

Aix-en-Provence, France Program Handbook Spring 2022

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 creation. Changes may occur before your departure or while you are abroad. Your flexibility and willingness to adjust to these changes as they occur will help you in having the most rewarding study abroad experience possible.

This program handbook contains the following information:

Contact Information	1
Program Dates	3
Preparations Before Leaving.....	4
Travel and Arrival Information.....	10
The Academic Program	14
Living Abroad	27
Housing and Housing-related Matters	28
Student Testimonials.....	35

Contact Information

On-Site Program Information

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

Kelly Sax, APA Faculty Director 2021-22
Senior Lecturer, French and Italian
Director of French Language Instruction
Indiana University
ksax@indiana.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. When sending a package, be sure to label it "SANS VALEUR COMMERCIALE / EFFETS PERSONNELS".

Mail should be sent to:

Student Name

C/O Academic Program in Aix-en-Provence

30, avenue Victor Hugo

13100 Aix-en-Provence, France

Home University Contact Information

Indiana University

Office of Overseas Study

Leo R. Dowling International Center

111 South Jordan Avenue

Indiana University

Bloomington, IN 47405-7709

Tel: 812-855-9304, Fax: 812-855-6452

E-mail: overseas@iu.edu

Web Site: overseas.iu.edu

For Academic Advising:

Amanda Roshan-Rawaan

Associate Director

E-mail: amarosha@iu.edu

Tel: 812-855-7588

For Program Issues:

Melissa Thorne

Senior Student Services Coordinator

E-mail: mcthorne@iu.edu

Tel: 812-855-1141

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

Matt Geisler

(Serving as) Enrollment Specialist Advisor

Tel: 608-265-6329

E-mail: matthew.geisler@wisc.edu

Matt will process UW student application materials, course equivalent requests and final transcripts.

Emergency Contact Information

In case of an emergency, utilize 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

Fax: (33)1-42-66-97-83

<https://fr.usembassy.gov/fr/>

U.S. Consulate General in Marseille

Place Varian Fry

13286 Marseille Cedex 6

Tel: (33)4-91-54-92-00

Fax: (33)4-91-55-56-95 (from the U.S.), 04-91-55-09-47 (in France)

<https://fr.usembassy.gov/fr/ambassades-et-consulats/marseille-fr/>

Program Dates

The Faculty Director (FD) will consult the academic calendars of *the Université FAC ALLSH* and *Sciences Po-Aix*, as they become available, and prepare a final calendar for Program students. **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 change exam dates in order to accommodate students. Not taking an exam means failing the course.

Spring 2022 Academic Calendar

January 5	Students arrive in Aix
January 6 Afternoon	General information Meeting
January 7 Morning	Guided tour of Aix
January 10-14	Intensive Course

January 10-14	Meeting and advising conferences with FD regarding selection for second semester courses for all Students
January 17	2 nd semester starts at <i>FAC ALLSH</i> , <i>Sciences Po</i> & <i>SUFLE</i>
February 5-13	One-week break at <i>Sciences Po</i>
February 12-20	One week break at AMU
Early-February	Drop-add deadline for all courses (to be announced)
April 24-May 1	Spring break at <i>Sciences Po</i>
April 25-May 7	Final examinations at AMU
May 1	Holiday - International Labor Day and Ascension Day
May 8	Holiday - <i>Armistice 1945</i>
May 9-May 25	Final Examinations at Science Po
May 26	Holiday - Ascension Day
June 20 - 24	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*, *SUFLE* and at *Sciences Po* as well as with your professors. When a legal holiday falls on a Thursday or Tuesday, many employees at public and private institutions and enterprises include Friday or Monday as part of the holiday in order to make a long weekend (called *faire le pont*).

You should check with your professors as to whether 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 [passports.state.gov](https://www.passports.state.gov). 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 from your study- abroad advisor about applying for your visa. The French visa process for a long-stay student visa is complex and can take approximately 8 weeks total to complete. All participants, unless they are EU citizens, will need to go through the

process and should plan to prepare documents that need to be presented in person at a processing center in Chicago.

Photographs - Total of 2 or 3 (depending on program track)

- **SUFLE 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.

Proof of Health Insurance

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

- **Indiana students** are automatically covered by a policy that is included in the Indiana University program fee.
- **Wisconsin students** are automatically covered by CISI health insurance, which is included in the UW-Madison program fee.

Inoculations

We recommend that you consult with your health care professionals about any recommended inoculations, such as a tetanus shot, before departure. Ask your doctor if you need any shots to travel to countries outside of France (in North Africa, for example) as well. Be sure to bring with you all official records of your inoculations. If your home institution requires you to be vaccinated for COVID-19, this requirement is also in place for your study abroad program. If not, it is highly recommended that you be vaccinated for Covid-19 before going to France, as this will allow you to request the French “pass Sanitaire” currently required in order to eat in restaurants and cafes, to gain entrance to museums and theaters, and to ride on long distance busses and trains.

International Student ID Card (ISIC)

This card will be very useful to you in Europe, entitling you to a number of reduced student rates in fees and tickets including museums, concerts, movies, and rail and air travel. It also carries evacuation insurance as well as emergency legal, financial, and medical assistance. More information can be found online at www.isic.org. Students are not required to have an ISIC card, but it is recommended.

