

**study
abroad**

**INTERNATIONAL
ACADEMIC
PROGRAMS**

University of Wisconsin-Madison

France

AIX-EN-PROVENCE

IAP PROGRAM HANDBOOK

Let Your Mind Wander

Aix-en-Provence, France Program Handbook

Spring 2025

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

Contact Information

On-Site Program Information

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

Sage Goellner, APA Faculty Director 2024-25

Associate Professor of French and Continuing Education

UW-Madison

sage.goellner@wisc.edu

Patricia Reffay, APA Assistant Director

preffay.apa@gmail.com

Program Address

Academic Program in Aix-en-Provence (APA)

30, avenue Victor Hugo

13100 Aix-en-Provence France

Tel: 011-33-4-42-38-11-51

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

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

The APA office is generally open Monday through Friday, 9:00 - 12:00 and 2:00-5:00 . Please

give this program address to your family and friends for sending mail to you throughout the length of the program.

Mail should be sent to:

Student Name

c/o APA - Academic Program in Aix-en-Provence

30, avenue Victor Hugo

13100 Aix-en-Provence, France

Attention! Avoid French custom taxes on your packages.

When sending a package to France and filling out the customs form, to avoid paying French customs taxes, do not insure the package and make certain that no value for the objects inside is declared. Be sure to label it "SANS VALEUR COMMERCIALE / EFFETS PERSONNELS."

Home University Contact Information

Indiana University

Education Abroad
Ferguson International Center
330 North Eagleson Avenue
Indiana University
Bloomington, IN 47406
Tel: 812-855-9304, Fax: 812-855-6452
E-mail: overseas@iu.edu
Web Site: <https://abroad.iu.edu>

<p><i>For Academic Advising:</i> Lucia Calderon Education Abroad Advisor lucalder@iu.edu 812-855-5607</p>	<p><i>For Program Issues:</i> Melissa Thorne Senior Student Services Coordinator mcthorne@indiana.edu Tel: 812-855-1141</p>
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University of Wisconsin-Madison

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

Kate Hamoonga

Senior Study Abroad Advisor
Tel: 608-265-6329
E-mail: kate.hamoonga@wisc.edu

Larissa Yankovich

Enrollment Manager
Tel: 608-265-6329
E-mail: yankovich@wisc.edu
Larissa will process UW student application materials, course equivalent requests and final transcripts.

Emergency Contact Information

In case of an emergency, use the emergency contact numbers that will be provided to you during the onsite orientation in Aix. If you cannot get through to the onsite staff, you can call the main IAP number **(608) 265-6329** between 8:00 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 on-line at <<https://travelregistration.state.gov>>. If you are not a U.S. citizen, register at your home country's embassy or consulate.

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

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

Program Dates

Your arrival date of **January 6, 2025** is confirmed. Other dates on the following calendar give an **approximate indication** of when certain academic activities take place.

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

Spring 2025

January 6	Students arrive in Aix
January 7	Housing Meeting, open bank account
January 8 Morning	General Information Meeting
January 8 Afternoon	Guided tour of Aix
January 13-17	Intensive Language Course
January 15-18	Meeting and advising conferences with FD regarding selection of courses for SUL & Sciences Po Students
January 20	2 nd semester starts at Sciences Po & <i>SUL</i>
January 20-24	Meeting and advising conferences with FD regarding selection of courses for AMU Students
January 27	2nd semester starts at AMU
February 5	Add/Drop deadline for Sciences Po & <i>SUL</i>
February 12	Add/Drop deadline for AMU Pass/Fail deadline for Sciences Po & <i>SUL</i>
February 19	Pass/Fail deadline for AMU
February 15-23	One week break at AMU, Sciences Po and <i>SUL</i>
April 5-13	Spring break at AMU, Sciences Po and <i>SUL</i>
May 1	Holiday - International Labor Day and Ascension Day
May 2	End of semester for <i>SUL</i>
May 8	Holiday - <i>Armistice 1945</i>
May 12-24	Final Examinations at AMU
May 19-28	Final Examinations at Sciences Po
May 29	Holiday – Ascension Day
June 9	Holiday - Pentecôte Day
July 1- 10	Make-up examinations at Sciences Po

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 the *FAC ALLSH/AMU*, *SUL* and at *Sciences Po*, as well as with your professors. When a legal holiday falls on a Thursday or Tuesday, many people at public and private institutions and businesses include Friday or Monday as part of the holiday in order to make a long weekend (called *faire le pont*).

You should check with your professors if their classes will meet on such days. If class meetings are canceled due to holidays, strikes or absence of the professor, there will usually be extra make-up sessions at the end of the semester.

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

Preparations Before Leaving

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.

Photographs - Total of 1

- **SUL and AMU:** You will need a total of 1 passport size photo for your registration at AMU/SUFLE. In addition you will need 1-2 photos for your visa application, depending on how you submit your application. More information will be provided in the visa instruction packet.
- **Sciences Po:** You will need 1 passport size photo for your registration at Sciences Po. In addition, you will need 1-2 photos for your visa application, depending on how you submit your application. More information will be provided in the visa instruction packet.

Visa Registration in France

You will need to obtain a VLS-TS student visa. You must validate your visa within 3 months of arriving in France at the very latest. The process is completed entirely online. The APA office will help you with this process.

Inoculations

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

Pre-Departure Academic Preparations

Required Pre-Departure Conferences with Your Advisor

- **Indiana students:** You must complete the advising process with Education Abroad as outlined in the e-form included in your pre-departure checklist. You are ultimately responsible for meeting your degree requirements.
- **Wisconsin students:** You must confer with your major advisor regarding your major requirements prior to your departure for Aix and fill out an IAP Advising Worksheet which needs your major advisor's signature. See your MyStudyAbroad account for details. If you have not declared your major, discuss this with the Faculty Director in Aix as soon as possible, before you begin selecting courses at the French institutions

Language

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

Reading and Films

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. A number of famous French authors were born or resided in Provence (including, among others, Jean Giono, René Char, Germain Nouveau, Jean de La Ceppède, Mme de Sévigné, Marcel Pagnol). Emile Zola's *L'Oeuvre* might be particularly interesting as it is a fictional account of Zola's friendship with Paul Cezanne, which began when they were schoolmates in Aix. Jean-Claude Izzo's *Total Khéops* is a mystery novel which evokes a lot of geographically specific places in Marseille.

