

Aix-en-Provence, France

Program Handbook

2011-12

The Academic Program in Aix-en-Provence (APA) is a consortium program offered through Indiana University, University of Michigan, 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 creation. 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:

Professor Kelly Sax, PhD Program Faculty Director (2011-12)
Senior Lecturer/Director of French Language Instruction
Department of French and Italian, Indiana University
ksax@indiana.edu

Jeanine Féral, APA Assistant Director
apadirectriceadjointe@gmail.com

Patricia Reffay, APA Administrative Coordinator
apa.assistant@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, be sure to label it "SANS VALEUR COMMERCIALE"

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
Franklin Hall 303
Bloomington, IN 47405
Tel: 812-855-9304, Fax: 812-855-6452
E-mail: overseas@indiana.edu
Web Site: www.indiana.edu/~overseas

For Academic Advising:

Casey Vargo
Study Abroad Advisor
E-mail: clvargo@indiana.edu
Tel: 812-855-5607

For Program Issues:

Melissa Thorne
Senior Student Services Coordinator
E-mail: mcthorne@indiana.edu
Tel: 812-855-1141

University of Michigan

Center for Global and Intercultural Study
930 North University, 1712 Chemistry Building
Ann Arbor, MI 48109-1055
Tel: 734-764-4311, Fax: 734-764-3229
Web Site: www.lsa.umich.edu/oip

For Administrative Matters:

Elizabeth Mekaru
Tel: [734-764-4311](tel:734-764-4311)
Fax: 734-764-3229
E-mail: emekaru@umich.edu

For Financial Matters:

CGIS Program Advisor
Tel: 734-764-4311
Fax: 734-764-3229
E-mail: oip-france@umich.edu

For French Concentration Advising:

Elizabeth Pariano
Undergraduate Advising Coordinator
Department of Romance Languages and
Literatures

For General and Program Advising & Grades

CGIS Program Advisor
Tel: 734-764-4311
Fax: 734-764-3229
E-mail: oip-france@umich.edu

4113 Modern Languages Building
Tel: 734-936-2520
Fax: 734-764-8163
E-mail: epariano@umich.edu

University of Wisconsin-Madison

International Academic Programs (IAP)
250 Bascom Hall, 500 Lincoln Drive
Madison, WI 53706
Tel: 608-265-6329, Fax: 608-262-6998
Web: www.studyabroad.wisc.edu

Anna Seidel-Quast

IAP Study Abroad Advisor
Tel: 608-890-3584
E-mail: seidelquast@bascom.wisc.edu

Emergency Contact Information

In case of an emergency, call the main IAP number **(608) 265-6329** between 7:45 am.-4:30 pm. 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 online 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
Fax: (33)1-42-66-97-83
<http://www.amb-usa.fr>

U.S. Consulate General in Marseille
Place Varian Fry
13286 Marseille Cedex 6
Tel: (33)4-91-54-92-00
Fax: (33)4-91-55-56-95 (from the U.S.), 04-91-55-09-47 (in France)
<http://www.amb-usa.fr/marseille/>

Program Dates

The following is only **an approximate indication** of when certain academic activities take place. The Faculty Director (FD) will consult the academic calendars of the Université de

Provence (UP) and Sciences Po-Aix (previously called IEP), as they become available, prepare a calendar for Program students, and distribute it during the latter part of the *Cours Intensif*. **You are required to remain in Aix until the conclusion of the academic year.** Do not finalize any travel plan 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 in order to accommodate students. Failing to take exams will affect your grade.

Tentative 2011-12 Academic Calendar More information on dates to be released as it becomes available.**

August 25	Arrival date, afternoon – between 2:00 pm and 6:00 pm
August 26	Morning : guided tour of Aix Afternoon : 2:00 - 3:00 pm : Placement test 3:30 - 4:30 pm : First administrative meeting and meeting on Housing 5:00 - 7:00 pm : Search for apartments
August 27	Search for apartments
August 29 – Sept 16	Intensive course – <i>Cours intensif</i> for <i>UP</i> students (to be confirmed)
August 30	Second general administrative meeting
Early September	Advising conferences to be held with FD regarding selection of courses for <i>Sciences Po</i> students.
September 5	Meeting organized by <i>Sciences Po</i> for all their foreign students (to be confirmed)
September 12	<i>Sciences Po</i> courses begin (to be confirmed)
Mid-September	<i>Plaquettes</i> (courses info) will be available on the internet and in the Program office for preliminary selection of courses at <i>UP</i> . Advising conferences to be held with FD regarding selection of courses for <i>UP</i> students.
September 19	<i>UP</i> and APA courses begin (to be confirmed)
Early-October	Drop-Add Deadline at <i>Sciences Po</i> (to be announced)
Mid October	Drop-Add Deadline at <i>UP</i> (to be announced)
November 1 st	Holiday - <i>Toussaint</i>
November 11	Holiday - <i>Armistice 1918</i>
Third week of December	Exam period at <i>Sciences Po</i> (to be confirmed)
End of December	Advising conferences with FD regarding selection for second semester courses for year students.
December 23 – January 2	Winter Break (to be announced)
Early January	Exam period at <i>UP</i> (to be confirmed) End of first semester. Plan on staying in Aix until the end of January to make sure you can take all exams as needed.