Pre-Departure Academic Preparations

Required Pre-Departure Conferences with Your Advisor

- **Indiana students:** You must complete the advising process with Overseas Study as outlined in the Overseas Advising Form e-form and by your study abroad advisor. You are ultimately responsible for meeting your degree requirements.
- **Wisconsin students:** You must confer with your major advisor regarding your major prior to your departure for Aix and fill out an IAP Advising Worksheet which needs your major advisor’s

signature. See your My Study Abroad 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*. For everyday quick reference purposes, the smartphone French-English dictionary app, *Word Reference*, is very useful.

Literature

We strongly advise that you read as much French literature as possible before going to France. You might, for instance, enjoy reading works associated with Aix-en-Provence in particular or Provence in general. For example, the novels Zola sets in "Plassans" (his name for Aix), or the novels of Jean Giono, poems by René Char, Germaine Nouveau, and Jean de La Ceppède, and the letters of Mme de Sévigné.

Civilization

Read issues of *Le Nouvel Observateur*, *L'Express*, *Le Point*, etc. before you leave for France. In addition, read newspapers such as *Le Monde*, *Le Figaro*, and *Libération*. These newspapers are available on the web. They will help you familiarize yourself with current issues in France.

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

- Carroll, Raymonde. *Evidences Invisibles: Américains et Français au quotidien*. Paris: Seuil, 1987. (It deals with differences between Americans 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. Alternately, 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: 1,200-1,400 euros). Most students either use their American ATM card to withdraw cash from their American bank, or effect 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 month's 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 on next page). 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.

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

NOTE: Checks, bank drafts as well as bank-to-bank transfers are assessed 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	<ul style="list-style-type: none"> 40 to 70 euros depending upon arrival train station (40 euros) or airport (70 euros)
Rented room and board: one month rent due immediately upon arrival	<ul style="list-style-type: none"> Approximately 680 euros
Rented Room: one month rent due immediately upon arrival	<ul style="list-style-type: none"> Up to 450-550 euros
Apartments: two months' rent (deposit + one month rent)	<ul style="list-style-type: none"> You will need to pay the equivalent of two months' rent when signing the lease for the apartment (deposit + one month's rent). Monthly rent for apartments varies depending on the size of the apartment. You should calculate approximately 500/600 euros per student per month.

Tenant Insurance which includes personal liability	<ul style="list-style-type: none"> • Tenant insurance is mandatory for all housing in Aix apartments; approximately 60 euros for the semester.
--	---

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

Cell phone	Between 30-90 euros
Cell phone prepaid card	Between 15-45 euros
International calling card	Approximately 8 euros
Free Mobile monthly phone subscription for smart phone	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 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 money from your VISA or MasterCard credit card; however, credit card companies often charge very high interest rates for "cash advances". **IT IS IN YOUR BEST INTEREST TO FIND OUT WHAT THE FEES ARE BEFORE YOU LEAVE THE STATES.** Using a debit card that withdraws directly from your checking account in the U.S. will likely avoid these fees. Regardless if you use a credit card or debit card, you will likely be charged international transaction fees.

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

Before you leave for France, **notify your bank/credit card company the dates that you will be abroad.** In trying to identify theft, banks will cancel debit/credit cards when they suspect any unusual card activity (i.e. a resident of the Midwest who suddenly makes a purchase in France). 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. Groceries, personal items, clothes, train tickets, and many other items can be purchased with a card, though some stores may have a policy of accepting it only for purchases above a certain amount.

You should never type your PIN number when a third party can see it. It is better to lose your card, which can easily be cancelled, than to reveal your PIN number to a stranger.

Banking System

At your on-site orientation meeting in Aix, a bank employee will outline how French banks work and how you can open an account. It is highly recommended that you open an account for practical reasons.

Insurance

Sécurité Sociale (Health Insurance)

APA participants are required to be covered by the French system of *Sécurité Sociale* (health insurance). 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.

Travel Insurance

APA does not insure your luggage or your personal belongings while you are on the program or traveling. We recommend strongly that you take out travel insurance (especially with theft coverage), either from a local travel agent or from your own insurance agent.

Renter's/Liability Insurance

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

Packing

Past participants have recommended the following packing suggestions:

- A sleeping bag may be useful for extra warmth in your room or when staying in hostels or camping.
- Warm weather clothing (a warm coat, hat, gloves, a heavy sweater...) is needed for winter in Aix or when traveling in northern regions of France or Europe.
- Do your own research regarding local weather in Aix on websites such as <http://france.meteofrance.com/france/accueil> or www.aixenprovencetourism.com.
- Bed sheets are not furnished in most apartments, so be prepared to buy them upon your arrival.
- Prescription drugs or special vitamins should be brought with you (a semester's supply). Bring a letter from your physician certifying your medical need for the drugs and dosage and remember that is important to keep all medications in original bottles. If you do bring written prescriptions, make sure that they are written clearly and in generic terms.
- Contact lens solutions and products are twice as expensive in France, so it is recommended that you bring a semester's supply with you. Additionally, it is recommended that you bring glasses/contact lens prescriptions with you in case of loss or damage.

- The electricity current in France is 220 volts, whereas the U.S. 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

Academic Program in Aix-en-Provence (APA)

30, avenue Victor Hugo

13100 Aix-en-Provence France

- Write: "SANS VALEUR COMMERCIALE / EFFETS PERSONNELS" on the front of the package (to avoid having to pay customs taxes).
- Do not send prescriptions or over-the-counter drugs.