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

We strongly recommend that the students also watch as many French films (in French with French or English subtitles) before heading to France. We especially recommend four films set in Provence and based on the works of Marcel Pagnol: *Le Château de ma mère*, *La Gloire de mon père*, *Jean de Florette* and *Manon de Sources*. A more recent film, *Cezanne et Moi*, gives a good introduction to the friendship between Cezanne and Zola. *Shéhérazade* is another recent film about young people in Marseille.

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

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

- Clarke, Stephen. *Talk to the Snail*
 - Humorous accounts of surviving and thriving in French culture

Handling Money Abroad

Arrival

You should bring 100-200 euros **in cash** with you for taxi fare, food, etc. for the first few days. Some banks like Chase will order currency for you while you are still in the US. Alternatively, you can withdraw money in France directly from an ATM using your American bank debit card. **Make sure to notify your bank and/or credit card company of your travels** before departure so that they do not block your card(s); many allow you to do this online.

Within the first week or two of your arrival in Aix, you will need enough CASH to be able to cover your first two months' housing expenses (rent and security deposit, 1,200-1,500 euros). Most students either use their American ATM card to withdraw cash from their American bank, or make a one-time bank transfer between their American bank and French bank account (which will be set up upon your arrival in Aix). Be aware that your bank at home will set limits on how much cash you can withdraw each day on an ATM card, so it may not be possible for you to withdraw enough money on one day to cover your first two months' housing expenses. You may wish to ask your bank to increase your daily withdrawal limit before departure. Also, be aware that use of American ATM cards and bank transfers usually come with fees (see notes below).

While APA does not endorse any particular service, some students recommend transferwise.com for sending large amounts of money as it has lower fees than many banks. Charging up a card like the one you can order through Revolut (revolut.com) can also be a way to put dollars on a debit card, convert them to euros based on the current exchange rate, and avoid fees.

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

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

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

Taxi fare for arrival day in Aix	60 to 80 Euros depending upon point of arrival: train station (50 euros) or airport (80 euros)
Apartments	You will need to pay the equivalent of two months' rent when signing the lease for your apartment (deposit + one month's rent). Monthly rent for <u>apartments</u> varies depending on the size of the apartment. You should

	calculate approximately 600-750 euros per student per month.
Rented room and board	one month's rent due immediately upon arrival Approximately 780-800 euros.
Rented room	one month's rent due immediately upon arrival Up to 550- 650 euros
Tenant Insurance which includes personal liability	Tenant insurance is mandatory for all housing in Aix apartments, and costs approximately 60 euros for the semester.

Estimated costs for items that you may find useful upon arrival:

Cell phone	Between 30-1200 euros
Cell phone prepaid card	Between 15-45 euros
International calling card	Approximately 8 euros
Cell phone plan with data and some international calling *from company "Free"	Approximately 20 euros

Attention !!!

If you wish to use your US cell phone in France, **don't forget to have it unlocked before leaving the US**, because it is difficult (and expensive) to do it here. In order to do so, you will need to contact your US provider before your departure.

Using Credit Cards and Debit Cards in ATMs

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

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

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

If you charge purchases to your card, you will get a slightly better exchange rate than you will get at French banks, though do not forget about the international fees that will likely be added on top of the better exchange rate. An example with IUCU is that the exchange rate will be very

competitive and then a 1% “cross-border fee” will be charged. It is better than getting euros in cash from the bank, but by converting your dollars into Euros using a card like Revolut, you avoid the fees altogether. 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.

Banking System

At your on-site orientation meeting in Aix, you will be informed about how French banks work and how you can open an account. It is highly recommended that you open an account for practical reasons (in particular for reimbursement of any medical expenses incurred while in Aix, and to obtain free obligatory renter’s insurance).

Insurance

Sécurité Sociale (Health Insurance)

APA participants are required to be covered by the French system of *Sécurité Sociale* (health insurance). The APA staff will assist in completing the required documents. This is in addition to the insurance you are provided by your home institution because the US coverage is greater than that available through the French insurance.

Renter’s/Liability Insurance

In addition to the required health insurance, you will also need to obtain “renter’s insurance,” which is a type of housing insurance that includes personal liability insurance. (Personal liability included in the renter’s insurance is needed to register at French universities and to do volunteer work.) The Program works to insure students by opening a bank account which can provide you this insurance for about 60 euros per person for the semester.

Packing

The following are packing suggestions from past program participants:

- A sleeping bag may be useful for extra warmth in your room or when staying in hostels or camping.
- Winter weather clothing (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 arrival.
- **Prescription Drugs or special vitamins should be brought with you to last the full duration of your time abroad.** Bring a letter from your physician certifying your medical need for the drugs and dosage, and remember that 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.

- We recommended that you bring a semester's supply of contact lenses and solution. Additionally, we recommend that you bring glasses/contact lens prescriptions with you in case of loss or damage.
- The electrical current in France is 220 volts, whereas in the U.S., it is 110 volts. An adapter or converter may be necessary for certain electronic items. If you buy an adapter/converter, make sure it will work for the specific item for which you need it.
- Flip flops are very useful in showers when traveling.
- Pack essential items in your carry-on luggage just in case your checked luggage is delayed

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
APA- Academic Program in Aix-en-Provence
30, avenue Victor Hugo
13100 Aix-en-Provence France
- To avoid paying customs taxes, Write: "**SANS VALEUR COMMERCIALE / EFFETS PERSONNELS**" on the front of the package. We also recommend that you avoid insuring these packages, since that can also lead to declaring its value and therefore paying custom taxes.
- Do not send prescriptions or over-the-counter drugs. They will be confiscated by Customs.
- Allow extra time for delivery of packages, especially around holidays.

Mail sent from France to the U.S.:

- Students should visit the local post office in Aix for information on shipping packages.
- Stamps are readily most easily purchased at post office machines, the post office counter, and to a certain extent at shops called "Tabac"
- Mailboxes for letters and postcards are located throughout the city (look for a yellow metal box attached to walls with blue "Poste" lettering).

