

ACADEMIC RULES AND REGULATIONS

ADOPTED BY THE EXECUTIVE COMMITTEE OF SCIENCES PO ON JUNE 30, 2020

Regarding decree n° 2016-24 dated 18 January 2016 relative to the *Institut d'Études politiques de Paris*;
Regarding the academic rules and regulations adopted by the Executive Committee of the *Institut d'Études politiques de Paris* on 20 June 2011, modified on 22 May 2019 and published on 6 June 2019;

Glossary:

« Sciences Po » refers to the *Institut d'Études Politiques de Paris*

UE refers to *Unité d'enseignement* (teaching unit)

UP refers to *Unité pédagogique* (course code)

TITLE I: GENERAL PRINCIPLES OF ACADEMIC AFFAIRS FOR ALL STUDENTS

Article 1: Academic duties and obligations

Students of Sciences Po shall comply with the duties and obligations detailed in these rules and regulations. Failure to comply with any of these duties and obligations may lead to the student concerned being required to repeat a year or to having his or her diploma withheld.

The following matters are considered as obligations:

- academic integrity, including intellectual honesty throughout the study programme and compliance with copyright laws in all university coursework
- administrative registration
- course registration
- satisfaction of requirements of the degree programme in which the student is enrolled, and conformity with course evaluation procedures, particularly exams and in-class tests
- attendance and punctuality
- course evaluations

Article 2: Administrative registration

A student whose administrative registration has not been completed or whose administrative status is not current cannot under any circumstances receive credit for that academic year. He or she may be blocked from course registration and may also be denied any certificates or documents relating to their course of study.

Article 3: Course registration

Students are responsible for ensuring that they register for the appropriate courses as required by their degree programme. Except in extenuating circumstance, changes or additions to course programmes and schedules may not be made after classes have begun.

In such cases, before registering for the course, the student must provide the relevant academic office with proof of his or her particular difficulty.

Article 4: Attendance and punctuality

The obligations of attendance and punctuality extend to all academic study. All absences must be justified with the academic office. Persistent lateness may be considered as absences.

When a class is cancelled, it will be rescheduled at a later date. Attendance at this make-up session is mandatory, except in the event of a schedule conflict with another required class.

Article 5: Student default

After more than two absences, including justified absences, from a course spanning 24 hours or more, or after two absences from a course spanning less than 24 hours, a student will be considered to be in "default", whatever the reason for the absences. The same applies if a student fails to comply with the evaluation procedures for a course. The grade "default" will be recorded on the student's transcript.

Article 6: Exams and in-class tests

Exams and in-class tests are scheduled in accordance with the calendar set by the Sciences Po administration and students will be notified no later than fifteen days following the start of the semester.

Except as otherwise indicated, the use of any documents or electronic devices is prohibited during exams and in-class tests.

Students may use only the exam papers and scratch paper provided by Sciences Po.

Students may enter the examination room at any time up to one hour after the start of the exam. Students may not leave the examination room during the first hour of the exam.

Exams are sometimes organized online, subject to specific instructions.

Students with special needs will be allowed additional time and/or the use of computer equipment for taking examinations and in-class tests. Applications must be made, complete with supporting documentation, to the Student Disability Services Department of the Office of the Dean of Academic Affairs.

Article 7: Deferment of evaluation

If for serious and grave reasons a student is unable to be present at an examination or to submit work, he or she must present a written explanation to the teachers concerned and to the relevant academic office.

Depending on the circumstances, the student may be authorized by the Office of the Dean of Academic Affairs to submit work at a later date without penalty, or to retain his or her Continuous Assessment grade and retake only the final examination.

Article 8: Harmonization of grades

The grades awarded by different evaluators in a course are subject to harmonization.

When there is a difference of more than one point (above or below) between the average of a course section or individual evaluator and the overall average for the course or for all exam papers evaluated, the Office of the Dean of Academic Affairs may harmonize the grades by adjusting the average of the section or individual evaluator to within this range.

Article 9: Course credit

Evaluation criteria and procedures, workload and the weight of each exercise in the overall grade are detailed in the course syllabus made available before the semester begins or, at the latest, on the first day of classes. Evaluation for a course must be based on several graded exercises (at least three for Continuous Assessment).