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 available at any "Tabac."
- Mailboxes for letters and postcards are located throughout the city.

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 (which is located near a city called Marignane, so it is also sometimes called the Marignane Airport). Its airport code is MRS.

Arrival by train: There are two different train stations ("gare") 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 **Gare TGV** is the high-speed train station and is located about 15 minutes by bus outside of Aix. Depending on your point of departure, you may arrive by train either at the downtown Marseille station (Marseille-St. Charles) and from there take a local train or bus to the downtown Aix train or bus station; OR you might take the TGV (express train) directly to the "Aix

TGV” train station, if you’re coming from Paris, for example. (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://www.lepilote.com/ftp/document/fiche-horaire-2021-40-uk-bat.pdf>

Whether you arrive by plane or by train, we strongly recommend that you take a taxi to get to your destination in Aix (the Hôtel Adagio, unless other arrangements have specifically been made for you by the program), because moving around with a lot of luggage can be difficult and very tiring.

Arrival Day

Students will either be lodged directly in their permanent housing, or the Program will also have reserved rooms to be shared with other students for the first day at Aparthôtel Adagio, 3 rue des Chartreux. The cost of this stay is covered by the program.

You are responsible for getting to the temporary hotel 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 run every 30 minutes, and will take you to the bus station (*gare routière*) in Aix. Fare: 10.00 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 5.00 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: <http://g.co/maps/m98rw>

From the Aix bus station: <http://g.co/maps/g5fb7>

Taxi

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

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

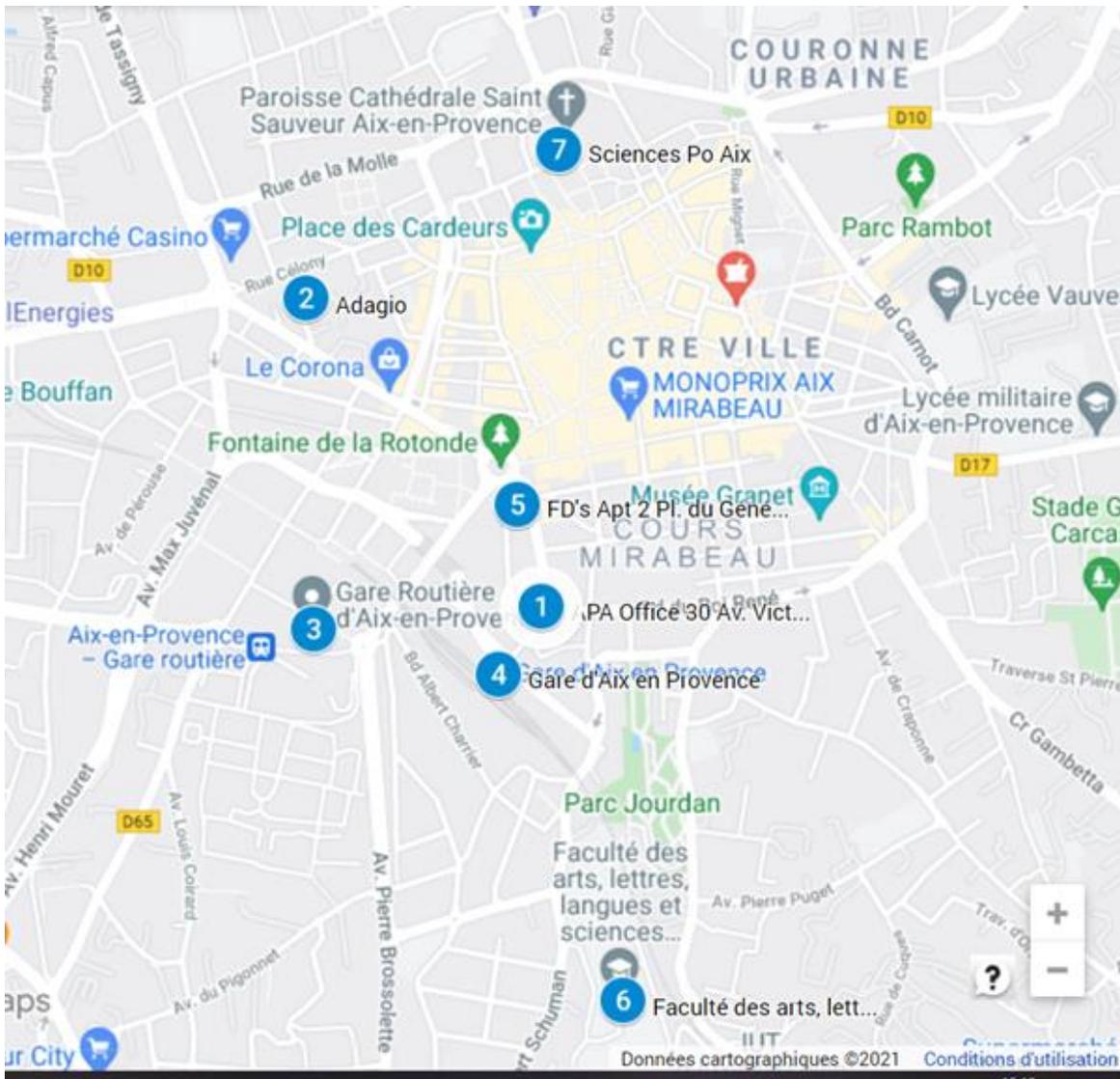
- From Marseille-Provence airport: 70 euros
- From Marseille railway station: 60 euros
- From Aix TGV railway station: 40 euros

- From downtown Aix railway/bus station to hotel: 10 ~15 euros
- Price per suitcase (on top of regular fare): 1 euro.