Using Overnight Transporters:

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

Travel and Arrival Information

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

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

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

- 1) the **gare SNCF Aix Centre-Ville** is located right in downtown Aix about 1 block from the APA program office;
- 2) the AIX **Gare TGV** is the high-speed train station and is located about 15 minutes by bus outside of Aix. You may arrive by train by first going to downtown Marseille (Marseille-St. Charles) and from there taking a local train or bus to the downtown Aix train or bus station. If you are traveling from Paris, you may take the TGV (express train) directly to the “Aix TGV” train station (NOTE: The TGV train will stop for **only 3 minutes** at the Aix TGV station, so be prepared to disembark very quickly!). If you arrive at the *gare TGV* there are regular shuttle buses (“navettes”) you can take to arrive in downtown Aix. For more information, consult: https://storage.googleapis.com/is-wp-61-prod/uploads-prod/2024/08/Metropole_lecar_40_Gare-Aix-en-Provence-TGV-Aeroport_hiver.pdf

Whether you arrive by plane or by train, **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

Students will either be housed directly in their permanent housing (Rented Room) or the Program will house them in shared rooms with other students at Aparthôtel Adagio, 3 rue des Chartreux until their housing (and renter’s insurance) become available. The cost of this stay is covered by the program.

You are responsible for getting to the Aparthotel Adagio **between 2:00 p.m. and before 6:00 p.m. or to your French family’s apartment** on the first day of the program

If you decide not to take a taxi...

1. From the Marseille-Provence Airport

You can take one of the blue shuttle buses, which go directly to Aix. Look for the sign “*Navette Aix-en-Provence – Aéroport*”. These buses will take you to the bus station (*gare routière*) in Aix (note: the bus makes a stop at the gare TGV on the way). These shuttles run every 30 minutes, and cost 10 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 6 euros.

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

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

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

From the downtown train station: <https://www.google.com/maps/dir/Gare+SNCF+d'Aix-en-Provence,+Rue+Gustave+Desplaces,+Aix-en-Provence/H%C3%B4tel+Adagio,+Rue+des+Chartreux,+Aix-en-Provence/@43.52598,5.4405767,17z/data=!3m1!4b1!4m14!4m13!1m5!1m1!1s0x12c98d99f3cf3>

[eb7:0xc8ed116ff0bba4bb!2m2!1d5.4453484!2d43.5229131!1m5!1m1!1s0x12c98da18528ac09:0xbf46c01734ba60e2!2m2!1d5.4409281!2d43.5290648!3e2?authuser=0&entry=ttu](https://www.google.com/maps/dir/Gare+Routi%C3%A8re+Aix+Centre,+Aix-en-Provence/H%C3%B4tel+Adagio,+Rue+des+Chartreux,+Aix-en-Provence/@43.5261947,5.4391855,17z/data=!3m1!4b1!4m13!1m5!1m1!1s0x12c98da18528ac09:0xbf46c01734ba60e2!2m2!1d5.4409281!2d43.5290648!3e2?authuser=0&entry=ttu)

From the Aix bus station:

<https://www.google.com/maps/dir/Gare+Routi%C3%A8re+Aix+Centre,+Aix-en-Provence/H%C3%B4tel+Adagio,+Rue+des+Chartreux,+Aix-en-Provence/@43.5261947,5.4391855,17z/data=!3m1!4b1!4m13!1m5!1m1!1s0x12c98d99529798a1:0x21c517ca47125794!2m2!1d5.43997!2d43.523335!1m5!1m1!1s0x12c98da18528ac09:0xbf46c01734ba60e2!2m2!1d5.4409281!2d43.5290648!3e2?authuser=0&entry=ttu>

Taxi

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

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

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

Note that fares will be slightly higher (+10 euros) after 7pm. SHARING A TAXI WITH OTHERS FROM THE PROGRAM IS A GOOD FOR THE BUDGET!

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

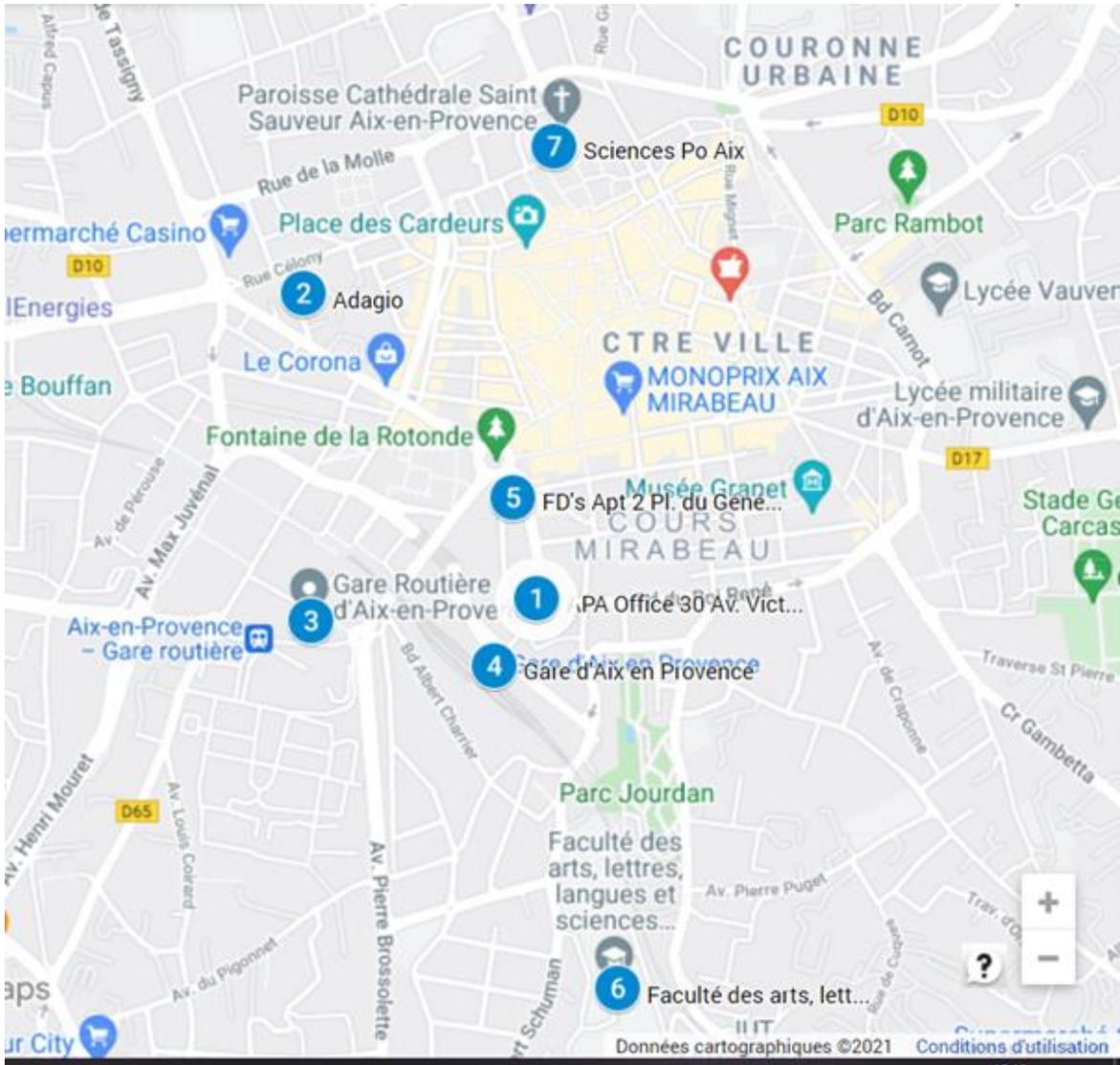
1. APA Program office: 30, Ave. Victor Hugo
2. Aparthotel Adagio: 3 rue des Chartreux (this is where you will stay here for the first few days before moving into your apartment or rented room)
3. Bus station (*Gare routière*): Ave. de l'Europe (where you will be dropped off if you take the airport shuttle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