Sciences Po uses the European Credit Transfer System (ECTS). A semester-long course is worth at least 30 ECTS credits and a yearlong course counts for at least 60.

Students obtaining a grade equal to or higher than 10/20 will receive credit for the course as well as the total corresponding number of ECTS credits. For any grade lower than 10/20 or for default, the student will not receive credit for the course and no credits will be awarded.

When students are awarded ECTS credits they also receive an alphabetical grade reflecting the quality of their work in the course. Of the students receiving credit for the course, the first 10% are given an A, the following 25% a B, the next 30% a C, and the next 25% a D, while the remaining 10% of students get an E. The letters

therefore represent the relative ranking of the students in each course. Finally, the letter F is used for students who have failed to receive credit for the course.

Article 10: English language instruction

English is both a taught and a working language, common to all students.

English instruction is provided through face-to-face and e-learning methods as well as language study halls. English is taught in groups according to level of proficiency - A1, A2, B1, B2, C1, C2, in ascending order - in accordance with the Common European Framework of Reference for Languages (CEFR). Each level corresponds to a certain set of skills, as defined by CEFR criteria. In order to receive a Master's degree, students must have achieved a level in English equivalent to at least C1 on the CEFR table.

Students from the Undergraduate college of Sciences Po achieving the C1 level in English during the second year of study will keep the legacy of the C1 level achievement when graduating to a Master's degree, as long as they have: attended a Master's degree curriculum taught in English or followed and validated an English learning course or a course taught in English (level 4). This policy applies to students admitted directly to M1 degree.

Sciences Po will take care of financing the external certification leading to the C1 level in English on request and only once in a student's education in the pricing conditions predefined by its partners.

Attending all Master's degree courses taught in the English language demands the C1 level in English.

To make the access to the C1 level smoother while graduating, the B2 level in English is recommended to any students admitted in the first year of Master's degree at Sciences Po.

Article 11: Juries

Grades and credits for all courses are definitively awarded only by a jury, presided over by a full professor, or a figure of equivalent authority and comprised of the academic coordinators and members of the faculty of the programme of study.

The end-of-year jury decides for each student, on the basis of his or her academic performance, whether he or she should advance to the next year, repeat the year, or advance conditionally upon passing certain examinations. The degree jury decides whether or not to grant the degree for the programme of study in which the student is enrolled.

One task of the juries is to consider individual cases of default. Each student should take care to supply the Office of the Dean of Academic Affairs with all the information necessary to assess his or her particular circumstances. The juries have the power to waive defaults, determine grades and decide on the awarding of credits.

Article 12: Academic integrity

A Charter comprising in detail the principles of academic integrity and listing the forms of non-compliance and good practices, hereafter “the Charter”, is addressed to all students, during annual administrative registration as well as during their studies and is available on Sciences Po website.

This charter must be carefully read and endorsed; it applies throughout the study programme at Sciences Po.

All students are required to comply strictly with the Charter, in the same way as they must comply with all other obligations indicated in the present Regulations.

Any failure to conform to the rules of academic integrity as defined in the Charter also constitutes a breach of the academic obligations.

The Charter defines plagiarism. An anti-plagiarism detection software is used by Sciences Po and is accessible to all teaching staff.

Online examinations and any work done at home must be submitted in digital format.

Failure to comply with these Regulations or the Charter will result in the application of pedagogical measures as set out in the Charter:

- In the case of a methodological error as opposed to plagiarism: points will be deducted from the grade, at the discretion of the teacher and according to the goals set out for the assignment ;
- In the event of plagiarism, the teacher will allocate a mark of 0/20 to the assignment.

The juries may exercise their discretion in taking into consideration plagiarism, according to its degree of seriousness, within the assessment criteria of the work submitted.

In the event of fraud or attempted fraud, the conditions set out in the Code of Education will apply, and specifically article R.811-12.

A disciplinary procedure may be engaged by the Director of Sciences Po within the terms set out in the Code of Education and in the decree n° 2016-24 dated 18 January 2016 (modified) relative to the *Institut d'Études politiques* de Paris.

In this case, the Disciplinary section can impose one of the sanctions contained in the terms of article R.811-36 of the Code of Education.

The application of any sanction in the event of fraud, including plagiarism, will result in the invalidation of the corresponding paper for the person concerned. The Disciplinary section may also decide, if appropriate, to void the group of papers or series of exams.