Early January	2 nd semester starts at Sciences Po (to be announced)
Mid January	2 nd semester starts at UP and APA (to be announced)
February	One-week break at Sciences Po and UP (to be announced)
Early-February	Drop-add deadline for all courses (to be announced)
April	Spring break at Sciences Po and UP (to be announced)
May 1	Holiday - International Labor Day and Ascension Day
May 8	Holiday - <i>Armistice 1945</i>
May 17	Holiday - Ascension Day
First two weeks of May	Final examinations at UP and Sciences Po (to be announced)
First two weeks of June	Make-up examinations at Sciences Po (to be announced)
	Plan on staying in Aix until the end of your exams or make up exams as needed.

The vacation periods may vary from one institution to another, and you will need to check them carefully at *UP* and *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 enterprises 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

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)

You are now required to register with the OFII during the first three months of your stay in France. The APA office will help you fill out the documents during the first administrative meeting.

As part of your visa materials, you will complete the top portion of the 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 the following documents to take to the OFII:

- Original passport
- Photocopy of photo ID page in Passport
- Original Visa stamp in Passport
- Photocopy of visa stamp
- Copy of the stamp from Customs from your arrival in France
- Completed Residence Form
- Confirmation of housing
- Student ID
- Copy of the student ID
- One photo

Photographs - Total of 8*

- **Three (3)** passport full-face photographs which you will supply to your U.S. study abroad office. These photographs are required for a variety of documents for the program which the APA office needs before you arrive.
- **Two (2)** passport full-face photographs for your visa application (see visa section on pages 4-6)
- **Additional photographs** (minimum of 3) will be needed and can be obtained in France. There is a photo booth at the *Université de Provence* that students can use. Photos are less expensive in France than in the U.S.

Proof of Health Insurance

We advise participants to take written proof of health insurance coverage to the visa appointment.

- **Indiana students** are automatically covered by a policy that is included in the Indiana University program fee.
- **Michigan students** are automatically covered by HTH Worldwide Insurance, which is included in the U-M program fee. A letter of proof of coverage can be generated to meet the visa application requirements. Ask your study abroad advisor for the letter.
- **Wisconsin students** are automatically covered by CISI health insurance, which is included in the UW-Madison program fee. The letter issued by IAP for visa application purpose states that students are covered by CISI.

Inoculations

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

International Student ID Card (ISIC)

This card will be very useful to you in Europe, entitling you to a number of reduced student rates in fees and tickets including museums, concerts, movies, and rail and air travel. It also carries evacuation insurance as well as emergency legal, financial, and medical assistance. To apply for the ISIC, contact the STA Travel office nearest you. More information can be found online at www.isic.org.

- **Indiana, Michigan & Wisconsin students** are not required by their study abroad office to have an ISIC card, but it is recommended. Past participants have been offered the ISIC card free when opening their optional bank accounts in Aix.

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 email sent to you by your study abroad advisor. You are ultimately responsible for meeting your degree requirements.
- **Michigan students:** You must fill out an advisor approval form with a concentration and/or an LSA general academic advisor. You are responsible for reviewing your status and requirements before departure.
- **Wisconsin students:** You must confer with your major advisor regarding your major 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*.

Literature

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, the novels Zola sets in "Plassans" (his name for Aix), or the novels of Jean Giono, poems by René Char, Germaine Nouveau, and Jean de La Ceppède, and the letters of Mme de Sévigné.

Civilization

Read issues of *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 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 the cultural differences between the Americans and French. Chapters include studies of "L'amitié," "Le téléphone," "Se renseigner," "Le couple", and body language).
- 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).

Handling Money Abroad

We recommend that you bring enough funds in travellers checks to cover the first two months. We recommend travelers checks because you will need to have a fair amount of cash at your disposal when you first arrive. It is not wise to carry around large amounts of cash with you. In addition, your bank at home will set limits of how much cash you can withdraw each day, so it may be challenging if not impossible for you to withdraw the total amount that you will need by the time you need it. The costs you will have to pay upon your arrival are described in this handbook. You should contact your bank prior to your departure to find out what your daily limit is.

