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.

This program handbook contains the following information:

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**Contact Information**

**On-Site Program Information**
Your primary contacts in Aix-en-Provence, France will be:

**Elizabeth Lapina**, APA Faculty Director 2022-23  
Associate Professor of History  
UW-Madison  
lapina@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. When sending a package, to avoid paying French customs taxes, be sure to label it “SANS VALEUR COMMERCIALE / EFFETS PERSONNELS”

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

Home University Contact Information

Indiana University  
Office of Overseas Study  
Leo R. Dowling International Center  
111 South Eagleson Avenue  
Indiana University  
Bloomington, IN 47405-7709  
Tel: 812-855-9304, Fax: 812-855-6452  
E-mail: overseas@iu.edu  
Web Site: www.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@indiana.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.

2022-23
Emergency Contact Information
In case of an emergency, call the main IAP number (608) 265-6329 between 8:00am-4:30pm Central Time 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/embassy-consulates-fr/marseille-fr/Program Dates
Your arrival date of August 17, 2022 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 Université 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 you have taken all of your final or make up examinations. 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.
**Tentative Program Calendar 2022-2023 TO BE CONFIRMED**

**More information on dates to be released as it becomes available.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 17</td>
<td>Arrival date, afternoon – between 2:00 pm and 6:00 pm; sandwiches served; welcome talk</td>
</tr>
</tbody>
</table>
| August 18          | **Morning**: guided tour of Aix  
                    | **Afternoon**: Administrative meeting; Move into apartments                                    |
| August 19          | 2:00 pm: Administrative meeting  
                    | Move into apartments                                                                          |
| August 22 – Sept 2 | Intensive course – *Cours intensif for all students*                                           |
| End of August (need to be confirmed) | Meeting on Cultural differences with American psychologist                                      |
| August 31          | Meeting organized by *Sciences Po* for all their foreign students                               |
| End of August/Early September | Academic Meeting                                                                                   |
| 1st week of September | *Plaquettes* (course info) will be available on the internet and in the  
                      | Program office for preliminary selection of courses at *Université*  
                      | Advising conferences to be held with FD regarding selection of courses for *Sciences Po* and *Université* students. |
| September 5        | *Sciences Po*, *AMU*, *SUFLE* and *APA* courses begin                                            |
| September 12       | *Université courses begin*                                                                       |
| Mid or End of September | Drop-Add Deadline (to be announced)                                                      |
| November 1         | Holiday - *Toussaint*                                                                            |
| November 11        | Holiday - *Armistice 1918*                                                                        |
| Mid December       | Exam period at *Sciences Po*                                                                     |
| Mid December       | Advising conferences with FD regarding selection for second semester courses for year students. |
| Mid-December -Early January | Exam period at *Université* (dates to be confirmed)  
                      | *Plan on staying in Aix until mid-January to make sure you can take all exams as needed.*    |
| December 17–January 1 | Winter Break                                                                                   |
| January 2 - 14     | Exam period at *Université*  
                    | *Plan on staying in Aix until mid-January to make sure you can take all exams as needed.*    |
| January 16         | 2nd semester starts at *Sciences Po*, *Université*, *SUFLE* and *APA*                          |
| Mid February       | One-week break at *Sciences Po*/*AMU* (to be announced)                                         |
| End of January - Early February | Drop-add deadline for all courses (to be announced)                                               |
| Mid April - Early May | Spring break at *Sciences Po* (to be announced)                                                  |
| Mid April - Early May | Final examinations at *AMU* (to be announced)                                                    |
| May 1              | Holiday - International Labor Day and Ascension Day                                             |
| May 8              | Holiday - *Armistice 1945*                                                                       |
| Mid May -End of May | Final Examinations at *Science Po* (to be announced)                                             |
| May 18             | Holiday - Ascension Day                                                                         |
| Mid June – End of June | 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, SUFLE 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

In order to have the most up to date information, you will receive a document including updates, policies and procedures related to COVID-19 before your departure.

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.

Visa Registration
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 Overseas Study 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 acceptance email for details. If you have not declared your major, discuss this with the Faculty Director in Aix as soon as possible, before you begin selecting courses at the French institutions.

**Language**

It is important for you to keep up with the French language prior to your departure for Aix. You should review your favorite reference grammar book, which you might find useful to bring to Aix with you. The Academic Program in Aix has several copies of different grammar books, such as L.-F. Hoffmann’s *L’Essentiel de la Grammaire Française*. The Program also has French dictionaries as well as an excellent encyclopedia. However, you will probably want to buy the *Petit Robert* or the *Petit Larousse* for daily use after you have arrived in France. In addition, you should become familiar with a good bilingual dictionary and bring it with you as well. Most students find either of the following two dictionaries very useful: *The Collins Robert French Dictionary* and *Harrap’s French-English-French Dictionary*. 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**

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, Zola’s novels set in “Plasans” (his name for Aix), or the novels by Jean Giono, poems by René Char, Germain Nouveau, and Jean de La Ceppède, and the letters of Mme de Sévigné.

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 *Liberation*. 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](http://www.laprovence.com).

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

- 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.

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 as of fall 2020). 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 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.

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

| Taxi fare for arrival day in Aix | 40 to 70 Euros depending upon point of arrival: train station (40 euros) or airport (70 euros) |
| Apartments OR Rented Room: | You will need to pay the equivalent of two months’ rent when signing the lease for your apartment or rented room (deposit + one month’s rent). Monthly rent for apartments varies depending on the size of the apartment. You should calculate approximately 500-700 euros per student per month. For a rented room you should calculate approximately 450-550 euros per month. |
| Tenant Insurance which includes personal liability | Tenant insurance is mandatory for all housing in Aix apartments, and costs approximately 60 euros for the year. |

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

Cell phone | Between 30-90 euros
Prepaid cell phone card | Between 15-45 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. We highly recommend purchase of a local /sim card phone because it is expensive to dial a US number to reach a student residing in Aix!