The Director may alternatively decide to propose, should the student accept responsibility, a “plea-bargain” procedure as set out in article R.811-40 of the Code of Education.

This procedure is subject to the student's consent and adoption by the Disciplinary section. The acceptance of this measure will result in the invalidation of the corresponding examination for the person concerned. The Director may also decide to void the relevant group or series of exams. In the event of refusal by the student, the Director must refer the matter to the Disciplinary section.

Article 13: The Disciplinary section.

Members of the Disciplinary section are elected by and among the elected representatives of teachers, researchers, staff, and students to the board of the *Institut d'Études Politiques* de Paris, the Scientific Council and Board of the Student Life and Education Committee.

The Chair of the Disciplinary section is elected under the terms stipulated in article 27-II of Decree n° 2016-24 dated 18 January 2016 relative to the *Institut d'Études Politiques* de Paris.

Matters are referred to the Disciplinary section by the Director of Sciences Po.

Sanctions are set by decree of the *Conseil d'État*.

In accordance with article R.811-36 of the Code of Education, the following disciplinary sanctions can be issued by the Disciplinary section:

- Warning
- Reprimand
- Specific measure of accountability
- Exclusion from the institution for a period of up to five years: possibly with a deferral if the exclusion does not exceed two years
- Permanent exclusion from the institution
- Exclusion from all public higher education institutions for a period of up to five years
- Permanent exclusion from all public higher education institutions

In keeping with the same article, in the event of fraud or attempted fraud committed during continuous assessment evaluations, exams or competitive exams, the issuing of one of the sanctions listed above will result in the invalidation of the corresponding examination for the person concerned. The student is considered to have been present at the exam without taking it. The Disciplinary section may also decide, if appropriate, to void the group or series of exams.

In accordance with the terms of article R.811-40 of the Code of Education, in the event of fraud or attempted fraud committed during registration, continuous assessment evaluations, exams or competitive exams, the Director may alternatively decide to initiate a "plea-bargain" procedure, should the student accept responsibility. The following sanctions may then be applied directly to the student concerned:

- Warning
- Reprimand
- Specific measure of accountability
- Exclusion from the institution for a one year, possibly with a deferral

The application of one of the sanctions listed above will result in the invalidation of the corresponding examination for the person concerned. The Director may also decide to void the relevant group or series of exams.

In the event of refusal by the student, the Director must refer the matter to the Disciplinary section.

In the context of an exchange programme, the student's home university will be notified of the facts and the sanctions applied for non-compliance with the principles of academic integrity during their studies at Sciences Po.

Article 14: Modifications to courses of study

Students wishing to make modifications to their course of study may do so only with the prior approval of the Office of the Dean of Academic Affairs, to which they must submit a written request outlining their reasons for the modification. Within the framework of the curriculum, the new programme will detail the definitive requirements for the degree programme. Responsibility for compliance with this new commitment will then lie with the student.

Possible modifications to courses of study are as follows:

- **Amendment:** Students substitute certain courses normally included in the programme with other courses. Programmes may be amended at the discretion of the Office of the Dean of Academic Affairs.
- **Deferral:** Students defer certain courses to a later semester, while respecting the pedagogical progression of the curriculum. Receiving credit for the year, credit for the programme, or the degree is postponed accordingly. Deferral entails the payment of social security and tuition fees for each additional semester of study. Financial aid offered by Sciences Po is not automatically extended.
- **Suspension:** The student is temporarily considered to be no longer a student at Sciences Po. He or she does not pay tuition fees and therefore does not enjoy any corresponding benefits, including internship agreements. He or she regains student status at the close of the period of suspension. Tuition fees must be paid in full for any semester already underway.
- **Time off or gap year:** Under certain conditions, students may take one year off from studies, upon submission of a letter of motivation and with the approval of the Office of the Dean of Academic Affairs. During the year off, the student must pay 25% of their tuition fees to retain their status as a student of Sciences Po. After the year off, students return to their programme of study.

Given that programmes of study are liable to change, following any period of suspension or time off, students must follow the programme in force at the time of their return.

Article 15: Duration of studies

Except in special cases, students may only repeat an academic year one time, regardless of level of studies.