Students have the opportunity to open a bank account when they arrive in France, and that these traveler's checks can be deposited into the bank at that time.

There are many fees (including housing) that students must pay upon arrival in Aix. Traveler's checks have the advantage of being replaced if they are lost or stolen.

Traveler's checks are rather outdated, so you will have difficulty using them at stores. Depositing them into your bank account, however, should not pose any problem.

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

Adagio Aparthotel	<ul style="list-style-type: none"> • Approximately 40 euros/student/night until you find your apartment for the year. Most students found their apartments within 4-5 days.
Taxi fare for arrival day in Aix	<ul style="list-style-type: none"> • 40 to 70 euros depending upon arrival train station or airport.
Rented rooms	<ul style="list-style-type: none"> • You will need to pay the equivalence of two months rent when signing the lease for the room (deposit + one months rent)

OR Apartments	<p>=450 euros per month x 2 = 900 euros.</p> <p>OR</p> <ul style="list-style-type: none"> You will need to pay the equivalence of two months rent when signing the lease for the apartment (deposit + one months rent). Monthly rent for apartments vary depending on the size of the apartment. You should calculate approximately 450 euros per student per month.
Tenant Insurance which includes personal liability	<ul style="list-style-type: none"> Tenant insurance is mandatory for all housing in Aix apartment; approximately 60 euros for the year.
<i>Sécurité Sociale</i>	<ul style="list-style-type: none"> In 2010-11 : 200 euros for the year, to be paid at beginning of program
<i>Registration with OFII</i>	<ul style="list-style-type: none"> 2010-11: 55 euros for the fiscal stamp to pay for required medical exam 10 Euros for the bus and metro fare to Marseille.

* Some expenses are only available at the 2010-11 rate. You should anticipate that there will be a small increase for 2011-12.

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

Cell phone	Between 30-90 euros
Cell phone prepaid card	Between 15-45 euros
International calling card	Approximately 8 euros

Currency Exchange

Although many past participants have commented that one way of getting access to cash is by using ATM machines, you should still bring 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 like 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 (either with travelers checks or cash) 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.

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 possible too to withdraw money from 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 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. Regardless if 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 MASTER CARD.

Before you leave for France, notify your bank/credit card company the dates that you will be abroad. In trying to identify theft, banks will cancel debit/credit cards when they suspect any unusual card activity (i.e. a resident of the Midwest who suddenly makes a purchase in France).

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.

Banking System

At your on-site orientation meeting in Aix, a bank employee will outline 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). In 2010-11, the fees for the *Sécurité sociale* were 200 euros. In 2011-12, there will be a small increase. The fees for the *Sécurité sociale* have to be paid to the Program a few days after arrival.

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.

Renter's/Liability Insurance

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

Packing

Past 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 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.
- Bed sheets are not furnished in most apartments, so be prepared to buy them upon your arrival or bring an inexpensive set with you.

Prescription Drugs or special vitamins should be brought with you (a year's supply). Bring a letter from your physician certifying your medical need for the drugs and dosage and remember that it 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 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.

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

- 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 Aix 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.

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.

The closest airport to Aix-en-Provence is the Marseille-Provence airport (which is located near a city called Marignane, so it is also called sometimes the Marignane Airport).

You may arrive by train either in downtown Marseille (Marseille-St. Charles) or by TGV (express train) arriving in “Aix TGV”. Note that the “Aix TGV” is a railway station only for the TGV and is located about 15 minutes from Aix by bus. Do not confuse “Aix TGV” with the railroad station in downtown Aix. The TGV train will stop for only 3 minutes at the Aix TGV station, so be prepared to disembark very quickly.

Below is a list of the various ways of getting to Aix. However, we strongly recommend that you take a taxi 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 for you rooms to be shared with other students for the first week at the Adagio Aparthotel, 3, rue des Chartreux – Tel : 04 42 37 98 98.

You are responsible for getting to the Adagio Aparthotel on the first day of the program (August 25) 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 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: 7.20 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 3.70 euros.

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

You can take the train to the center of Aix. It runs every 20 minutes.

Taxi

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

Approximate fares to get by taxi to downtown Aix:

- From Marseille-Provence airport: 50 euros daytime and 60 euros after 7 p.m.
- From Marseille railway station: 60 euros daytime and 72 euros after 7 p.m.
- From Aix TGV railway station: 30 euros daytime and 40 euros after 7 p.m.
- From downtown Aix railway station: 10 ~15 euros
- Price per suitcase: 1 euro.

