

## ACADEMIC RULES AND REGULATIONS

ADOPTED BY THE EXECUTIVE COMMITTEE OF SCIENCES PO ON JUNE 20, 2011

### Glossaire :

«Sciences Po» désigne l'Institut d'Études Politiques de Paris

Par UE on entend : Unité d'enseignement

Par UP on entend : Unité pédagogique

## TITLE I: GENERAL PRINCIPLES OF ACADEMIC STUDY FOR ALL STUDENTS

### Article 1: Duties and obligations of academic study

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.

Academic study imposes the following duties and obligations:

- administrative registration
- course registration
- satisfaction of requirements of the degree program in which the student is enrolled and conformity with course evaluation procedures, particularly exams and in-class tests
- attendance and punctuality
- intellectual integrity in all work
- teaching 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 program. Except in extenuating circumstance, changes or additions to course programs 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 secretary 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 secretary. 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 one absence 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.

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 Disabled Student Services Department (*cellule handicap*) 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 secretary.

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 degree, students must have achieved a level in English equivalent to at least C1 on the CEFR table.

Students from 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 Master degree as long as they have: attended a Master degree curriculum taught in English or followed and validated an English learning course or a course taught in English (level 4). Thus, students will be granted 6 ECTS credits retrospectively when graduating.

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 degree courses taught in 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 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 particular program 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 program 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: Intellectual integrity

Any failure to conform to basic standards of honesty and integrity constitutes non-compliance with the duties and obligations of academic study.

Students suspected of cheating during an exam will be allowed to complete the exam. A report will then be submitted, signed by the director's representative and countersigned by the proctor who observed the alleged cheating.

Teachers suspecting students of plagiarism must inform the Office of the Dean of Academic Affairs, providing all available evidence. Plagiarism is deemed to have occurred when a student's ideas as expressed in his or her work cannot be distinguished from those of other authors. It may be constituted by any of the following: clusters of consecutive words (five or more) without citation, paraphrasing, translation and verbatim copying.

A document about plagiarism is distributed to all students upon arrival at Sciences Po, in an effort to prevent it from occurring. Anti-plagiarism software is in use by the Office of the Dean of Academic Affairs. Any student may be requested to submit his or her work in digital format.

In the event that cheating or plagiarism can be demonstrated, the student concerned will be given a grade of 0/20 for the course. The Director of Sciences Po may also refer cases to the disciplinary committee.

## Article 13: The Disciplinary Committee.

In accordance with the French Education Code, members of the Disciplinary Committee are elected by and among the elected representatives of teachers, researchers, post-doctoral research assistants, staff and students to the board of the Institut d'Etudes Politiques de Paris, the Scientific Council and Board of the Student Life Committee.

The Disciplinary Committee is chaired by a full professor, who is elected by all the teachers and researchers on the committee.

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

The available sanctions, ranging from a warning to a permanent ban from any public institution of higher learning in France, are set by decree of the *Conseil d'État*.

## 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 program will detail the

definitive requirements for the degree program. 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 program with other courses. Programs 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 program, 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 program of study.

Given that programs of study are liable to change, following any period of suspension or time off students must follow the program 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

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

Furthermore, upon request to the Office of the Dean of Academic Affairs, optional sports courses may be substituted by sporting competitions, where they are at the national level or higher.

## TITLE II: THE UNDERGRADUATE PROGRAM

### Article 17: Academic organization of the Undergraduate Program

The Undergraduate Program is comprised of six semesters: four semesters of coursework and two semesters spent abroad either studying, doing an internship or pursuing a personal project approved by the Office of the Dean of Academic Affairs.

Course requirements are defined by the academic program of the respective campus.

During their first two years of study, students must register for courses that are part of the academic program in which they are enrolled.

Students may take sports or art courses offered by the student associations of Sciences Po for an additional two ECTS credits per semester. Students may also receive two additional ECTS credits per semester for exercising an official function in a student association.

Students receive 60 ECTS credits for their year abroad, which may be spent either studying, doing an internship or undertaking a personal project.

### Article 18: The Sciences Po campuses

The first four semesters of the undergraduate academic program must be completed on one of the Sciences Po campuses.

The admissions committee selects candidates to Sciences Po, assigning them to a campus in accordance with student preferences and availability on each campus. The campus assignment is definitive through to the obtention of the undergraduate degree.