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

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

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

We also highly recommend downloading a hiking map app like Visorando.com to help orient you on hiking possibilities nearby



If You Arrive Early

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

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

Website : <http://hotel-aixenprovence-concorde.com/>

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

After You Have Arrived

Orientation

Orientation is run by the staff of the office the day after your arrival. All the students who are not staying with a family will stay temporarily at the hotel. Upon arrival, you will be given a card 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 and to the site of orientation activities.

*Students wishing to familiarize themselves with the layout of Aix before arriving can find a map of the city center online at: <http://www.aixenprovencetourism.com/wp-content/ressources/maps/plan-aix-cv-fr.pdf>

and a map of Aix in its larger context here: <http://www.aixenprovencetourism.com/wp-content/ressources/maps/plan-aix-periph-fr.pdf>

Orientation includes:

- A tour of central Aix-en-Provence
- Several mandatory academic and administrative meetings
- Information on the French University system
- Visits to the institutions where you will be attending classes
- Housing information
- Information about safety precautions
- Session with American psychologist on cultural differences and adjustment
- Assistance purchasing a cell phone/cell phone plan
- Arranged appointment at local bank to open French bank account (with included renter's insurance)

The Academic Program

GENERAL ACADEMIC STRUCTURE

Role of the Faculty Director (FD)

During the 2024-25 academic year, the FD will be **Sage Goellner** from UW-Madison. 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.

Intensive Language Course: Cours intensif

This course is required for all students at the beginning of the program in Aix.

Students will have a one-week intensive language course. One credit will be awarded for this pre-session coursework.

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Program Courses: Cours du Programme

The cours du programme or Program courses are taught specially for students participating in the These semester-long courses carry 2 credits and most of them are 30 hours long.

Expression orale / Prise de parole en français” - Instructor : Monsieur Claude Pelopidas (30 hours)

The objective of this course is to improve the students’ oral language skills by using techniques of the theater. Attention is paid to the rhetorical conventions of academic discourse, pronunciation, intonation and rhythm as well as communication strategies.

Perspectives on Provence Instructor: Sage Goellner, 2 credits (30 hours)

Through a variety of literary, cinematic, and ethnographic perspectives, we will explore Provence in its many facets. With short texts, films, cultural outings, and observations of daily life, we will seek to understand this mythical region. Provence, with its picturesque landscapes, rich traditions, and vibrant culture, offers a diversity of experiences. Each element of our exploration will contribute to enriching our understanding of the region and deepening our appreciation of it. Students will be expected to participate regularly in class (30%), do homework (30%), keep a weekly journal (20%), and research and present a final topic (20%).

“La France et l’actualité internationale” - Instructor: Monsieur Claude Pelopidas (30 hours)

Terrorism, proliferation of nuclear arms, Arab revolutions, the rise of Extremism... From Afghanistan to North Korea through Iraq, Iran and the West, this course seeks to examine international current events through the perspective of French foreign policy, especially the origins and consequences of the major conflicts shaping the beginning of the third millennium.

THREE ACADEMIC INSTITUTIONS

After the intensive language course, depending on the institution you qualify for and were accepted to, students will begin their direct enroll courses at one of three institutions: Aix-Marseille University (arts and humanities); Sciences Po (international relations, political science); SUL (French language and cultural institute for foreigners). Note that French educational institutions are often less “user-friendly” than American ones and the first few weeks of class may seem disorganized to an American not used to the system. Courses and programs of study are not organized in the same way as undergraduate programs in the United States. In France, university students specialize from the beginning of their university studies (as opposed to the US model where students are expected to take a variety of classes in many different areas to obtain a “well-rounded” broader education). The following information is separated by institution so please review your specific institution information below. Upon formal enrollment in Aix, you will receive a local university email and online course platform account (similar to Canvas or Blackboard in the US). If you are not sure how to access this account, ask the onsite staff for assistance. While not as widely used as in the US, some professors use the online platform as a place to post course information and other important updates.

1. [Aix Marseille University \(AMU\) - FAC ALLSH](#) (Faculté des arts, lettres, langues, sciences humaines)

The FAC ALLSH is currently the largest College at AMU, offering courses principally in Anthropology, French literature, Linguistics, Psychology, Sociology, Education, History, Geography, and foreign languages.

All classes at AMU are semester-long courses. Some classes include a discussion section, called *travaux dirigés (TD)*, in addition to a common lecture class. If a course includes a lecture and a discussion section, students must take both. Credits for your courses in France are awarded based on the total number of contact hours per week. **Generally speaking, 1 contact hour per week = 1 credit.**

APA students studying at AMU are also required to take the in-house “*Cours sur la méthodologie universitaire*” course. This course is designed to help you understand how to write a French-style *dissertation* and *commentaire composé*, and will also target difficulties in grammar and writing. The course is worth 2 credits.