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).
- Hôtel de France – 63 Rue Espariat - tel : 04 42 27 90 15
- Hôtel Le Concorde, 68 Boulevard du Roi René – tel : 04 42 26 03 95

If you decide to make a reservation in another hotel, make sure that the hotel is in the center of the city.

The following address of the Aix youth hostel is given as information, but the youth hostel is not in downtown Aix where all the stores, businesses and entertainment spots are. Students should also be aware that most buses do not run after 8:00 pm or on Sundays.

As for any youth hostel, you need to have the international youth hostel card (you might want to purchase this prior to your departure from the U.S.).

- *Auberge de jeunesse* (youth hostel) – 3, avenue Marcel Pagnol – tel: 04 42 20 15 99. Cost is around 19 euros per night. You can reserve a room by internet www.auberge-jeunesse-aix.fr

After You Have Arrived

Orientation

Orientation is run by the staff of the office soon after your arrival and is held at the *Université de Provence*, 29 avenue Robert Schuman, where the intensive course takes place. Students will stay at the Adagio Aparthotel for the first days until they find their housing for the year. Upon arrival, you will be given a card prepared by APA with all the 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
- Visit to the institution (*UP* or *Sciences Po*) where you will be attending classes
- Housing information including tips on searching for an apartment or a room
- Special meeting about safety precautions with a police officer.

The Academic Program

General Information

Role of the Faculty Director (FD)

During the 2011-12 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 French Institutions

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

1. *Université de Provence - Aix-Marseille I (UP)*
2. *Sciences Po-Aix (part of the Université Paul Cézanne) - Aix-Marseille III*

Université de Provence – (UP)

http://www.univ-provence.fr/public_html/univ-provence/index.php?pages=article&id=5

With 26,600 students, the *Université de Provence* is the largest University of the Aix-Marseille academic district (*Académie*). It is known for its Letters and Human Sciences offerings, especially French literature, Psychology, Sociology, Education, History, Geography, and foreign languages.

The *Université de Provence* also offers courses in science but most departments (Chemistry, Physics, Biotechnology, Cellular Biochemistry, Life and Earth Sciences, Mechanics and Acoustics, Environmental Studies, etc) are located at the Marseille campus of the *Université de Provence*. It takes one hour each way to reach the science campus.

Because most APA participants take classes related to the Humanities, they attend classes in Aix at *Université de Provence*. If students are thinking of taking science courses, which are taught in Marseille, the Faculty Director is available to discuss this option (preferably as early as possible following arrival).

Université Paul Cézanne: Sciences Po-Aix (formerly known as IEP)

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

With 21,000 students, the *Université Paul Cézanne* includes the following institutions: the School of Law, the College of Political Science (*Sciences Po*), the College of Applied Economics (*Faculté d'Economie Appliquée - FEA*), and the College of Sciences. The APA program has agreements with *Sciences Po* Aix so that a certain number of program participants may register at this institution each year.

Since enrollment is limited, *Sciences Po* will review the transcripts of APA students who wish to take classes at *Sciences Po*. APA students who wish to attend *Sciences Po*, either for the Certificate Program or the Political Studies Program, are expected to declare 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 Sciences 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, Economy and the Sciences at the University of Aix-Marseille, *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.

Strikes in France

Student and faculty strikes often take place in France due to political, economic, and social conditions common in France. Such strikes often result in classes not being held for a few days or even weeks until the strike has been resolved. In the event that 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 is required for all students at the beginning of the program in Aix. The various sections of the *Cours intensif* are taught under the auspice of the *Service Commun d'Enseignement du Français aux Etudiants Etrangers (SCEFEE)* of the *Université de Provence*.

Cours Intensif – *Sciences Po* Students

Depending on the starting date of the academic calendar at *Sciences Po*, *Sciences Po* students will have either a one-week intensive course or a two-week intensive course. The number of credits awarded for this pre-session coursework will depend on the length of the course.

***Cours intensif* - *UP* Students**

Depending on the starting date of the academic year at UP, students will have up to a three-week intensive language course, comprised of a daily morning language class (grammar, oral expression, and phonetics) and a culture class. The number of credits awarded for this pre-session coursework will depend on the length of the course.

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

Program Courses: Cours du Programme

The *Cours du Programme* or Program courses are offered only to students participating in the Aix Program. These semester-long courses carry 2 credits and most of them are 30 hours long.