### Article 19: Mandatory Undergraduate Program internship

Students in the Undergraduate Program must complete an internship of at least one-month duration between their first and second years of study. The internship involves the drafting of a report, whose evaluation and date of submission are taken into account for receiving credit for the internship.

The Undergraduate Program internship is an academic requirement for which students receive 6 ECTS credits.

## Article 20: Third year abroad

The year abroad is an academic requirement. It can take the form of a year of study at a Sciences Po partner university or an internship. In exceptional cases, the year may be spent undertaking a personal project. This project must have the prior approval of the Office of the Dean of Academic Affairs.

For each campus, the location of the third year abroad corresponds to the characteristics of that campus's academic program.

At the start of their year of study abroad students must have their schedule of courses approved by the associate director of the International Affairs Division in charge of their respective destination. They must also, whenever possible, continue the language study required by their academic program at Sciences Po. They may not begin studying a new language without previously notifying the Department of Languages. Students are subject to the academic duties and obligations of both Sciences Po and the partner institution.

When on an internship, students must complete at least eight consecutive months at the same organization or institution.

Students are required to write a report on their third year abroad, which must be submitted by the date set by the Sciences Po administration. The evaluation and date of submission of the report will be taken into account for receiving credit for the third year.

## Article 21: Foreign language instruction in the Undergraduate Program

English is, with French, a common working language for all undergraduate students.

Students who obtained a C1 level and registered in a C2 level can replace language courses in English or French by an elective course in the relevant language or by courses in another language according to their Bachelor program.

Students are initially registered for courses in accordance with their level of proficiency. Students may later change level at the end of each semester at the discretion of the teacher and the Department of Languages.

International students who wish to benefit from the "non-francophone" designation on their examination papers must be registered for a French as a Foreign Language tutorial.

## Article 22: Make-up exams

Make-up exams are scheduled under the following two circumstances:



- after the end of the first semester of the academic year, a student who has not successfully completed a core course (involving both a lecture and a tutorial) may take a make-up exam at the end of the following semester
- a student conditionally admitted into the next year of study must, in parallel with the ongoing academic program, make up the core courses he or she failed to complete, and/or another subject as determined by the end-of-year jury

The make-up exam may differ from the initial exam, depending on the number of students concerned. The grade obtained on the make-up exam constitutes the sole and final grade for the course.

## Article 23: Completion of the first year of the Undergraduate Program

The first-year curriculum consists of six core courses, each of which comprises both a lecture and a tutorial.

Students who have obtained at least 78 ECTS credits and passed at least five of the six core courses are deemed to have completed their first year.

Students who have obtained from 71 to 77 ECTS credits and passed at least four core courses are deemed to have conditionally completed their first year. They will be allowed to take the academic program for the second year but must make up the first-year core courses they did not pass.

Students who have obtained fewer than 71 ECTS credits and/or passed fewer than four of the six core courses must repeat the entire first year.

## Article 24: Completion of the second year of the Undergraduate Program

The second-year curriculum consists of six core courses.

Students who have obtained a minimum of 78 ECTS credits, out of 90 required credits (or an equivalent percentage), and passed five core courses are deemed to have completed the second year.

Students who have obtained from 71 to 77 ECTS credits, out of 90 required credits (or an equivalent percentage), and passed at least four core courses are deemed to have conditionally completed the second year. They will be allowed to take the academic program for the third year but must make up the second-year core courses they did not pass.

Students who have obtained fewer than 71 ECTS credits, out of 90 required credits (or an equivalent percentage), or fewer than four of the six core courses must repeat the entire second year.

## Article 25: Academic Committee

For study abroad, the Academic Committee examines student reports and academic results.

For internships, the Academic Committee examines student reports and the assessment of the internship supervisor.

For personal projects, the Academic Committee examines student reports.

In each of the above cases, the Academic Committee looks at the extent to which students have respected their commitments, the progress they have made during the year, and whether they have fulfilled their academic obligations.

## Article 26: Repeating an academic year

The end-of-year jury determines whether a student must repeat an academic year. All grants and scholarships awarded by Science Po are discontinued for students repeating a year. For supplementary CROUS grants awarded by Science Po, cases will be referred to the Social Affairs Committee (*Commission de suivi social*).