Note that fares will be slightly higher (+10 euros) after 7pm. SHARING A TAXI WITH OTHER STUDENTS FROM THE PROGRAM IS A GOOD WAY TO SAVE \$!

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 while apartment hunting)
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: 2A Place du Général de Gaulle
6. Centre Schumann (l'Université-- where most students will attend classes; 29, Ave. Robert Schumann)
7. Sciences Po (where students majoring in poli sci or international relations will study; 25, rue Gaston Saporta)



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 may be difficult, especially on top of jetlag, which is why we suggest taking a taxi. But that’s 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://en.aixenprovencetourism.com/aix-plans.htm>

If You Arrive Early

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

- Check availability at Adagio Aparthotel (3, rue des Chartreux – Tel : 04 42 37 98 98).

- Hôtel de France – 63 Rue Espariat - tel : 04 42 27 90 15, 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.

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
- Safety precautions talk with a police officer
- Meeting with a psychologist on cross-cultural differences and culture shock

The Academic Program

General Information

Role of the Faculty Director (FD)

During the 2021-2022 academic year, the FD is Professor Kelly Sax from Indiana University. In 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 help you work closely with faculty and academic advisors at your home school to develop a course of study that meets program guidelines and keeps you on course for graduation. The FD is also responsible for obtaining your grades from the French professors and transmitting the record of course titles, credits, and grades to your home university.

THE FRENCH INSTITUTIONS

On January 1, 2012, the three Universities of Aix-Marseille (Université de Provence, Université de la Méditerranée and Université Paul Cézanne) merged to become one single university entity: *Aix-Marseille Université (AMU)*.

This new university represents approximately 70,000 students, 6000 professors, researchers, technicians and administration staff, and covers all the disciplinary fields. It is by far the largest university in France.

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

1. **FAC ALLSH** (Faculté des arts, lettres, langues, sciences humaines) = *part of AMU (Aix-Marseille Université)*
2. **Faculté des Sciences = part of AMU.**
3. **SUFLE** (*Service Universitaire de Français Langue Etrangère*) = part of AMU, French language and culture institute (for students who go to Aix with only 4 semesters of French or are at a lower level)
4. **Sciences Po-Aix** = part of AMU (*Aix-Marseille Université*)

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.

<http://allsh.univ-amu.fr/>

Students majoring in science may take one science course at the **Faculté des Sciences** at the Montperrin campus in Aix. It is imperative that close consultation occur well ahead of the student's arrival in Aix, between the student's adviser in the US, the Faculty Director, and the office of the International Academic Programs. The Faculty Director will provide available information on the course(s) the student is contemplating taking. Both the student and the adviser 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.

<http://sciences.univ-amu.fr/sites-geographiques/aix-montperrin>

SUFLE is the language institute associated with AMU where lower level students will take their classes. Students will be in class with other international students learning French language and culture.

<http://sufle.univ-amu.fr/formations/cours-francais-a-plein-temps>

Sciences Po-Aix

<http://www.sciencespo-aix.fr/contenu/international/>

The APA program has agreements with *Sciences Po-Aix* so that only a certain number of program participants may register at this institution each year.

Since enrollment is limited, *Sciences Po* will review the transcripts of APA students who wish to take classes at *Sciences Po*. APA students who wish to attend *Sciences Po*, the Political Studies Program, are expected to declare a major, or at least a minor, in one of the disciplines offered at *Sciences Po* (Political Science, International Studies, Social Science) prior to arriving in Aix and to

have taken at least two university-level courses relating to political science, political theory, political philosophy, social-science theory, European history, or similar topics. The *Sciences Po* Director will judge each candidate's background in these fields and his/her level of French before making the final acceptance decision.

Contrary to what its name might suggest, *Sciences Po* should not be perceived as a Department of Political Sciences in the American sense. Courses that one would normally find in an American Political Science Department are available; however, *Sciences Po* offers an interdisciplinary education that aims to provide students with a general knowledge from which to choose a field of specialization that is of particular interest to them.

Linked to the Departments of Law, Economy and the Sciences at the University of Aix-Marseille, *Sciences Po* offers classes taught by professors and researchers at the Law School and with professionals working in the fields of International Relations, Finance, International Commerce and Communication.

Strikes in France

Student and faculty strikes often take place in France due to political, economic, and social conditions common in France. Such strikes often result in class cancellations for a few days or even weeks until the strike has been resolved. In the event that prolonged strikes result in multiple weeks of missed classes, APA and IAP will attempt to arrange special make-up courses with the goal of allowing students to continue with those courses affected by the strikes.

Intensive Language Course: *Cours intensif*

This course is required for all students at the beginning of the program in Aix. The various sections of the *Cours intensif* are taught under the auspices of the *Service Universitaire du Français Langue Etrangère (SUFLE)* of Aix-Marseille Université.

Cours intensif

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

Course Information FAC ALLSH and Sciences Po-Aix

A. Courses at the FAC ALLSH

All courses at the FAC ALLSH are semester-long courses. Some include a discussion section, called *travaux dirigés (TD)*, in addition to the main lecture. If a course includes a lecture and a discussion section, students must take both. Students receive 1 to 6 credits depending upon the total number of contact hours.