All students MUST take the Program course which focuses on methodology applied to the university in France but in addition, they may choose among the other *Cours du Programme*:

- **Méthodologie universitaire** – 2 credits - Fall

UP students:

During the fall semester, UP students must take the course offered at the SCEFEE called “*Introduction à la méthodologie universitaire*”. This course will help students understand the methodology of the French *dissertation* and the *commentaire composé*. It will also help them to overcome difficulties in grammar and writing.

Sciences Po students

During the fall semester, *Sciences Po* students MUST take the *Conférence de méthode* called “*Français langue étrangère*” offered at *Sciences Po*. The course

aims at improving students' written French and helping them understand the methodological demands of *Sciences Po*. The course will also help them overcome difficulties in grammar and writing.

- **Expression Orale / Prise de parole en français** - Instructor: Monsieur Claude Pelopidas (30 hours) – Fall/Spring
The objective of this course is to improve the students oral language skills in using the techniques of the theater. Attention is paid to the rhetorical conventions of academic discourse, pronunciation, intonation and rhythm as well as communication strategies.
- **Faculty Director's course** – (30 hours) – Spring
TBA
- **La France dans son histoire** - Instructor: Claude Pelopidas (30 hours) – Spring
This course covers the history of France. It emphasizes the key historical periods and highlights the major figures of the French Political, Economic and Social environment

Courses at the *Université de Provence (UP)*

All classes at the *UP* are semester-long courses. Some classes include a discussion section, called *travaux dirigés*, 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.

A COURSE OR A TD MEETING FOR 1-1.5 HOURS PER WEEK = 1 CREDIT IF MEETING FOR 13 WEEKS.

COURSES AT *SCIENCES PO*

Courses offered at *Sciences Po* are either formal lecture-type courses or discussion classes called *conférences de méthode*. The lecture courses meet either 22 hours (2 credits) or 44 hours (4 credits) during the semester.

Students enrolled in courses at *Sciences Po* cannot take first year courses, nor the course *Culture Générale*. Students should be aware that most final exams are oral, not written.

The *Sciences Po* Diploma Program- *Certificat d'Etudes Politiques (CEP)*

Students who participate in *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 (*Les Institutions Françaises*) and the other on France in the world (*La France dans le Monde*). Each course is worth two credits. Both these 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*)/semester. One of these two *conférences de méthode* must be « *Français langue étrangère* ». These courses meet for less 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 two credits each.

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* ».

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.

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.

During the academic year in Aix, you must carry at least 27 but no more than 36 credits. 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.

- **Students at UP** cannot take more than 5 courses per semester at UP (including the "*Cours d'initiation à la méthodologie universitaire*" which they must take the 1st semester)

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

Exceptions to these limits require advance written permission from your study abroad office. (Michigan students should note that they will be assessed additional tuition for anything over 18 credits per semester.)

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

I - STUDENTS WHO HAVE BEEN SELECTED TO GO TO *SCIENCES PO*

1. *Cours intensif* + *Programme d'Etudes Politiques Annuel* (PEPA) including the *conférence de méthode "Français langue étrangère"* + no more than 2 Program courses (which should not be "*La France dans son histoire*").

OR

2. *Cours intensif* + *Certificat d'Etudes Politiques* (CEP) including the *conférence de méthode "Français langue étrangère"* + no more than 1 Program course (which should not be "*La France dans son histoire*").

II - UP STUDENTS

UP students are students who have not applied for ***Sciences Po*** or students who have not been selected to take classes at ***Sciences Po***. *They will take the following combination of classes:*

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

OR

Cours intensif + *Cours sur la méthodologie universitaire* + UP courses + no more than 2 Program courses.

No other combination of classes is allowed in this program.

In the context of any given course, you are expected to complete all work that degree-seeking students at the UP and ***Sciences Po*** are expected to complete. However, 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.

Courses at the UP and ***Sciences Po*** are often embedded in larger and more comprehensive modules (groups of courses) meant to be taken together and they provide in-depth training in a particular area. APA students rarely take all the courses in a particular module. Rather, you will choose parts of the module (the equivalent of courses in the U.S.) that interest you and fulfill your needs.

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. You may not enroll in a parallel *travaux dirigés* section without also enrolling in the related large course.

French Institutions

French educational institutions are often less “user-friendly” than American ones. The period between the distribution of the *plaquettes* (see *Academic Structure and Courses* below) and the first few weeks of class often strike APA students as disorganized. Once you are in Aix, the APA will give you all the information necessary to register as a student.

No matter where you are enrolled, 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. 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.

Course Structure

The traditional structure of courses (*cours magistraux*) is that 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 *contrôle continu*, (i.e., oral reports or *exposés*), short papers (*devoirs* or *mini-mémoires*), 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.