Students may enroll in a maximum of 5 AMU courses per semester (including the “*Cours d’initiation à la méthodologie universitaire*”). In addition, you may choose to take up to two APA-specific classes (these include *Prise de Parole*, *La France dans l’Actualité*, or the resident director’s course offered in spring semester). In sum, your semester schedule will look something like this:

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

OR

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

***Special note for science students:** Students majoring in science may take *one* science course at the [Faculté des Sciences](#) at the Montperrin campus in Aix. For students interested in taking a science class. It is imperative that close consultation about this occurs well ahead of the student’s arrival in Aix, between the student’s advisor in the US and the Faculty Director. The Faculty Director will provide available information on the course the student is contemplating taking. Both the student and the advisor are encouraged to be flexible in terms of course selection and allocation of credits, and to be cognizant of the value of cultural differences in science education.

2. [Sciences Po-Aix](#)

Sciences-Po, Aix is one of France’s many “grandes écoles”, an elite institution that is separate from but parallel to the French public university system. The APA program has agreements with Sciences Po-Aix such that a certain number of program participants may register at this institution each year, providing they have an appropriate academic background and major. Science Po reviews each student’s application and ultimately decides whether or not to accept a given student to their institution. APA students who wish to attend Sciences Po are expected to have declared a major, or at least a minor, in one of the disciplines offered at Sciences Po (Political Science, International Studies, Social Science) prior to arriving in Aix and to have taken at least

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two university-level courses relating to Political Science, Political Theory, Political Philosophy, Social-Science Theory, European History, or similar topics. The Sciences Po Director will judge each candidate's background in these fields and his/her level of French before making the final acceptance decision.

Contrary to what its name might suggest, *Sciences Po* should not be perceived as a Department of Political Science in the American sense. Courses that one would normally find in an American Political Science Department are available; however, *Sciences Po* offers an interdisciplinary education which aims to provide students with a general knowledge with which to choose a field of specialization that is of particular interest to them. Linked to the Departments of Law, Economics and the Sciences at *Aix-Marseille Université*, *Sciences Po* offers classes taught by professors and researchers at the Law School and with professionals working in the fields of International Relations, Finance, International Commerce and Communication.

In addition to regular *Sciences Po* courses, **APA students are required to take the *Conférence de méthode* class called “*Français langue étrangère*”**. The course is aimed at improving students' written French and helping them understand the methodological demands of *Sciences Po*. The course, worth 2 credits, will also help students overcome difficulties in grammar and writing.

Courses offered at *Sciences Po* are either formal lecture-type courses or discussion classes called *conférences de méthode*. Most lecture courses meet for 20 hours during the semester. Many courses at *Sciences Po* are now offered in a 5-week intensive format, called *périodes*. Courses may be offered entirely in a single period, or spread across two, while some (semester courses) run across all three. Courses that meet in only one period will generally meet twice per week. You are *strongly* advised to spread your courses for the semester across all three periods rather than grouping many of them into one or even two. Be aware that even if a course meets only in the first period (i.e., the first five weeks of the semester), its final exam may well be during the final exam period in May. Most final exams are oral and not written.

You will be enrolled at *Sciences Po* in the “Non-Certificate Program – Programme d’Etudes Politique Semestriel (PEPS)”. In this program, you must select from a variety of elective courses (maximum of 7) and *conférences de méthode* for a maximum of 18 credits.

3. [SUL](#) (*Service Universitaire de Langues*)

SUL is the French language and culture institute associated with AMU.

A student who has only 4 semesters of French prior to starting the program or who does not have the B2 language level (determined by the placement test provided by SUL) will be enrolled at SUL for the semester. Students will be in class with other international students learning French language and culture. During the semester, SUL students will take French language classes at the appropriate level as determined by their placement test. In addition to the language course work, students will select several topic-focused French culture workshops.

There is a fixed curriculum of morning language classes offered through SUL plus elective courses offered in the afternoon for a minimum of 13 US credits per semester. Specific course options will be shared with you upon arrival.

For your language courses you will be placed at the most appropriate level, determined by the SUL Placement test. Your course program will depend on your language level: A2/B1=12.5 hours or level B1+=11.5 hours of language classes/week.

THEMATIC WORKSHOPS

Depending on your level, you may be required to take the *Phonétique* (1h30) workshop. You will also need to select a minimum of 2 thematic workshops, such as the following:

- Phono-graphie
- Ecriture créative
- Jeux de rôle
- Bande dessinée
- Régions françaises
- Français parlé
- Panorama de la littérature
- Histoire de France
- Débats société
- Médias francophone
- Grammaire renforcée
- Philosophie
- Arts et publicité
- Ecrire avec les écrivains

No other combination of classes is allowed in the APA Program.

REGISTRATION AND CREDITS

In the context of any given course, you are expected to complete all work that degree-seeking students at the FAC, SUL 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 specialize from the beginning of their university studies.

Courses at the FAC and Sciences Po are often embedded in larger and more comprehensive modules (groups of courses) meant to be taken together, sometimes as pre-requisites and 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 that interest you and fulfill your needs.

Some of the large courses have parallel travaux dirigés (TD) for discussions, questions and answers, and supplementary work. If you enroll in such a large course, you must also enroll in a parallel travaux dirigés section. Similarly, you may not enroll in a parallel travaux dirigés section without also enrolling in the related lecture course (cours magistral).

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 strikes APA students as disorganized. Once you are in Aix, 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 as the 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.

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 home university credits;
- preparation of year-end transcripts.

Selection of Courses

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

During the semester in Aix you must carry a minimum of 14 (including 1 credit for the Intensive course) credits and no more than a maximum of 18 credits depending on which track you are enrolled in. Exceptions to these limits require advance written permission from your Study Abroad Office and/or the Dean of Students Office.

The *Plaquettes*

AMU and *Sciences Po* offer a wide array of courses. Like all French universities, they do not usually publish catalogues and comprehensive timetables, in part because their budget is determined late regarding course offerings. However, each department of a division publishes a description of its degree programs and a list of courses for the year, called a *plaquette*. *Plaquettes* are generally available on the web, but the information needs to be read with care and is not always up to date many months ahead. Be aware that course listings and descriptions -*plaquettes*- are NOT systematically organized and presented across different departments. For many courses and sections the meeting time and day is shown (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. But some *plaquettes* can be difficult to decipher, for example you may find course titles but have to dig or look elsewhere to find course meeting times and places. One of the main functions of our program orientation meetings is to familiarize you with both the academic structures and course offerings of your academic institution!

Credits and plaquettes

Note that the number of credits indicated in the *plaquettes* are for regular French and European degree-seeking students, and do NOT correspond to the credits you will receive from Indiana University or the University of Wisconsin-Madison.