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

B. Courses at Sciences Po-Aix

Courses offered at *Sciences Po* are either formal lecture-type courses or discussion classes called *conférences de méthode*. The lecture courses meet 20 hours (2 credits) during the semester.

Many courses at *Sciences Po* are now offered in one or more “periods” of 5 weeks duration; courses can 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 term 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.

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

Non-Certificate Program – *Programme d’Etudes Politique Semestriel* (PEPS)

- Students must select from a variety of elective courses (maximum of 7 courses) and *conférences de méthode* for a maximum of 18 credits. The student’s choice must include one or two *conférences de méthode* classes and one of the two conferences de méthode must be « *Français langue étrangère* ».

C. Program Courses: *Cours du Programme*

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

- ***Méthodologie universitaire – 2 credits (30 hours)***

FAC ALLSH students:

FAC ALLSH students must take the course offered by the SUFLE and called “*Introduction à la méthodologie universitaire*”. This course will help students understand the methodology of the dissertation and the *commentaire composé*. The course will also help students overcome difficulties in grammar and writing.

- ***“La Provence à travers le cinéma: mythes et réalités”*** - Instructor : Dr. Kelly Sax, 2 credits (30 hours) – 2nd semester

Provence holds a special place in the French imagination, evoking stereotypes of sun, sea, lazy, strong-accented, pastis-drinking, petanque-playing locals, or brash violent Marseillais. In this course we will consider how Provence is portrayed through cinema, and expand our own understanding of Provençal culture by analyzing its recurring themes, social structure, and historical influences. Required extracurricular excursions and site visits will complement class discussions. Students should plan approximately 50 euros for extracurricular class visits.

- ***“Expression orale / Prise de parole en français”*** - 2 credits (30 hours)

Instructor : Monsieur Claude Pelopidas

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

- ***“La France et l’actualité internationale”*** - 2 credits (30 hours)

Instructor: Monsieur Claude

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 evolution of French foreign policy, especially the origins and consequences of the major conflicts shaping the beginning of the third millennium.

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.

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

I - STUDENTS WHO HAVE BEEN SELECTED TO GO TO SCIENCES PO MUST TAKE:

Programme d'Etudes Politiques Semestriel (PEPS) including the conférence de méthode "Français langue étrangère" + no more than 2 Program courses

II - FAC ALLSH STUDENTS

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

Cours sur *la méthodologie universitaire* (2 cr) + no more than 4 FAC ALLSH courses for a minimum of 11 additional credits (maximum 15 additional)

OR

Cours sur *la méthodologie universitaire* (2 cr) + no more than 4 FAC ALLSH courses + no more than 2 Program courses (FAC LSH courses and APA courses for a minimum of 11 additional credits, maximum 15 additional)

III -SUFLE STUDENTS (Lower-level language track)

SUFLE students will enroll in a fixed curriculum of morning language classes offered through SUFLE, plus elective workshops offered in the afternoon for a minimum of 13 US credits for the semester.

SUFLE LANGUAGE COURSE:

Students are placed in the most appropriate level based on the test results of the mandatory test taken by all students upon arrival. This course covers all aspects of the language (written comprehension, written expression, aural comprehension, oral expression). Depending on student language level: 10 hours to 12 hours 30 of language courses / week and possibly phonetics instruction (1.5 hours)

SUFLE THEMATIC WORKSHOPS

Depending on their language level, students have to select a minimum of 2 or 3 thematic workshops

Sample Thematic Workshops:

- Objectifs spécifiques
- Histoire de la langue française
- Presse et Multimédia
- Panorama de la littérature française
- Culture et histoire
- Cinéma francophone
- Communication orale
- Discussions philosophiques
- Ecriture créative
- Techniques de l'écrit
- Panorama des arts français

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

In the context of any given course, you are expected to complete all work that degree-seeking students at the *FAC ALLSH*, *SUFLE* and *Sciences Po* are expected to complete. However, you should be aware that the structure of the French institutions in which courses are taken is not the same as undergraduate programs in the United States. Degree-seeking students (i.e., students following a fixed set of courses) specialize from the beginning of their university studies.

Courses at the *FAC ALLSH* and *Sciences Po* are often embedded in larger and more comprehensive modules (groups of courses) meant to be taken together 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 (the equivalent of individual courses in the U.S.) 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 large course.

French Institutions

French educational institutions are often less “user-friendly” than American ones. The period between the distribution of the *plaquettes* (see *Academic Structure and Courses* below) and the first few weeks of class often 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.

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.

Registration & Enrollment at French Institutions

Both the academic structures and the process of selecting and enrolling in courses are different from anything you have been used to at your home university. During the first weeks in Aix, there will be several useful orientation meetings during which the FD will explain in detail important matters such as:

- academic calendar;
- the policy regarding attendance;
- the layout of *plaquettes* (course descriptions);
- the codes used to designate various disciplines and levels;
- the procedure for selecting and registering for courses;
- program policy regarding course contact hours and your home university credit;
- preparation of year-end transcripts.

In addition, you will want to ask about your new student email address and the online learning platforms. The new email address will be useful for you as you contact faculty and staff and some courses will post materials on the online learning platform, so you will want to become familiar with both as you start your semester.

