in your program fee.** To read more about the Welcome Programme, please visit this website: <http://www.international.sciences-po.fr/en/preparing-your-arrival?q=en/node/108>.

Preparations Before Leaving

Sciences Po Welcome Guide Online - <http://www.sciencespo.fr/welcome/en>

You are encouraged to read through all details on this website carefully. Most questions you have about your upcoming time at Sciences Po can be found on this site ranging from housing resources, money, phone, academics, dates, etc. Please read through all aspects as you prepare for your time abroad. This is your main source of information – the details provided below act as a supplement to what Sciences Po provides for you online.

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.

Immigration Documents

To enter France, you will need to apply in person for a “Long Stay Visa for Studies”. More information will be provided under the visa tab in your My Study Abroad account. You must secure your visa in the US before your departure in order to stay in France for the duration of your program. The visa process is time consuming so keeping track of the information from IAP and the deadlines is essential to move forward.

Packing

Past France study abroad participants have recommended the following packing suggestions:

- A sleeping bag may be useful for extra warmth in your room or when staying in hostels or camping.
- Cold weather clothing (a warm coat, hat, gloves, a heavy sweater...) is needed for winter in Paris.
- Bed sheets are not furnished in most apartments, so be prepared to buy them upon your arrival or bring an inexpensive set with you.
- Contact lens solutions and products are twice as expensive in France, so it is recommended that you bring a year's supply with you. Additionally, it is recommended that you bring eyeglass/contact lens prescriptions with you in case of loss or damage.
- The electricity current in France is 220 volts, where as in the U.S. it is 110 volts. An adapter or converter will 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.

The Academic Program

General Information

One of France's *grandes écoles*, the Institut d'Études Politiques was established in 1872 to train young men for high-level positions in the civil service. This focus continues today, although it is now somewhat broader in its reach, accepting both men and women, and preparing its students for positions in international business, multilateral organizations, as well as public affairs. It offers a very specialized curriculum in the social sciences, with small-sized classes as well as large lectures. Courses are taught by a core of full-time tenured professors and a larger group of adjunct faculty whose primary employment is in those fields for which Sciences Po prepares its graduates. In contrast to most other French universities, Sciences Po is a small school, enrolling approximately 4,000 students in its various degree programs. It was originally centrally located in Paris, in the Saint Germain neighborhood, with an excellent library and good computer and classroom facilities. There are now many regional campuses of Sciences Po, each offering their own academic focus.

Sciences Po offers courses in both French and in English, though UW-Madison French majors or those considering majoring in French are strongly encouraged to take courses in French only. **Courses taught in English will not count towards any French major or certificate requirements.** If you have questions about this, please contact Andrew Irving (atirving@wisc.edu) and review the Guide to French course equivalents found in your My Study Abroad account.

Course Information

The academic program at Sciences Po explores a number of questions facing European societies and compares contemporary France in a European and international framework.

Available subject areas include business and economics, European studies, history, political science and international relations, journalism, law, and sustainable development. There are also a number of sports classes that you can take, if desired.

Lecture courses in French and in English will both comprise a weekly lecture (cours magistral) and a weekly seminar (conférence de méthode), and both will be worth 10 ECTS credits together. Elective courses in French and English, as well as language courses, remain at 4 ECTS credits.

See this website for more information: <http://college.sciences-po.fr/siteparis/curricula>

Number and type of classes	ECTS credits
1 lecture in French	10
1 seminar or 1 elective or 1 art workshop in French	4
1 seminar or 1 elective in French	4
1 seminar or 1 elective in French	4
1 seminar or 1 elective in French	4
1 language course or 1 seminar or 1 elective in French	4
Total (full work load)	30

Credits

At Sciences Po your classes will be listed in ECTS credits. ECTS credits transfer back to UW-Madison credits using the following scale:

ECTS Credits	UW Madison Credits
2.5	2 *
3	2*
4	2*
5 or 5,5	3
6 or 6,5	3
7 or 7,5	4
8	4
9	5
10	5
12	6
12,5	7
15	8

***Please be very careful when selecting module courses.** If you choose to take module course (those that meet for part of the term), note that many courses are offered that carry fewer than the 5 ECTS (equivalent to 3 UW credits). Courses must be worth at least 2.5 ECTS to be approved at UW. Courses under 2.5 ECTS should be combined with other courses of similar content to create a UW course equivalent. The combined courses should be at least 5 ECTS to provide meaningful credit.

For example: *Systematic Botany* (2 ECTS) and *Practical course with Field Exercise in Systematic Botany* (3 ECTS) = UW's Botany 400 (3 UW credits).

It is possible to have courses approved as 2 UW credits instead of 3 UW credits. However, if you are taking courses to apply to major, certificate or college requirements, the ECTS must be equivalent to the UW courses credits. For example, Botany 130 is 5 credits at UW. If this course is needed for your major, certificate, or

college requirement, you need to combine UHOH courses to equal at least 9 ECTS. If you have any questions on course credit, please contact your IAP Enrollment Specialist Advisor.