For students' convenience, we offer a print copy of each department's *plaquettes* at the APA office. The *plaquettes* are also available online (this is especially the case with *AMU plaquettes*). As mentioned above, do not be surprised to discover that each *AMU* department has a different format for its *plaquettes*! You will need to go over them carefully to make a preliminary selection of courses. You will then schedule an advising session with your FD to finalize your course selection as much as possible. A card file of professor and course evaluations by past program students is available for consultation in the APA office. You will be asked to contribute to these 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 often 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 for APA students, or are available with a caveat:

1. General introductory classes on French literature and civilization or culture are usually not offered at French universities because these topics have been covered in secondary schools. However, AMU has recently begun to offer such courses, specifically aimed at foreign students. You will need to check with your home institution as to whether or not you can receive credit for such classes towards your major.
2. Foreign language classes (other than French): Taking a foreign language other than French may be not allowed or discouraged depending on the student's home university and/or major. Thus, APA participants need to be aware of their home institution's policies regarding studying languages other than French while on the APA program:
 - **UW-Madison students** cannot take for credit foreign language courses taught at UW in languages other than French unless they have received approval from the appropriate department at UW prior to their departure.
 - **Indiana students** are not allowed to take foreign language classes unless they have declared a major or a minor in the language.
3. Taking courses in English is not allowed.
 - **UW-Madison students** may receive an exception to take courses in English offered by visiting scholars at *Sciences Po*, but only with pre-approval from the FD.
 - **Indiana University students** are not permitted to take classes taught in English without the permission of their Study Abroad Advisor in Education Abroad and the FD. Exceptions will only be considered if the course taught in English is fulfilling a requirement in the student's major.
4. If *AMU* offers any art classes as part of their regular course offerings, students may register for them. However, they must be aware that the number of credits they will receive may be different than for other classes. Students must obtain approval from their home institution prior to registering for these classes.

5. Ceramics, drawing, sculpture, and practical workshops in the arts, are offered at the *Ecole des Beaux-Arts*. However, students in the APA Program cannot take these courses for credit since APA does not have an agreement with this institution.
6. Studio art courses are not allowed as part of the normal curriculum for students in the APA. Students can take studio art courses on their own and at their own expense. They cannot assume that they will receive credit for studio art courses they take independently of APA.
7. AMU has a Music Department and APA students may take such courses; however, unlike in American universities, instrument practice is NOT part of the courses offered. The courses are strictly theoretical in nature.
8. Music / practice of an instrument: such courses are offered at the *Conservatoire de Musique*. Classes at the *Conservatoire* are not part of the APA program. Students may take classes there (provided they are accepted) at their own expense. Students cannot assume that they will receive credit for music courses they take independently of APA.
9. AMU has a cinema department (*Arts du Spectacle*), but APA students may only take the esthetic, historic and theoretical courses—not the film-making courses.

Differences in academic background which affect your course selection

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

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

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

Since you will have met with an academic advisor before going to France, you should have a clear idea of the course requirements you must satisfy, as well as personal preferences. Make a list of course requirements and give a copy to the FD. In your search for courses and discussions with the FD, you need a balance between your needs and wants and what Aix has to offer. During the first few weeks, you should plan to attend as many courses as you can that interest you, more courses than you will eventually end up taking for credit. For the first 2-3 weeks, you will in effect go “course shopping” to decide which classes, professors, etc. you like the best before being asked to commit to a final schedule for the whole semester. Please also be as helpful as you can to your fellow program students by giving or exchanging information you may have about courses.

Check your university’s academic information concerning course equivalents.

- **Indiana University:** Students will be awarded IU course equivalencies for each class they take while abroad. Students can begin having their courses evaluated while they are abroad or upon their return. Students who would like to begin the course evaluation

process while abroad should first review the course equivalency list to see if the course has already been evaluated by an IU department for a specific equivalency. If it has not, students can begin the evaluation process by contacting the academic advisor from the department where they would like to receive credit for the course.

- **UW-Madison:** Equivalents and Course Equivalent Request (CER)

Each course you take abroad must be assigned a UW-Madison “equivalent” and the grade you receive in the course also transfers back to be recorded on your UW-Madison transcript. In order to establish UW-Madison course equivalents for your study abroad courses, you will submit a Course Equivalent Request (CER) through your My Study Abroad account. The deadline to submit the CER is by the end of the fourth week of classes (not including the pre-session Cours Intensif). 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.

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

Course Selection Checklist:

- a. Look through “catalogue” provided by APA (not comprehensive!)
- b. Read last year’s *plaquettes* (course details) on the internet or in the Program office.
- c. Attend Program information meetings about courses.
- d. Begin to put your program together.
- e. Read this year’s *plaquettes* when they become available on the internet or in the Program office.
- f. Revise your program according to the courses available.
- g. Meet with the Faculty Director about your preliminary selection of courses.
- h. Find out when your courses start by reading relevant department bulletin boards at the university.
- i. Attend the first class of each of your chosen courses, and make sure to write your name on any list that is circulated by the professor.
- j. Meet with the FD to finalize your course selection.
- k. Adjust your selection by adding or dropping courses.
- l. Sign your course enrollment verification sheet.

For students enrolled at *AMU* or *Sciences Po*, the general rule is that you will do the same oral and written work as that required of French students. You will take the final examinations at the same time they are given to French students, unless the professor of the course, in agreement with the Faculty Director, wants to evaluate your work in a different manner. *French professors are extremely reluctant to agree to exceptions to the official exam schedule and format.* This may depend on the level of the course. If you are enrolled in one of the certificate programs, you will be required to meet the academic obligations and final exam requirements as specified for that program. Note that in multi-section classes, mid-semester and final exams may be scheduled on

Saturdays! Inquire with your professor at the beginning of the semester before scheduling weekend travel.