Course Structure

The traditional structure of courses (*cours magistraux*) is that the professor lectures and students take notes, read required texts, and prepare for an all-or-nothing final exam. An increasing number of courses have *contrôle continu*, (i.e., oral reports or *exposés*), short papers (*devoirs* or *mini-mémoires*), exams (*partiels*), all designed to give students some indication of their progress in the course. Nevertheless, some courses might still have only a final exam.

Government funding has not kept pace with the recent dramatic increase in university enrollments in France, and few resources are available for repair and upkeep of heavily used classroom buildings. As a result, you may find the sprawling *FAC ALLSH* 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 in 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.**

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 *FAC ALLSH* 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!

The *Plaquettes*

The *FAC ALLSH* and *Sciences Po* offer a wide array of courses. Like all French universities, they do not usually publish catalogues and comprehensive timetables, in part because their budget is determined late in regard to course offerings. However, each department publishes a description of its degree programs and a list of courses for the year, called a *plaquette*. *Plaquettes* are generally available on the web, but the information needs to be read with care and is not always up to date many months ahead.

For many courses and sections the meeting time and day is given (most meet only once a week), sometimes along with a list of reading and reference materials, and even an indication of the way the course is graded. Some *plaquettes* are difficult to decipher. For this reason, you are required to attend the APA meetings held during the time period of the *Cours Intensif* to familiarize yourself with both the academic structures and course offerings.

The number of credits indicated in the *plaquettes* is for regular French and European degree-seeking students. Those numbers of credits do not correspond to the credits which will transfer to the U.S. universities for students participating on APA through Indiana University or the University of Wisconsin-Madison.

The *plaquettes* are available in the office and on the internet (this is especially the case with the University *plaquettes*). Do not be surprised to discover that each department has a different format for its *plaquettes*. You will need to go over them carefully to make a preliminary selection of courses. Then you should schedule an advising session with the FD to finalize your course selection as much as possible. A card file of professor and course evaluations by past program students will be made available for consultation in the APA office. You will be asked to contribute to them toward the end of the year.

The FD will announce the dates of the beginning of classes as soon as they become available. Please note that these dates are different for each institution, and some classes may not begin on the first day the institution is in session. It is your responsibility to check the bulletin boards and to begin attending classes when they start, even if your appointment with the FD has not yet been scheduled. Attend as many classes as you might want to register for, and make sure to write your name on any list the instructor may compile. This ensures your spot in the class, but does not bind you to it: you may drop it later.

Classes which are not available, or available with a caveat:

1. General introductory classes on French literature and civilization or culture are not offered at French universities because these topics have been covered in secondary schools. 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 University students** are not allowed to take foreign language classes unless they have declared a major or a minor in the language.
3. Courses taught in English may not be allowed or should be discouraged depending on the student's home university and/or major:
 - **UW-Madison students** are permitted to enroll in classes taught in English with approval from their Study Abroad Advisor and the FD. Typically, no more than one course per term will be approved. Students need to be able to demonstrate how the class will assist them in fulfilling requirements for their degree.
 - **Indiana University students** are not permitted to take classes taught in English without the permission of their Study Abroad Advisor in Overseas Study and the FD. Exceptions will only be considered if the course taught in English is fulfilling a requirement in the student's major and which cannot be filled through a French-taught course.
4. If the *FAC ALLSH* offers any art classes as part of their regular course offerings, students may register for them. However, they must be aware that the number of credits they will receive may be different than for other classes. Students must obtain approval from their home institution prior to registering for these classes.
5. Ceramics, drawing, sculpture, and practical workshops in the arts are offered at the *Ecole des Beaux-Arts*. Students in the APA Program cannot take these courses and receive credit for them since APA does not have an agreement with this institution.
6. Studio art courses are allowed as part of the normal curriculum for students in the APA.
 - **UW-Madison students** can enroll in studio art courses but should work closely with the IAP Enrollment Specialist to ensure that the equivalent credit will be approved by the UW Art department before committing to the course.
 - **Indiana University students** who are studio art majors or minors can enroll in Art courses in Aix. The IUB studio art department will evaluate the course syllabus to determine a pre-approval. Upon returning to IU, the student needs to submit a portfolio of work completed for review by the IU department before any formal credit can be awarded.
7. The *FAC ALLSH* has a Music Department and APA students may take such courses; however, unlike in American universities, instrument practice is NOT part of the courses offered. The courses are strictly theoretical in nature.
8. Music / practice of an instrument: such courses are offered at the *Conservatoire de Musique*. Classes at the *Conservatoire* are not part of the APA program. Students may take classes there (provided they are accepted) at their own expense. Students cannot assume that they will receive credit for music courses they take independently of the regular program.

9. The *FAC ALLSH* has a cinema department (*Arts du Spectacle*), but APA students can only take the theoretical courses.

Differences in academic background which affect your course selection

Students need to know that Licence 3 (3rd year classes), may be too difficult and specialized for APA students who might not have the required background knowledge for this level of classes. If a student wishes to take Licence 3 level classes, he/she must speak with the Faculty Director prior to enrolling in such classes.

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

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

Since you will have met with an academic advisor before going to France, you should have a clear idea of the course requirements you must satisfy, as well as personal preferences. Make a list of course requirements and give a copy to the FD. In your search for courses and discussions with the FD, you need a balance between your needs and wants and what Aix has to offer. During the first few weeks, you will have to attend more courses than you will eventually end up taking for credit, and you should be as helpful as you can to your fellow program students by giving or exchanging information you may have about courses.