Registration

IAP will register you for a special “Study Abroad Course” for the term(s) you will be studying abroad; therefore, it is not necessary for you to register on the UW-Madison campus. This is a temporary registration, which will be converted into graded UW-Madison credit after the completion of your program.

Sciences Po will send you email details about registering for courses online before you arrive onsite. You will want to select your courses carefully but note that you will finalize your course schedule once you arrive in Paris. In order to be able to register by the date provided, you will want to ensure that you have completed all steps asked by Sciences Po for your registration and enrollment to the university. If you are missing any parts of this registration process, it may delay your course enrollment.

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. 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.

NOTE: Course equivalents are determined based on the CONTENT of the course, not the language the course is taught in. Do not assume that because you are taking a course taught in French, you will earn a French equivalent. For more information on French equivalents, please refer to the “How to Determine French Equivalent” guide located at the bottom front page of your My Study Abroad account.

Limits and Load

Expect to take a full-time load of 30 ECTS credits, which generally translates to 15 UW-Madison semester credits. See Credit section above for more information.

Pass/Fail/Drop/Audit

Please refer to the IAP Study Abroad Handbook for Academic Policies. A Pass/Fail form as well as the due date for Pass/Fail submission can be found in the Academics tab of your My Study Abroad account. Please be aware that there are no pass/fail privileges for pre-session courses.

Grades and Grade Conversions

Grade inflation does not exist in France. Students in France are graded on a scale from 0 (sometimes -2) to 20. They 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.

In order to take into account the differences between French and U.S. grading practices, IAP developed the following grade conversion scale for Sciences Po:

Sciences Po	UW Madison Equivalent
15+	A
14.9 – 13	AB
12.9 – 11	B
10.9 – 9	BC
8.9 – 7	C
6.9 – 5	D
4.9 – 0	F

French Certificate

As a student studying abroad in France/on a program with French language, you are encouraged to consider adding a French certificate to your degree. This flexible, 15-credit program also strengthens the applications of students who intend to pursue careers or graduate study in areas where French is useful. 6 credits from study abroad can be applied towards the French certificate. To read more about the certificate, please visit this website: http://frit.wisc.edu/undergraduate/french/french_certificate.

Living Abroad

Educate yourself about your host country. Read the Preparing to Live in Another Culture section of the IAP Study Abroad Handbook. Consult the following resources. Remember- it won't be possible to prepare yourself completely. There will be situations you will not have anticipated and your flexibility will determine in great part the kind of experience you will have while abroad.

Housing

Temporary Housing

Sciences Po is not a residential campus, and therefore has no housing of its own. You are responsible for arranging your own housing for the Sciences Po program. You can reserve a temporary spot in the Cité Internationale Universitaire de Paris (CIUP) by applying for this through the Sciences Po online application. It is strongly recommended that you reserve temporary housing for at least the first 2-3 weeks of your time in Paris.

Like in any big city, Paris housing prices vary greatly according to the location and size of accommodation. Both furnished and unfurnished options are available. You should plan on making your search for housing your principle activity during the first few weeks of your stay, and make sure that you come well-prepared with any financial documentation and certificate of admission from Sciences Po.

You are strongly encouraged to watch the “How to Find an Apartment in Paris” online workshop provided by Sciences Po found here: <http://new.livestream.com/sciencespo/events/2168699>.

While Sciences Po cannot provide you with housing, they will provide you with electronic resources to aid your search. You are also encouraged to utilize the resources provided by Sciences Po to assist you in finding and securing your accommodation. <http://www.sciencespo.fr/welcome/en/content/housing>. It is important to note

that although there are students who have successfully found housing using the Sciences Po student facebook group, there are also scammers who access that site and contact international students requesting deposits be sent. Since Sciences Po does not screen or monitor their facebook page, anyone considering using that for locating housing is cautioned to be very careful in vetting their correspondences with possible landlords.

Apartment Resources

Comforts of Home

<http://comfortsofparis.com/>

De Particulier a Particulier

<http://www.pap.fr/>

Se Loger

<http://www.seloger.com/immobilier/locations/immo-paris-75/bien-appartement/>

French USA Contacts (FUSAC)

<http://www.fusac.fr/en/index.php>

Other students have used the following websites as resources to assist them in finding housing:

<http://www.caf.fr/>

<https://www.facebook.com/groups/468512276575670/> (see note above regarding using facebook as a resource)

Homestay Resources

Atome

<http://www.unautrepv.com/UAPDVClients/Atome/>

Cité International University Residence Hall

The Cité, a park-like residential complex in the fourteenth arrondissement, is the international student campus in Paris, though French students also live there. Students reside in single rooms with a private bath and have access to Cité facilities, including a library, theater, laundry and athletic facilities. Students will have access to common kitchens in the residence halls and can purchase inexpensive meals at the Cité's *restaurant universitaire*.

<http://www.ciup.fr/en/>

Shipping

Packages sent from U.S. to France:

- Custom duties may be high (check your local post office for exact prices)
- Write: "SANS VALEUR COMMERCIALE" on the front of the package.
- Do not send prescriptions or over-the-counter drugs.

Packages sent from France to the U.S.:

- Students should visit the local post office in Paris for information on shipping.
- Stamps are readily available at any "Tabac."
- Mailboxes are located throughout the city.