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. As a result, you may find the sprawling UP 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.

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 in reading widely from the bibliography without having to be told which specific pages to cover. Any students doing only the “minimum” will find themselves in serious trouble toward the end of the year.

The *Plaquettes* (Course Descriptions)

The UP 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 in regard to 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 meetings held during the time period of the *Cours Intensif* to familiarize yourself with both the academic structures and course offerings.

Many departments hold informative sessions the week prior to the beginning of classes. The History department requires that our students pre-register; this pre-registration will be organized during the orientation period by the APA Office in Aix.

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 students participating on APA through Indiana University, University of Michigan or the University of Wisconsin-Madison.

Selection of Courses

The *plaquettes* are available in the office and on the internet (this is especially the case with UP *plaquettes*). Do not be surprised to discover that each UP department has a different format for its *plaquettes*. You will need to go over them carefully to make a preliminary selection of courses. Then you should 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 not offered at French universities because these topics have been covered in secondary schools.
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.
 - **Michigan students** are strongly discouraged from taking another foreign language; exceptions require approval from both the FD and from their study abroad advisor,
3. Courses taught in English may not be allowed or discouraged depending on the student's home university and/or major:
 - **UW-Madison students** are strongly discouraged from taking courses in English – with the exception of 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.
 - **Michigan students** should not take courses in English.
 4. If the *UP* 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*. Students in the APA Program cannot take these courses and receive credit for them 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 are allowed to 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 the regular program.
 7. The *UP* 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 the regular program.
 9. The *UP* has a cinema department (*Arts du Spectacle*), but APA students can only take the theoretical courses.

Differences in academic background which affect your course selection

Students need to know that Licence 3 (3rd year classes), may be too difficult and specialized for APA students who might not have the required background knowledge for

this level of classes. If a student wishes to take licence 3 level 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.

Note for Michigan students: Michigan does not use equivalencies, so duplication of credit will not be an issue for you. However, students should avoid retaking courses which they have already received credit for in the past.

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 your 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:** Courses will be equated and evaluated after the program.
- **University of Michigan:** Michigan does not use course equivalencies. Students should work with their concentration/LSA advisors to determine whether or not a course will count towards their degree requirements.
- **UW-Madison:** Equivalents and Course Equivalent Request Form (CERF)
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 Form (CERF) through your My Study Abroad account. The deadline to submit the CERF 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.

Course Selection Checklist:

- a. Read last year's *plaquettes* (course details) on the internet or in the Program office.
- b. Attend Program information meetings about courses.
- c. Begin to put your program together.
- d. Read this year's *plaquettes* when they come onto the internet or into the Program's office.

- e. Revise your program according to the courses available.
- f. Meet with the Faculty Director about your preliminary selection of courses.
- g. Find when your courses are starting, by reading the bulletin boards at the relevant university buildings.
- h. Attend the first class of your chosen course, and make sure to write your name on any list that is circulated by the professor.
- i. Meet with the FD to finalize your course selection.
- j. Adjust your selection by adding or dropping courses.

Credits

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

UP courses	1 credit for each hour or hour and a half of class meeting per week, provided that the course meets for at least 13 weeks per semester; otherwise the credits earned will be reduced to correspond to the total number of class meeting hours. 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.
UP 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
UP courses with 2 common lectures	Two 1 ½ hour lectures = 3 CR
<i>Sciences Po</i> semester <i>conférences de méthode</i>	2 credits
<i>Sciences Po</i> 44 hour-long courses	4 credits
<i>Sciences Po</i> 22 hour-long courses	2 credits

Drop/Add and Course Enrollment Verification

Students must drop courses within the first three weeks of classes. Students who need to drop after the third week, but before the end of the half-way point in the course must speak with the FD to see if it would be possible. It is the FD who will grant or deny permission to drop courses. Your study program for the full academic year must not fall below 27 credits.

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.

Course Enrollment Forms are sent back to your home institution so that appropriate course titles and grades can be entered on your transcripts there.

Pass/Fail

The Pass/Fail option must be requested early in the semester and approved by the FD who will set its deadline. A reminder of that date 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 three 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. Courses can only be taken Pass/Fail in a student's major if all of its requirements have already been completed. Students that fail a course taken as Pass/Fail will have the grade of "F" factored into their cumulative GPA.