Course Structure

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

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

ATTENTION!!!! It may be tempting to let your work go when your classes meet only once a week, but you will see that it takes far more effort to catch up with a delayed assignment or a missed class precisely because it is not like missing a class that meets three times a week. Your professors may seem somewhat undemanding, but **this is an illusion**. They may not be demanding about specific assignments, but they expect you to read beyond the class assignments. Professors assume that you are a mature and responsible scholar who will take the initiative of reading widely from the bibliography without having to be told which specific pages to cover. **Students doing only the “minimum” will find themselves in serious trouble toward the end of the semester.**

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

FAC ALLSH courses	1 credit for each hour or 1.5 hours of class meeting per week. Please note that courses in some subjects such as Art may require more hours of class time per credit earned. Check with the FD first.
FAC ALLSH courses with <i>Travaux Dirigés</i> sections and no common lecture	Two 1.5 hour <i>Travaux Dirigés</i> = 3 CR Three 1.5 hour <i>Travaux Dirigés</i> = 4 CR Four 1.5 hour <i>Travaux Dirigés</i> = 6 CR
FAC ALLSH courses with 2 common lectures	2 X 1.5 = 3 CR
<i>Sciences Po</i> semester <i>conférences de méthode</i>	2 credits
<i>Sciences Po</i> 20 hour-long courses	2 credits

Strikes in France

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

Drop/Add and Course Enrollment Verification

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

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

Pass/Fail

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

- **Indiana University:**
Please consult with your Study Abroad Advisor for direction on requesting pass/fail credit.
- **University of Wisconsin-Madison:**
UW-Madison students must refer to the Academics section of their MyStudyAbroad account for the rules governing Pass/Fail. A decision to declare a course as Pass/Fail must be completed and submitted by the deadline listed in MyStudyAbroad.

Incompletes

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

Attendance Policy

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

Final Exams

The exact date of final exams is variable. Depending on the institution, the list and dates are usually available by December for first semester courses, in March or April for second semester. You must make sure that your name appears in the lists of *examinés*. Incompletes are NOT

permitted, and it is your responsibility to scrupulously observe all the deadlines and exam dates for a successful completion of your academic semester in Aix.

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

Honors Program

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

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. The tutor(s) will be available a few hours per week for pre-scheduled appointments with individual students.

Grades and Grade Conversions

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

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

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

Grade Scales

French Grades	Indiana University	UW-Madison
18	A	A
17	A	A
16	A	A
15	A	A
14	A	A
13	A-	AB
12	B+	AB
11	B+	AB
10	B	B
9	B-	BC
8	B-	BC
7	C+	BC

6	C	C
5	D	D
4	D	D
3	F	F
2	F	F
1	F	F

Final Grades and Credits

At the end of the academic semester, students will have the opportunity to meet with the Faculty Director individually to verify the courses they have taken during the semester. Students will also have the opportunity to discuss their overall impression of their studies and of the program. This session is not a time to negotiate or change grades earned during the program. When all grades are received, the Faculty Director will finalize the grade transcripts and forward them to home institutions to have grades posted to your official transcript.

Living Abroad

FRANCE

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

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

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

Official France websites:

www.fr.franceguide.com
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 remains from Roman and medieval times. For centuries, Aix has been famous for its art, its many music festivals, its fountains, and its pleasant climate. Since the middle of the 20th century, Aix has experienced an unprecedented demographic and economic

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expansion. It continues to develop its university and culture with enthusiasm. The renovation works of the historical center, the rebirth of its lyrical arts festival, the *Cité du Livre* and the *Pavillon Noir*, the National Choreographic Center, constitute testimony of its cultural vocation open to the world.

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

Aix enjoys a mild climate; it is protected from the winds of the North, but is slightly affected by the Mistral (a famous, cool, gusty wind in southeastern France). The average daily temperatures vary between 5-6° Celsius (January) and 21.9° (July). In winter, the sun is almost permanent. The dry summer is pleasant owing to a light perpetual breeze. Autumn can be rainy and winter may be cold.

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

For information about climate: www.Meteofrance.com

APA Program Office & Facilities

In the APA program office, you will find a reading/meeting room and a room equipped with four computers, a printer (you will have to provide your own paper) and access to Wi-Fi (available only for academic use). The Program also has a certain number of books available for students, some reference materials, including an excellent encyclopedia and many dictionaries. You are welcome to use these facilities during regular office hours.

The APA office is typically open from 8:30-12:00 and 2-4:30 PM Monday-Friday. The onsite staff will post any other office closures on group Whatsapp, so you should make sure to check it daily before heading to the office.

Libraries

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

The *Cité du Livre* (Méjanès) has a very rich collection of books and large reading rooms where a lot of French students study for 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 SELECTION

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You will receive a housing preference form through your home institution. You will rank your housing preferences on this form. The more information you provide, the more helpful the form will be for the onsite staff that will help to identify your housing options.

The APA staff will then work on placing you in a rented room, a rented room with board, or an apartment. If a rented room cannot be found, students will need to rent an apartment. APA staff will help with this process.

For those who wish to be in an independent apartment, the program will help students find apartments upon arrival. Don't expect to share an apartment with French students, since they have already moved into their apartments at the beginning of the academic year.

Students who have already been allocated a specific apartment prior to the arrival will nevertheless spend the first night in a shared hotel room reserved by APA. The cost of this stay is covered by the program.

Housing is a very important part of your study-abroad experience, so we would like you to be as satisfied as possible with your housing. Each housing option has its own benefits—your choice will depend on your personal preferences and priorities.

So, please read the descriptions below carefully before making your housing decision.

While the program attempts to satisfy individual preferences, not all requests can always be guaranteed. Please be prepared to be flexible.

Students with any dietary restrictions should be prepared to live in apartments, as it is difficult if not impossible to find rented room & board situations where restrictions can be accommodated.

Aix-en-Provence and Aix-en-Provence *intra-muros*

The city center of Aix, dating from the Middle Ages, is ringed by a circle of boulevards and squares and is called Aix *intra-muros* (i.e., Aix inside the walls). It's a small-enough area to explore by foot and it includes most of the stores, businesses and entertainment spots.

This part of the city is certainly very lively but since it is the oldest part of Aix, all the housing there (apartment or rooms) are located in very old buildings and rooms may seem rather small on the American scale.

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 9:30 or 10:00 pm, or on Sundays.

RENTED ROOM OR RENTED ROOM AND BOARD IN A FRENCH HOUSEHOLD (USUALLY AN APARTMENT) OPTIONS

Living with French hosts can be one of the most rewarding aspects of a year abroad. It allows direct connection to the local way of living and provides students with the opportunity to experience the daily life of the new culture they want to discover.