Check your university's academic information concerning course equivalents.

- **Indiana University:** Students will be awarded IU course equivalencies for each class they take while abroad. Students are encouraged to begin having their courses evaluated while they are abroad rather than wait until their return. Students who would like to begin the course evaluation process while abroad should begin by contacting the academic advisor from the department where they would like to receive credit for the course.

- **UW-Madison:** Equivalents and Course Equivalent Requests (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 pre-session terms). Detailed information on the UW course equivalent process that you will use through your My Study Abroad account is available in the IAP Study Abroad Handbook and in your My Study Abroad account under the academics tab.

Course Selection Checklist:

- _____ Look through *the "catalogue"* provided by APA (not comprehensive!)
- _____ Read the *plaquettes* (course details) on the internet or in the Program office.
- _____ Attend Program information meetings about courses.
- _____ Begin to put your program together.

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

Credits

Students will receive credit conversion information from the APA staff.

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

<i>FAC ALLSH</i>	1 credit for each hour or hour and a half of class meeting per week, provided that the course meets for at least 12 weeks per semester; otherwise the credits earned will be reduced to correspond to the total number of class meeting hours. Please note that courses in some subjects such as Art may require more hours of class time per credit earned. Check with the FD first.
<i>FAC ALLSH</i> with <i>Travaux Dirigés</i> sections and no common lecture	Two 1 ½ hour <i>Travaux Dirigés</i> = 3 CR Three 1 ½ hour <i>Travaux Dirigés</i> = 4 CR Four 1 ½ hour <i>Travaux Dirigés</i> = 6 CR
<i>FAC ALLSH</i> courses with 2 common lectures	Two 1 ½ hour lectures = 3 CR
<i>Sciences Po</i> semester <i>conférences de méthode</i>	2 credits
<i>Sciences Po</i> 20 hour-long courses	2 credits

Drop/Add and Course Enrollment Verification

Students must drop courses before the end of the third week of classes.

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.

Pass/Fail

The Pass/Fail option must be requested early in the semester and approved by the FD. The FD will set the Pass/Fail deadline, and a reminder will be posted on the Program Office bulletin board. No exceptions will be made to the posted deadline. See also your university's academic policies for certain restrictions; however, no course applying toward the concentration program (major) may be taken on a Pass/Fail basis. The Pass/Fail option may not be changed after filing the Pass/Fail

request. Review your college bulletin for other rules concerning the counting of Pass/Fail work toward your degree.

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

- **Indiana University:**

All students electing the Pass/Fail option must fill out an IU Pass/Fail Form (available at the program office) by the deadline set at the program site. The Pass/Fail option is not permitted for the *Cours intensif*, APA courses, or classes that are required by the program. There is also a limit to **two** Pass/Fail courses across the year. IU students can only take **one** Pass/Fail each semester. Courses taken pass/fail will only satisfy overall hours towards graduation. Pass/fail courses cannot be counted towards specific degree requirements. Students that fail a course taken as Pass/Fail will have the grade of “F” factored into their cumulative GPA.

- **University of Wisconsin-Madison:**

UW-Madison students must refer to their IAP Study Abroad Handbook (<https://www.studyabroad.wisc.edu/handbooks.html>). An IAP declaration form for Pass/Fail must be completed and submitted by the deadline date.

Incompletes

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

Attendance Policy

Attendance in *Cours 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 absences or any extended absence requires 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

Depending on the institution, the list and dates are usually available 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 observe all the deadlines scrupulously 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 of your final exams. You must remain in Aix until you have taken all your exams.

Honors Program

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

Grades and Grade Conversions

Students in France are graded on a scale from 0 (sometimes -2) to 20. They say “*la note de 20 est pour le bon Dieu, 19 est pour le professeur, et 18 est pour le meilleur élève.*” Twelve is a perfectly respectable grade (B+/AB). In order to take into account the differences between French and U.S. grading practices, the APA has developed grade conversion scales for the *FAC LSH*, *Sciences Po*, the *SUFLE* and the program courses. Any grade with .5 or above will be rounded up to the next whole number. For example:

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

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

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

Living Abroad

FRANCE

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

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

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

Official France websites:

www.fr.franceguide.com
www.france.com

www.justfrance.org/
www.francetourism.com

Aix-en-Provence

Situated in southeastern France, Aix has a cosmopolitan yet intimate environment with a population of 150,000. As the former capital of the Kingdom of Provence and a former Roman spa town, the city features 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 expansion. It continues to develop its university and culture with enthusiasm. The renovation works of the historical centre, the rebirth of its lyrical arts festival, the *Cité du Livre* and the *Pavillon Noir*, the National Choreographic Center, constitute testimony of its cultural vocation open to the world.

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

Aix enjoys a mild climate; it is protected from the winds of the North, but is slightly affected by the Mistral (a famous wind in southeastern France). The average daily temperatures vary between 5-6° Celsius (January) and 21.9° (July) or higher in periods of unusual heat. In winter, the

sun is almost permanent. The dry summer is pleasant owing to a light perpetual breeze. Autumn can be rainy and winter may be cold.