- **University of Michigan:**

All students who wish to enroll in a course on a Pass/Fail basis should fill out a Pass/Fail Declaration Form (found on the CGIS website Download Center or available at the Aix study abroad site). This form should be returned to the Faculty Director of the Aix Program or emailed to your CGIS study abroad advisor. General LS&A guidelines pertain: the request must be made within the first three weeks of classes. Since the beginning of classes abroad often does not coincide with the start of classes on the Ann Arbor campus, the first day of classes in Aix will be used. Classes taken on a Pass/Fail basis may not be included in a concentration – or minor – plan, although they can be used to satisfy distribution requirements. If you have any questions about the Pass/Fail option, you should contact CGIS.

- **University of Wisconsin-Madison:**

UW-Madison students must refer to their IAP Study Abroad Handbook (available in your My Study Abroad account). An IAP declaration form for Pass/Fail must be completed and submitted by the deadline. Once submitted, the pass/fail form is irrevocable.

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 (a written statement from the student, addressed to the APA office, will suffice for one absence; several or extended absences require a doctor’s certificate). 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 or early January for first semester courses, and in March or April for the 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 observe all the deadlines scrupulously for a successful completion of your academic year 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 of 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 contact your University for more information.

Grades and Grade Conversions

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 (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 de Provence*, *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. When all grades are received, the FD will finalize the grade transcripts and forward them to the home institutions.

Grade Scales

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

Final Grades and Credits

At the end of the academic year, the Faculty Director will give the students the opportunity to meet individually in order to verify the courses they have taken during the year. Students will 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 the *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

www.france.com

www.justfrance.org/

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 remain 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 Provence 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 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

For information about climate:

www.Meteofrance.com

APA Program Office & Facilities

In the APA program office, you will find a room equipped with three computers, two printers (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 the students, some reference materials, including an excellent encyclopedia and many dictionaries. You are welcome to use these facilities during regular office hours.

Libraries

French university libraries, as well as public libraries, close early in the evening. Therefore, libraries are not really available as places where you can study for long hours. The UP library catalog is available on the internet. You may want to use the public library (*Cité du Livre*) where you can check out books, tapes and videos for a minimal annual fee (17 euros).

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

Upon arrival in Aix, students will be housed at the Adagio Aparthotel until they find their housing for the year. The cost at Adagio Aparthotel is approximately 40 Euros/student/night.

For permanent lodging in Aix, you can find either a rented room in someone's apartment or your own apartment. The APA office will provide a helpful orientation on house hunting. You will have to do the legwork yourself and take the initiative in calling landlords, but you will be helped in identifying the most accessible neighborhoods, in deciphering abbreviations in the apartment listing in the newspaper want ads, and in getting a list of apartments used by previous Program students. Last year's students all found accommodations in 3-15 days, well before the end of the orientation period. Since French students do not return to Aix until mid-September, it is difficult to find French roommates. Whatever the type of your lodging may be, be prepared to spend money for additional pots and pans and dishes. Only minimum equipment is supplied.

The city center, dating from the Middle Ages and called *Aix-intra-muros* (i.e., Aix inside the walls) includes old apartments that are close to stores, businesses and entertainment spots. A more recent development around the city center offers more modern apartments but is farther away from the city attractions, requiring longer walks or bus rides. Students should be aware that most buses do not run after 8:00 pm or on Sundays.

Regardless of which housing option you choose, all participants must purchase "renter's insurance" as required by landlords in France. The Program has worked with an insurance company which can provide you with insurance for about €60 per person per year. The insurance companies provide renters' insurance which includes personal liability required for registration at the universities.

HOUSING OPTION 1: Rented Room

Facilities

Renting a room in someone else's apartment allows the student to be in an environment where he/she is in contact with French-speaking persons. The student has access to the owners' kitchen, toilet and bathroom, but is not provided with meals. Sometimes the linens are not supplied and you may want to bring them with you or you will have to buy them in Aix.

Rent

Rented rooms will cost approximately 380~450 euros per person per month. It is to be paid in euros directly to the host.

Before signing any agreement, make sure you have all the information from your landlord as to what is included in your rent (utilities, taxes, etc.) If taxes are not included in the rent, you might end up having to pay them in the United States.

Security Deposit

You will have to pay a maximum of two-month's security deposit. Many landlords, however, will accept a one-month security deposit. Those who request the two-month security deposit may ask that the first-month security deposit be paid upon arrival and the second-month security deposit the following month. The security deposit is reimbursed at the end of the rental period if no damages are found.

Utilities

Usually you do not have to pay utilities when you rent a room. But if the landlord informs you that you will be responsible for utility costs (gas and electricity), you must consider it may cost you about 45 Euros per month.

Internet

Internet is much less common in France than it is in America. Your lodging will most likely not have access to the internet, but you will have the possibility to order internet for approximately 35 euros/month.