Article 16: Special provisions for competitive athletes and high-level artists

Modifications to courses of study may be approved to allow for the special circumstances of competitive athletes and high-level artists, upon submission of a request to the Office of the Dean of Academic Affairs.

Competitive athletes recognised by the French Department for Sport and high-level artists recognised by the committee set up by Sciences Po, who obtain a study deferral at the start of the academic year, will also benefit from the corresponding deferral of tuition fees.

The committee, composed of professionals from the arts, and key members of Sciences Po: from Admissions, Education and Student Success, the Undergraduate college, Schools, and a student representative, will meet at least twice-yearly, for admissions at end June and at the start of the academic year.

Furthermore, upon request to the Department of Student Life, optional sports courses may be substituted by sports practice if it gives rise to competitions at a national level (cf article 36).

TITLE II: THE UNDERGRADUATE PROGRAMME

Article 17: Presentation of Sciences Po's Bachelor of Arts (BA)

The Bachelor of Arts is the undergraduate degree awarded by Sciences Po's College. The BA is conferred on students having completed six compulsory semesters of study, representing a total of 180 ECTS credits validated.

The Bachelor of Arts diploma includes the following mentions:

- The student's major, upon successful completion of all requirements.
- The student's regional concentration, upon successful completion of all requirements.
- When applicable, academic honours awarded (conditions outlined in Article 27).

Article 18: The Undergraduate Academic Programme

The undergraduate academic programme consists of three primary components that allow students to fulfil the requirements necessary to receive the Bachelor of Arts degree:

- A compulsory core curriculum, including required coursework in the major chosen by the student and a Capstone Project.
- A compulsory civic learning programme.
- Optional coursework enabling the student to pursue additional language instruction or to obtain credit for certain student life activities.

Article 19: The Core Curriculum and Major Coursework

The successful completion of core curriculum requirements in each academic year enables students to advance to the next year of study within the undergraduate programme and to obtain a considerable portion of the 180 ECTS credits required for the BA degree.

Every undergraduate must choose a major and complete coursework that contributes to the 180 ECTS credits required for the degree programme. Students are considered to have completed the requirements of their major if they obtain at least 35% of the total 180 ECTS credits in their chosen major during the three-year programme.

Undergraduate students may choose to pursue a regional concentration, which is deployed over the three years of study. This regional concentration is validated by:

The third year abroad :

- For students completing their third year in the region studied on their home campus, no additional requirements are needed.
- For students completing their third year outside of the region studied on their home campus, they must successfully complete two classes linked to the region studied on their home campus. Of these two classes, only one may be a language course.

Third year students must submit a compulsory Capstone Project, a written exercise representing a total of 6 ECTS credits. If the exercise is validated, the credits are applied to those credits earned in the context of the student's chosen major.

Article 20: Conditions for Passing the First Year

The first-year curriculum consists of five foundational disciplinary lecture courses, each of which includes both a lecture and a discussion session. A sixth foundational disciplinary lecture course is comprised of a lecture and a reading section.

Students who have obtained a minimum of 60 ECTS credits and passed at least five of the six foundational courses are deemed to have passed their first year.

Students who have obtained between 56 and 59 ECTS credits and passed at least four foundational courses are deemed to have passed their first year in conditional status. They will be allowed to advance to the second year with the additional obligation to retake the foundational courses they did not pass during the first year.

Students who have obtained fewer than 56 ECTS credits or have passed fewer than four of the six foundational courses must repeat the entire first year.

Article 21: Conditions for Passing the Second Year

The second-year curriculum consists of three foundational courses - two advanced seminars within the major and one multidisciplinary lecture course within the major. The multidisciplinary course consists of a lecture and a discussion section.

Students who have obtained a minimum of 60 ECTS credits and passed at least two of the three foundational courses are deemed to have passed their second year.

Students who have obtained between 56 and 59 ECTS credits and passed at least one of the three foundational courses may retake the necessary foundational courses before the start of their third year.

Students who have obtained fewer than 56 ECTS credits must repeat the entire second year.

Students must have fulfilled all conditions and requirements for passing the first and second years before being allowed to advance to the third year.

Students who have not fulfilled all conditions and requirements for passing the first and second years prior to the start of the third year must spend an additional semester of study at Sciences Po (the first semester of their third year) in accordance with the terms set forth by the jury.