Official Aix-en-Provence website: www.Aixenprovencetourism.com

For information about climate: www.Meteofrance.com

APA Program Office & Facilities

In the APA program office, you will find a reading/meeting room and a room equipped with four computers, one printer (you will have to provide your own paper) and access to Wifi (available only for academic use). The Program has also a certain number of books from frequently offered courses available for student use and 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 9:00-12:00 and 2-5:00 PM Monday-Friday. The onsite staff will post any other office closures on the Aix Facebook group page, so you should make sure to check this page daily before heading to the office.

Libraries

French university libraries, as well as public libraries, close early in the evening. Therefore, libraries are not really available as places where you can study for long hours. The *FAC ALLSH* library catalog is available on the internet (<https://bu.univ-amu.fr/documentation>). You may want to use the public library (*Cité du Livre*) where you can check out books, tapes and videos without charge.

The *Cité du Livre* has a very rich collection of books and large reading rooms where a lot of French students prepare their exams. The catalog of the *Cité du Livre* is also available on the internet (<http://www.citedulivre-aix.com>)

Housing and Housing-related Matters

HOUSING SELECTION

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 ~450-550 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 (for those at AMU ALLSH) or the end of June (for those at Sciences Po).

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 660 euros to 680 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 (for those at AMU ALLSH) or the end of June (for those at Sciences Po).

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" French apartment has a living room and one bedroom and can accommodate two people. "Three-room" apartments can accommodate three people and have a living room and two bedrooms.

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

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

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

For info on apartments in Aix:

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

Rent

The average rent for a studio is approximately €500-680/month. Therefore, if the studio accommodates two people, the rent will be approximately €300-450 per person. Do ask the landlord if the rent includes all the taxes due by a tenant; sometimes landlords do not include these taxes and the cost seems cheaper. Make sure you receive the correct information from your landlord as to what taxes are included in the rent, or you might end up having to pay them in the United States.

The average rent for a two-room apartment is approximately 1000 euros/month; i.e. 500 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 (gas and electricity), which run about 45 euros per month per person. There is an initial cost of approximately 45 euros to put the account in your name. It is also advised that you ask your landlord if you will have other utilities or other costs related to your lodging.

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 sports 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

Most stores in Aix-en-Provence are open from Monday afternoon to Saturday evening from 9:00 am until 12:00 noon and from 2:30 pm until 7:00 pm. Larger stores and supermarkets do not close during lunch.

Excursions

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

Transportation

Since Aix-en-Provence is a small city, most students prefer to walk. You can also use the city buses, but note that most of the buses stop running around 9:00 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. If you do not have access to the Web, check with the U.S. Embassy or Consulate nearest you.

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

Communication

Telephones

Time zone information: www.timeanddate.com/worldclock

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

Calling from France to the U.S.:

(access code for France 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 smart phone 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, WhatApp, or Skype. Upon arrival in France, you will be counseled to open a French mobile phone account at a very low rate (c. 20 euros/month) that includes phone calls and texts to the US. Your phone must be unblocked before you arrive in order for this work. If you do not wish to do this, you will want to check the international rates of your current plant. Be sure to have contacts in the US check their phone plans as well.

Mail

Only airmail is possible from France, at the increment of 20 grams (equivalent of a little less than 2 sheets of 20-weight typing paper). It takes from one week to ten days to reach the States. UPS and Federal Express services are available, but expect to pay nearly twice as much as in the U.S. and to pay, if necessary, very high customs charges.

Have your mail sent to the Program address, rather than your personal address. You will have a mailbox in the Program office and it will be easy for you to retrieve your mail. By using the Program address, your mail will not be lost if you are traveling and out of town.

Student Testimonials

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

Preparations Before Leaving

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

In terms of packing, the less the better. 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.

Bring a pair of sweatpants/yoga pants for when you are missing home but only wear them inside. Believe me, you **will** miss them, but you **will** get the French glare if you wear them in public.

Although it might be a busy time of the year with exams and such as you're preparing to leave, a couple kids from my program and I all found the time to get together for coffee before we left which really put me at ease because when we arrived in Aix we knew each other's names and some basic info which doesn't sound like a lot but every bit counts when you're being thrown into such a foreign environment.

Travel and Arrival Information

If possible, fly into the Marseille airport and take a bus to Aix. Once you exit the airport walk as far to the right as you can, you will see a turquoise coach bus called a "Navette"...it is way cheaper than a taxi and will drop you right in Aix. If you are really worried about carrying your bags around, etc. then splurge for a taxi...but know it will be pricey. Come prepared with some euros already exchanged for transportation from the airport etc.

In your first few days in Aix go to the gare routiere (bus stop) and get a Carte Treize...it's free with a student ID and cuts the prices in half for traveling to any of the nearby cities (Arles, Avignon, Cassis, etc). So worth it!

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. You will feel overwhelmed the first week or two, but hang in there. It definitely gets easier with time to get used to the pace of speaking and the rapid note taking.

Also, someone gave me the advice to bring my own notebooks because the French ones are really unusual and tres expensive. Everyone was jealous of my US notebooks and I was quite happy I brought them.

Don't be afraid to talk to your professors if you're having problems. They're usually pretty accommodating to foreign students.

Living Abroad

Living abroad will be unlike anything you've ever done...in the best way. 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. Get outside and take walks. It's so easy to be homesick when you're inside scrolling through Facebook. You're in the South of France for goodness sakes...get a macaroon and take a stroll or go read in the park. It's cliché but this time passes so quickly so soak it all up, take tons of pictures, find a favorite coffee shop and get to know the owner. These are the memories and stories you will be telling later.

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.