## Article 27: Conditions for obtaining the Sciences Po undergraduate degree (Bachelor of Arts)

In order to receive a Sciences Po undergraduate degree, students must have met the following conditions:

- enrollment in the undergraduate program for at least six semesters
- compliance with all academic duties and obligations in each of the three years of study

## Article 28: Admission to the Master program

Only students who have obtained their undergraduate degrees are admitted to the Master program. Students who have received their undergraduate degrees may request a year off. Requests are subject to the approval of the administration of the Undergraduate Program and must be duly justified by the student. The year off is non-renewable.

Admission to the Master program cannot be authorized under any circumstances if a student has not fully met all the requirements of each year of the undergraduate program.

## TITLE III: UNDERGRADUATE EXCHANGE PROGRAM

### Article 29: Admission to the Undergraduate Exchange Program

To be accepted into the Undergraduate Exchange Program, candidates must have successfully completed at least two years in the same higher education degree program outside France.

Applicants to the Undergraduate Exchange Program 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 program are selected on the basis of their application file by a Sciences Po admissions committee.

## Article 30: General guidelines for the Undergraduate Exchange Program

So far as their studies are concerned, students enrolled in the exchange program 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: Intellectual honesty and integrity

As per Article 12 of these rules and regulations, the home university of any exchange student who has failed to comply with the principles of intellectual integrity while studying at Sciences Po will be notified of any punitive action taken by Sciences Po.

## Article 32: Course registration Undergraduate Exchange Program students

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

## Article 33: Evaluation of Undergraduate Exchange Program students

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

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

## Article 34: Undergraduate Exchange Program Certificate

The Undergraduate Exchange Program 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 honors:

- *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 PROGRAM

### Article 35: Choice of Master Program

Each student may enroll in one Master degree program at Sciences Po.

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

Students graduating from the Undergraduate Program select their Master during their third year.

### Article 36: Change of Master

Once students have chosen a Master program, they must see it through to completion.

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

Students switching Master programs after courses have begun are required to recommence their studies again in the first year of the new program. 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.

### Article 37: Academic organization of the Master program

Except as otherwise indicated, each Master program comprises at least four required semesters.

For apprenticeship Masters, the program comprises two semesters of coursework and two semesters alternating coursework and professional placement.

Students must follow the curriculum of their chosen Master. Master 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 thesis or a fieldwork trip.

Students must register for courses totaling 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 may also receive an additional two ECTS credits per semester for sports or artistic activities undertaken through courses offered by Sciences Po, irrespective of the number of activities undertaken.

## Article 38: Common core curriculum

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

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

## Article 39: Extramural semesters

Certain Master programs 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 program. 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 program 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 on the basis of 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 program. Approval for study abroad is given by the academic advisor of the Master program in which the student is enrolled. Students must then submit their applications to the International Affairs Office.

## International workshops

An international workshop 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 40: Group projects

Group projects are optional for all Master 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 41: Foreign languages

English is the principal modern language common to all Master students, but registration for a language course is not mandatory.

Initial registration for English courses is based on an assessment of the student's level of proficiency, either through the Sciences Po admissions test or an external certification. Students may later change levels at the end of each semester at the discretion of the Department of Languages.

Except as otherwise authorized, Master students may take up to two modern language courses per semester, depending on their program.

For languages other than English, students may move from level zero to one at the end of each semester. The change in level is automatic for students having met their academic requirements and received a grade of 10/20 or higher. Advancing to higher levels is at the discretion of the student's teacher during the semester.

International students who wish to benefit from the "*non-francophone*" designation on their examination papers must be registered for a French as a Foreign Language tutorial.

## Article 42: 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 Avenir* and count for three ECTS credits.

## Article 43: Completion of the first Master 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 program.

## Article 44: Conditions for obtaining the Sciences Po Master degree

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

- enrollment in a Master program for at least four semesters
- fulfillment of all academic requirements
- completion of two core curriculum courses
- completion of an economics course
- completion of all specialized courses required by the Master program 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 degree, he or she must register for an additional semester.

## Article 45: Awarding of *summa cum laude* and *cum laude* honors

Honors for Master degrees are awarded within each respective program.

The *summa cum laude* honor is awarded to Master students graduating with grade point averages in the top 2% of their program.

The *cum laude* honor is awarded to Master students graduating with grade point averages in the next highest 10% of their program.