In such cases, Sciences Po will propose a study programme to the student, subject to the conditions of the Academic Rules and Regulations, enabling the student to obtain the same number of credits at Sciences Po as a semester completed abroad. If the final semester does take place abroad, it can take the form of university study, subject to the availability of places within Sciences Po's partner university agreements, or of an internship. The duration of the internship, subject to the regulations of the host country, must be a minimum of fourteen consecutive weeks, at the same institution.

Article 22: Conditions for Passing the Third Year

Except in exceptional circumstances (French or foreign governmental decision, refusal to admit students or absence of confirmation of the exchange by the international partner within a reasonable timeframe, compelling reasons preventing students from travelling to or remaining in the destination country, etc.), the entire third year will take place abroad.

It consists of either a full year of university study, or a hybrid year, made up of a semester of university study and an internship. In the case of a hybrid year, the internship semester may be replaced by a semester devoted exclusively to learning a language.

The student will pursue their concentration in the third year, as part of their university study stay.

The student must meet the academic requirements of Sciences Po as well as those of the host country.

For an internship, subject to the current regulations of the host country, the student must complete a minimum of fourteen consecutive weeks within the same organisation.

Article 23: Foreign Language Instruction (Undergraduate)

French and English are the two working languages of the College.

Students who have not attained the C1 level in English must take English language instruction. Students who have not attained the B2 level in French must take French language instruction.

Once a student has attained the C1 level in English and the B2 level in French, they are exempt from this requirement.

Article 24: Compulsory Civic Learning Programme

The compulsory Civic Learning Programme represents 9 ECTS credits obtained over the course of the three-year undergraduate programme. To receive the Bachelor of Arts degree, students must validate 6 ECTS credits in the Civic Learning Programme prior to the start of the third year.

The Civic Learning Programme is comprised of the following components:

- A civic engagement letter, to be written during the first semester of the first year.
- A compulsory internship, lasting a minimum of four consecutive weeks and completed between the first and second years of study **or exceptionally between the second and third years of study**.
- The internship must have a civic focus and represents 3 ECTS credits if successfully completed.
- An independent project consisting either of a team project or an associative engagement within the institution or in the community. The independent project, completed during the first or second year, represents 3 ECTS credits if successfully completed. The project must be pre-approved by Sciences Po in order to be considered credit-bearing.
- An associative engagement pursued outside of France during the student's third year represents 3 ECTS credits if successfully completed. The host university must pre-approve the civic focus of the associative engagement in order for it to be considered credit-bearing by Sciences Po.

Article 25: Resitting Exams

Students who have not validated a foundational course at the end of the first semester of the academic year may retake their exams. The resit exam is scheduled at the end of the spring semester of the same academic year.

Students who have been admitted to the next year of study in conditional status either retake the foundational course(s) they did not pass or other relevant course(s) in accordance with the terms established by the jury. Courses from a previous academic year are retaken in parallel with the complete academic programme of the current academic year.

The Capstone Project mentioned in Article 19 may also be subject to a retake should it not be deemed sufficient for a passing grade upon initial submission.

Resit exams may be organized in conditions different from the initial exams. The grade obtained on a resit exam is counted as the student's sole and final grade for the course.

Article 26: Conditions for Repeating a Year

A jury meets at the end of each academic year to determine if a student has satisfied the conditions necessary to pass to the next academic year, or if a student must repeat a year. Repeating a year may result in the suspension of grants awarded by the CROUS or Sciences Po.

Article 27: Conditions for Degree Conferral and Designation of Honours

To be awarded the Bachelor of Arts, students must have completed six semesters of undergraduate study and have complied with the academic rules and requirements set out in this document.

Summa cum laude honours are awarded to the top 2% of graduates with the highest grade point averages, calculated on the basis of results obtained during the first two years at the College.

Cum laude honours are awarded to the next 10% of graduates with the highest grade point averages, calculated on the basis of results obtained during the first two years at the College.

Article 28: Admission to the Master's Programme from the College

- Sciences Po College students must have obtained an undergraduate degree in order to be admitted to a Master's programme at Sciences Po.
- Students who have received an undergraduate degree may request a gap year prior to the start of the Master's programme. Gap year requests must be submitted to, and approved by, the Office of the Dean of the College. The gap year is non-renewable.
- Admission to a Sciences Po Master's programme will not be authorised if the student in question has not met all requirements for each year of study at the College.