Using Overnight Transporters:

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

Student Life

Meeting French people: Some Advice

As part of the Welcome Programme, you will be assigned a buddy to welcome you to campus. Use this valuable resource! Sciences Po has a mandatory 3rd year study abroad for their French students, so your buddy will be selected based on where that student wants to go in the U.S. The Center for the Americas can also assist you by finding other resources for meeting French students in Paris.

Outside of Sciences Po

The best way to meet people is through activities that you enjoy. If you like sports, sign up for a local club. If you like yoga or dance, take a class. If you sing, you can join a choir. If you like hiking or biking or mountain climbing, there are clubs for these too. Some students join political discussion groups; others go to religious services. The main thing is to engage in activities you enjoy. You can set up a real life for yourself here in Paris, full of your own activities and favorite places.

You can mingle with French students at one of the many student cafeterias or restaurants universitaires (resto U) scattered around Paris; this is also a good way to live on a student budget! Don't expect to find the campus life or social atmosphere to which you are accustomed in the U.S., however. Student cafeterias are not located in the same place as classroom buildings, and French students don't usually hang out there for long periods and often prefer to eat quickly and go to a nearby café to talk, read or spend time in between classes.

Local Transportation

Students will typically use the metro and/or bus system to commute to class every day. A typical commute time is 25-45 minutes. Metro passes are approximately 18€ for a weekly pass or 60€ for a monthly pass. Monthly passes are more cost effective. For more information, visit the RATP website:

http://www.ratp.fr/fr/ratp/c_20585/titres-tarifs/

Safety

Paris is a large city and many of the same problems evident in other large cities also exist here, so you should take the same precautions as you would in any major U.S. city. Purse snatching, pick pocketing, and other forms of theft occur, very often in areas frequented by tourists, such as the Eiffel Tower and Sacré Coeur. Violent crime occurs less frequently, but certain metro stations or areas should be avoided late at night. These will be discussed during orientation. Remain alert in crowded tourist areas and on public transportation where pickpockets operate.

Paris streets bustle with people moving quickly. Whether underground in the subway, or in post offices or train stations, people are often thrown together in tight and sometimes narrow spaces. Because Paris can be crowded, you may come into physical contact with others that necessitates extra awareness of your belongings.

Follow these general rules:

- Tourists are common targets for pickpockets. Be aware of your backpacks and camera especially on crowded metros or buses. Take your backpack off and place it on your feet while on public transportation. Don't carry large amounts of cash or your passport with you—keep those items in a safe place. Never leave belongings in a parked car.
- Keep a suitcase that can be locked under your bed and leave your money, passport, camera, and other valuables secured in it or in a hotel safe if you are traveling.

- When you carry your passport, wear it around your neck in a thin pouch inside your shirt. If you must carry it in a bag, use one that can be slung diagonally across your chest and that has a sturdy strap that cannot be easily ripped.
- Never carry valuables in the back pockets of your pants.
- At night, don't take shortcuts. Take a cab or walk on main streets.
- Do not accept rides with anybody you do not know.
- As noted earlier, keep a photocopy of your passport in a separate place. This will speed up the process of replacing your documents should they be lost or stolen.
- Be especially cautious in areas frequented by tourists, such as airports, train stations, museums, and U.S.-style restaurants such as McDonalds or Starbucks.

Health

Please refer to the Center for Disease Control (CDC) www.cdc.gov for what vaccinations are recommended for France. Paris boasts excellent medical and hospital care. If you need attention, inform your onsite staff in the Center for the Americas who can help locate a doctor.

If you take prescription drugs, take a sufficient supply with you for your time abroad. (Be sure to take these in their original packages and with the original prescriptions.) Students who wear glasses or contact lenses should be sure to take an extra pair as well as a copy of their prescription. If you have a prescription for oral contraceptives, please take an adequate supply with you. Be sure to carry any prescriptions in your carry-on bag.

Websites of Interest:

Sciences Po website:

<http://www.sciencespo.fr/en>

Sciences Po Guide for International Students:

<http://www.international.sciences-po.fr/en/guide-international-students-0>

Official City of Paris website:

<http://www.paris-france.org>

General orientation information (such as culture shock, international travel, etc.):

<http://www.worldwide.edu>

U.S. State Department:

<http://travel.state.gov>

Center for Disease Control (CDC):

<http://www.cdc.gov/travel/>

Lonely Planet Guidebook:

<http://www.lonelyplanet.com>

Useful Travel Books:

Fodor's Guides

Frommer's Travel Guides

Let's Go

Lonely Planet

Michelin Guides

Rough Guide

International Travel Health Guide by Stuart R. Rose, MD.

Communications

When making calls, keep in mind time zone differences (www.timeanddate.com/worldclock). To make an international call to the United States, dial the access code for the country from which you are calling plus the United States country code (always "1") followed by the appropriate U.S. area code and local number. To call internationally from the United States, dial "011", the country code, city access code (if necessary) and the phone number. Country and city codes can be found online (www.timeanddate.com/worldclock/dialing.html). Some of above steps can vary if you are using a calling card.