First date of occupancy/rental period

You and your landlord will have to agree upon occupancy dates.

Changing/vacating rented rooms

You and your landlord must agree on the policy for vacating the room. If you decide to break your agreement, you will have to find another student to replace you.

HOUSING OPTION 2: Apartment

Facilities

Most apartments available for students in Aix are one-room apartments (studios) or two-room apartments (a bedroom and a living room). It is very hard to find large, furnished apartments, so do not plan on living with a large group of people. It is a challenge to find

places for 3 people. Studios accommodate one person, or can be furnished to accommodate two people. Two-room apartments have a living room and a bedroom for two people. Three-room apartments have a living room and two bedrooms.

All apartments have a bathroom and a kitchen. The kitchen usually includes a small refrigerator, a small electric hot plate, (or sometimes a stove) and kitchen wares. You may bring your own linens or buy them in Aix, and you are advised to bring a sleeping bag which will be useful in your apartment or for travel. Some apartments may also furnish comforters. Students choosing to live in an apartment should be aware that, in France, landlords take little responsibility for daily maintenance. Please keep in mind that apartments in downtown Aix are older and will not have the same amenities that you are accustomed to in the United States.

Choosing an apartment is a big decision: talk it over with the proprietor, friends, family, and the program staff before committing yourself!

Before signing any agreement, make sure you have all the information from your landlord as to what is included in your rent (utilities, taxes, etc.). If taxes are not included in the rent, you might end up having to pay them in the United States.

For info on apartments in Aix:

<http://www.aixenprovencetourism.com/aix-meubles.htm>

Rent

The average rent for a studio is approximately €450-600/month. Therefore, if the studio accommodates two people, the rent will be approximately €225-300 per person. Do ask the landlord if the rent includes all the taxes due by a tenant; sometimes landlords do not include these taxes and the cost seems cheaper. Make sure you receive the correct information from your landlord as to what taxes are included in the rent, or you might end up having to pay them in the United States.

The average rent for a two-room apartment is approximately 800-900 euros/month; i.e. 400-450 euros per person.

It is highly unlikely that you will find large furnished apartments in the center of Aix.

Rent is paid directly to your landlord at the beginning of each month. Payment can be made in cash or by local bank transfer in euros. If your rent does not include the housing tax, you will be required to pay it to the appropriate *Centre du Trésor Public*, the following year.

Security Deposit

You will have to pay a maximum of two-month's security deposit. Many landlords, however, will accept a one-month security deposit. Those who request the two-month security deposit may ask that the first-month security deposit be paid upon arrival and the second-month security deposit with the second-month rent. The security deposit is reimbursed at the end of the rental period if no damages are found.

Utilities

You will be responsible for utility costs (gas and electricity), which run about 45 Euros per month per person. There is an initial cost of approximately 45 Euros to put the account in your name. It is also advised to ask your landlord if you will have other utilities or other costs related to your lodging.

First date of occupancy/rental period

You and your landlord will have to agree upon occupancy dates.

Changing/vacating apartments

You and your landlord must agree on the policy for vacating the apartment. If you decide to break your lease, you will have to find other tenants to replace you.

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, and 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 the bus 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 study. For all trips lasting overnight or longer, you must leave a note with the secretary of the Program Office, indicating the approximate itinerary, 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. If you do not have access to the Web, check with the U.S. Embassy or Consulate nearest you.

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

Communication

Telephones

Time zone information: www.timeanddate.com/worldclock

Country and city codes: www.timeanddate.com/worldclock/dialing.html

Calling from France to the U.S.:

(access code for France) + (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.]

- A *télécarte* can be purchased for using the public phones at any post office or at certain *bureaux de tabac* stores.
- It is much more expensive to make a call from France to the U.S. than vice versa.
- Many students have found it helpful also to have an American telephone company card such as ATT or MCI. These companies have “direct dial” access to U.S. operators from Europe and the bill is sent in U.S. dollars to an U.S. address.

Cellular Telephone

- You can buy a cellular phone in one of the many telephone shops in Aix.
- Prepaid cards that you can find in any *bureaux de tabac* are available to use with cellular phones for ease of communication.
- The lowest rate for an average cellular phone is approximately 40 euros. A prepaid card will cost between 15 and 45 euros and can be bought in any telephone shop or *bureau de tabac* in France. Unlike the US, in France there is no charge to receive calls on a cell phone.

Mail

Only airmail is possible from France, at the increment of 20 grams (equivalent of a little less than 2 sheets of 20-weight typing paper). It takes 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.

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, the less the 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!