TITLE III: UNDERGRADUATE EXCHANGE PROGRAMME

Article 29: Admission to the Undergraduate Exchange Programme

Except in the instance of refusal to admit students from Sciences Po, or the absence of confirmation to admit students from Sciences Po within a reasonable timeframe by the international partner, candidates must have successfully completed at least two years in the same higher education degree programme outside France in order to be accepted into the Undergraduate Exchange Programme.

Applicants to the Undergraduate Exchange Programme are pre-selected by their home universities and then accepted for admission by Sciences Po. Students are admitted for one semester or for one year.

Students individually applying to the programme are selected based on their application file by a Sciences Po admissions committee.

Article 30: General guidelines for the Undergraduate Exchange Programme

So far as their studies are concerned, students enrolled in the exchange programme are considered as Sciences Po students in every respect. They must therefore comply with the duties and obligations outlined in Title I of these rules and regulations, except as otherwise expressly indicated in the present Title.

Article 31: Course registration Undergraduate Exchange Programme students

Students wishing to obtain the Undergraduate Exchange Programme Certificate must register for courses totaling 30 ECTS credits per semester, within the curriculum of their academic programme.

Article 32: Evaluation of Undergraduate Exchange Programme students

Students on the exchange programme are assessed according to the same methods and procedures as Sciences Po students.

For exchange programme students, evaluation cannot be deferred or postponed to make-up sessions.

Article 33: Undergraduate Exchange Programme Certificate

The Undergraduate Exchange Programme Certificate is issued to students who have obtained at least 45 ECTS credits during their two semesters of study at Sciences Po.

A certificate indicating a major field of study may be issued, where applicable, provided the student has obtained at least 40 ECTS credits for courses related to their major.

A certificate indicating that the student is “*francophone*” may be issued, provided the student has obtained at least 40 ECTS credits for courses taught in French.

The certificate may be issued with the following honours:

- *cum laude* for an overall grade point average between 14 to 16/20
- *summa cum laude* for an overall grade point average grade above 16/20

TITLE IV: THE MASTER’S PROGRAMME

Article 34: Choice of Master’s Programme

Each student may enrol in one Master’s degree programme at Sciences Po.

Admission to a Master’s degree programme for students entering directly at the graduate level is at the discretion of the Admissions Committee.

Students graduating from the Undergraduate Programme select their Master's during their third year.

Article 35: Change of Master's

Once students have chosen a Master's programme, they must see it through to completion.

Any student wishing to switch Master's or change track within his or her current Master's must obtain the approval of the academic advisor of both the original and prospective Master's programmes. Final decision rests with the Dean of Academic Affairs.

Students switching Master's programmes after courses have begun are required to recommence their studies again in the first year of the new programme. In such cases, with the exception of credits obtained for common core courses, modern languages or group projects, the student will not retain any ECTS credits received for the original Master's.

Article 36: Academic organization of the Master's programme

Except as otherwise indicated, each Master's programme comprises at least four required semesters.

For apprenticeship Master's, the programme comprises two semesters of coursework and two semesters alternating coursework and professional placement.

Students must follow the curriculum of their chosen Master's. Master's curricula include common core courses, specialized language courses (both mandatory and elective), a semester of extramural activities, group projects and, as applicable, an internship report, a Master's thesis or a fieldwork trip.

Students must register for courses totalling a minimum of 25 and a maximum of 35 ECTS credits per semester, or 60 to 70 ECTS credits for the year, to which any necessary make-up credits may be added in the second year.

Students practising sports or cultural activities undertaken through courses offered by Sciences Po can earn one additional ECTS credit per semester and per activity, or two additional ECTS credits for a university or federation competition sport, to a maximum of two ECTS credits per semester, irrespective of the number of activities undertaken, or three ECTS credits if one of the activities is a university or federation competition sport. Excepting competition sports, the validation of credits is subject to no more than 2 absences per semester and per activity.

Article 37: Common core academic curriculum

All Sciences Po students (including exchange students) must complete at least two academic common core courses during their Master's programme.