The level of integration students experience with their hosts will vary—some families will really integrate the students as part of their family; others may have a more independent approach. Living in a French environment will already require you to adjust to French habits and constraints you may not be used to, and it can be a challenge to adapt to these new attitudes or customs. For example, electricity in France (and Europe) is expensive and people are careful to use much less than is the case in U.S. households. People usually turn off the lights when they leave a room. In addition, most French houses do not have an unlimited supply of hot water (which is expensive to heat with gas or electricity). Taking a long shower is thus inappropriate; in addition to its high cost, it means that nobody else in the family will get a shower until the water heater has had a chance to heat more water. So you will have to pay particular attention to issues your hosts mention to you.

You may also not like some aspects of your hosts' habits or lifestyle; rather than rejecting them, you should keep an open mind and see this as a cultural and learning experience as well as the invaluable opportunity that is offered to you to practice your French on a regular basis.

Your hosts will typically be retired people, single parents with children, parents or single parents whose children have left to study elsewhere. There are very few traditional families (parents and children) living in the center of Aix.

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 people. The student has access to the owners' kitchen, toilet and bathroom, but is not provided with meals. Sometimes linens are not supplied so you may want to bring them with you or be prepared to buy them in Aix.

Rent

Rented rooms will cost approximately ~550-650 euros per person per month. It is to be paid in euros directly to the host.

Security Deposit

This fee is to be paid in euros directly to the host. Students must agree to pay one month's rent immediately upon arrival (January) and two months' rent a few weeks after arrival (February rent and a security deposit) and sign a housing agreement. The security deposit will be reimbursed at the end of the stay if no damage is 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), plan for about 45 euros per month.

First date of occupancy/rental period

Typically students move directly into their room upon arrival, and rent the room until the end of May.

Commitment to the Rented Room

If the student has chosen to live in a rented room, she/he cannot leave the family and move somewhere else unless under very exceptional circumstances and only with the agreement of the Program staff. If permission is granted, students wishing to leave the host family must give one month's notice and pay in full the following month. (ex.: if notice is given by Feb 15, the full rent for March will nonetheless be due).

HOUSING OPTION 2: Rented Room and Board

This option offers an independent room to the students as well as board (typically 7 French breakfasts and 5 dinners) during the week. It is during dinner that students will practice their French and learn about their new environment.

The fee will range from 780-800 euros per month depending upon the location of the family. For instance, those students assigned to a rented room outside the city center will typically pay less to compensate for their extra transportation costs, whereas students assigned to a rented room inside the city center will typically pay more.

This fee is to be paid in euros directly to the host. Students must agree to pay one month immediately upon arrival (January) and two months a few weeks after arrival (February rent and a security deposit) and sign a housing agreement. The security deposit will be reimbursed at the end of the stay if no damage is found.

First date of occupancy/rental period

Typically students move directly into their room upon arrival, and rent the room until the end of May.

Commitment to the Rented Room

Once a student has chosen to live in a rented room she/he cannot leave the host family and move somewhere else unless under very exceptional circumstances and only with the agreement of the Program staff. If permission is granted, students wishing to leave the host family must give one month's notice and pay in full the following month. (ex.: if notice is given by Feb 15, the full rent for March will nonetheless be due).

HOUSING OPTION 3: 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. In the US when speaking of housing, the description "two room" usually means two bedrooms. In France, the number of rooms mentioned includes the living room. For example, a "two-room" (T2) French apartment has a living room and one bedroom and can accommodate two people. "Three-room" (T3) apartments can accommodate three people and have a living room and two bedrooms.

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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 kitchenware. 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 landlord/landlady, 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 550-700 euros/month. Therefore, if the studio accommodates two people, the rent will be approximately 450-550 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 bedroom apartment is approximately 1300 euros/month; i.e. 650 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 local 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 security deposit, equivalent to 1-2 months' rent (one month is the most common). 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 (electricity), which run about 60-80 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 that you ask your landlord if you will have other utilities or other costs related to your lodging.

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Internet

Much like in the United States, many public spaces and cafés will have access to free internet. Your lodging will most likely not have access to the internet, but you will have the possibility of ordering 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 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.

Commitment for Apartments

The commitment for an apartment is for the length of the lease signed. Students who prefer a more independent lifestyle should choose to be in an apartment.

Renter's insurance

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 euros per person per semester. The insurance companies provide renter's insurance which includes personal liability required for registration in the universities.

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 club teams, which is a great way of meeting French students. Past participants strongly recommend this.

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

Shopping

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

Excursions

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

For each absence from one or more of these activities, you will lose 2 points on your final grade (out of 20) of the intensive course.

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, for safety reasons, you must fill out a form with Patricia Reffay in 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.

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

Communication

Telephones

Time zone information: www.timeanddate.com/worldclock

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

Calling from France to the U.S.:

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

Calling from the U.S. to France:

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

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

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

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

Upon arrival in France, you may wish to open a French mobile phone account at a very low rate (around 20 euros/month) that includes free, unlimited phone calls and inexpensive texts to the US. You can either purchase a phone in Aix (around 30 euros/month) or arrange to have your personal smartphone unlocked before you depart. If you do not wish to do this,

you will want to check the international rates of your current plan. Be sure to have contacts in the US check their phone plans, as well.

Mail

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

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

Student Testimonials

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

Preparations Before Leaving

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

In terms of packing, less 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 Avantage Jeune" 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.

APA Resources in Aix

APA has some great resources that you would be silly not to use. For example, the onsite office and faculty whose job it is to be there for you. The office is a great place to study- they have extra computers, a nice open space, a library of books, and a printer- which I imagine you will use the most. (Oh, also WIFI! Pronounced "wee-fee" in French)

The faculty members there are also a wealth of knowledge...don't be shy about reaching out to them for advice on traveling in the region, where to get a haircut, or anything under the sun.

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. However, there are ways to save here and there. For example, take advantage of the fresh open air markets...the produce is much better and way cheaper than buying at the French equivalent of a Wal-Mart (Monoprix). Actually, Monoprix is going to be the most expensive option, always; but sometimes inevitable. Also, a lot of places offer student discounts, like the movie theaters so take advantage of those opportunities and always ask...it can't hurt!

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!

The Language

How much you improve in your language is 110% up to you. You get to speak English for the rest of your life, so speak French with the locals as often as you can...even if they insist on replying in English when they hear your accent (which they will sometimes). Don't get discouraged, (most of the time) they aren't trying to be mean but just want to practice their English! There is no better way to learn French than hearing/conversing with natives I cannot stress it enough.