They are also required to take a course in economics, offered as part of their Master's programme.

Article 38: Extramural semesters

Certain Master's programmes include an extramural semester. This semester may take the form of an internship, study abroad or international workshop. The extramural semester does not concern apprenticeship students.

Internships

The internship must be at least 14 consecutive weeks at the same organization or institution, except as otherwise authorized by the academic advisor of the Master's programme. The internship must be undertaken during the first or second semester of the second year. It may begin or continue during the summer. However, the internship may not take place entirely during the summer break between academic years, except by permission of the Office of the Dean of Academic Affairs.

The field of activity of the host organization or institution and the nature of the tasks and responsibilities to be performed must be closely related to the Master's programme in which the student is enrolled. Proposals for internships must be submitted for approval at least three weeks before their date of commencement.

Students are required to submit a report at the conclusion of their internship and their internship supervisor will be asked to complete a questionnaire on the quality of their work. Students receive credit for their internship based on these two elements.

Students wishing to have a semester of their year off count as an extramural activity may do so with the approval of their academic advisor and on the condition that they pay the corresponding tuition fees.

Study abroad

Students may request to spend the whole of their extramural semester on a study abroad programme. Approval for study abroad is given by the academic advisor of the Master's programme in which the student is enrolled. Students must then submit their applications to the International Affairs Office.

International workshops (Capstone)

An international workshop (Capstone) involves carrying out a project (report, assessment, summary) on behalf of an international organization, NGO, public body or company. The workshop is supervised by a tutor who evaluates the project, which must be approved by the student's academic advisor.

Article 39: Group projects

Group projects are optional for all Master's students.

Group projects may be proposed by a company, institution, outside organization, permanent organization at Sciences Po or, in exceptional cases, by a previously constituted group of at least three students of Sciences Po.

Projects are subject to prior approval by both the academic advisor of the students involved and the group projects advisor. Students receive ECTS credits if the project is completed on time and in a satisfactory manner.

Article 40: Foreign languages

English is the main modern language common to all Master's students. If a student has not yet achieved C1 level, registration for an English language course is mandatory. If a student demonstrates a proficiency level of C1 based on acceptance in an English-speaking Master's programme at Sciences Po, external certification or validation by the Language department, he or she may take up to two modern languages per semester, unless exempted by competitive exam preparation, and as required by his or her Master's programme.

International students who wish to benefit from the "non-French speaking" designation on their exam papers must be registered in a "French as a Foreign Language" class.

Progress from one level to another depends on the student achieving the required language proficiency skills, as validated by their teacher. Students in their second year of Master's cannot change language between their first and second year if they have not achieved C1 level in the first year, unless exempted by competitive exam preparation.

Article 41: Career building

Students may opt to undertake a career-building exercise comprising a workshop, a short thesis on a particular profession or industry, a meeting with an alumnus, or participation in a company presentation.

Career-building exercises are designed and approved by Sciences Po Careers and count for three ECTS credits.

Article 42: Completion of the first Master's year

Students who have obtained 60 ECTS credits are deemed to have completed their year and advance into the second year.

Students who have obtained at least 48 ECTS credits may advance to the next year but must make up missing credits.

Students who have obtained fewer than 48 ECTS credits must repeat the first year of their Master's programme.

Article 43: Conditions for obtaining the Sciences Po Master's degree

In order to receive a Master's degree from Sciences Po, students must have met the following conditions:

- enrolment in a Master's programme for at least four semesters
- fulfilment of all academic requirements
- completion of two academic core curriculum courses
- completion of an economics course
- completion of all specialized courses required by the Master's programme in which they are enrolled
- completion of an extramural activity, an internship for apprenticeship students, or a research thesis
- attainment of English proficiency equivalent to at least C1 on the Common European Framework of Reference table
- completion of the Grand Oral examination
- completion of at least 120 ECTS credits

Should a student fail to meet any of the requirements for the Master's degree, he or she must register for an additional semester.

Article 44: Awarding of *summa cum laude* and *cum laude* honours

Honours for Master's degrees are awarded within each respective programme.

The *summa cum laude* honour is awarded to Master's students graduating with grade point averages in the top 2% of their programme.

The *cum laude* honour is awarded to Master's students graduating with grade point averages in the next highest 10% of their programme.