Currency Exchange
Although many past participants have commented that one way of getting access to cash is by using ATMs, you should still bring a minimum of 100 euros in cash with you to cover your expenses other than the amount for your lodging for the first few days. Check with your bank or credit union for more information. Some banks, such as Chase, will order currency for you while you are still in the US, though the exchange rate you receive is not as good as withdrawing money directly from an ATM.

In Europe, as a general rule, avoid buying foreign currency 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.

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 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. 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.
Checks, bank drafts and bank-to-bank transfers
These methods of cash transfer are assessed heavy fees at French banks and sometimes take weeks to process. That said, if you choose to use this method to get money, fees for your first cash transfer will usually be waived by the French bank.

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.

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. If your family has a home insurance policy, it is worth checking to see if your belongings might be covered under it when traveling, and to what extent.

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 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
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.
- 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 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 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 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.

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. Normally such packages cannot be insured.
- 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 available at any “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 ("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 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:

Whether you arrive by plane or by train, we strongly recommend that you take a taxi to get to the Adagio hotel when you first arrive in Aix, because moving around with a lot of luggage can be difficult and very tiring.

Arrival Day
The program has reserved rooms for you to be shared with other students for the first two days at the Adagio Aparthotel, 3, rue des Chartreux – Tel : 04 42 37 98 98. The cost of this stay is covered by the program.

You are responsible for getting to the Adagio Aparthotel on the first day of the program (August 17) between 2:00 p.m. and 6:00 p.m.

If you decide not to take a taxi...

1. From the Marseille-Provence Airport
You can take one of the blue 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: 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 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 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 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: 2A Place du Général de Gaulle
6. FAC des Arts, Lettres, Langues et Sciences Humaines / SUFLE (l’Université - where most students will attend classes; 29, Ave. Robert Schuman)
7. Sciences Po (where students majoring in Poly 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 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/
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:

- 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 APA office staff and begins immediately after your arrival. Students will stay at the Adagio Aparthotel for the first days until you move into your permanent housing for the year/semester. Upon arrival, you will be given a card with emergency phone numbers and a map of the city of Aix-en-Provence with instructions on how to get to the Program office as well as to the site of orientation activities.

Orientation includes:
- A tour of central Aix-en-Provence
- Several mandatory academic and administrative meetings
- Information on the French University system
- 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
- Arranged appointment at local bank to open French bank account
- Assistance in completing carte de séjour paperwork and other necessary documentation related to your visa

The Academic Program

GENERAL ACADEMIC STRUCTURE
Role of the Faculty Director (FD)
During the 2022-23 academic year, the FD will be Dr. Elizabeth Lapina 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.

All students will begin the semester with an intensive language course (Cours intensif). This course emphasizing grammar review and cultural preparation is required for all students at the beginning of the program in Aix. AMU and Science Po track students will typically take a 1-2 week intensive course. They will be awarded 2 credits. SUFLE students will take a course that may last up to three weeks; credits are awarded based on the length of the course.
Program courses (cours du Programme) are taught specially for students participating in the Aix program. These semester-long courses carry 2 credits and most of them are 30 hours long. These courses will be offered, pending program enrollment.

- **“Expression orale / Prise de parole en français”** - Instructor: Monsieur Claude Pelopidas (30 hours) - 1st semester
  The objective of this course is to improve the students’ oral language skills by using techniques of the theatre. Attention is paid to the rhetorical conventions of academic discourse, pronunciation, intonation and rhythm as well as communication strategies.

- **Faculty Director Course (TBD)** - Instructor: Dr. Elizabeth Lapina, 2 credits (30 hours) – 2nd semester
  Description TBD

- **“La France et l’actualité internationale”** - Instructor: Monsieur Claude Pelopidas (30 hours) – 2nd semester
  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); SUFLE (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) [http://allsh.univ-amu.fr/](http://allsh.univ-amu.fr/)

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 hour 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 compose, 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. (https://sciences.univ-amu.fr/sites-geographiques/aix-montperrin). For students interested in taking a science class, it is imperative that close consultation about this occur 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 http://www.sciencespo-aix.fr/

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 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.

Students enrolled in courses at Sciences Po may not take first-year courses or the course Culture Générale. Students may choose one of two different programs of study at Sciences Po:

a. The Sciences Po Diploma Program - Certificat d’Etudes Politiques (CEP)
Students who participate in the Sciences Po year-long diploma program will earn 28 credits within Sciences Po. The FD will work closely with each student to plan their individually designed program at Sciences Po. The typical program of study is as follows:

- Two mandatory foundation courses – taught exclusively for international students (one-semester duration) – one course focuses on French institutions (La Vie Politique Française) and the other on France in the world (La France dans le Monde). Each course is worth two credits. Both courses have a three-hour written exam.
- Students select additional classes from a variety of elective courses for a total of 16 credits over the course of the year. Classes are formal lectures. Exams are mostly oral.
- Students are required to select two seminars (conférences de méthode) each semester. One of these two conférences de méthode must be « Français langue étrangère » (to be taken during fall semester). These courses meet for fewer hours in the semester than regular courses. Since they are interactive in nature and require more work (they are similar to discussion sections held at your home institutions), they are 2 credits each.

Students who do not wish to pursue the Sciences Po Diploma Program (CEP) can opt to pursue the Programme d’Etudes Politiques Annuel (PEPA).

- Students who choose this option must select from a variety of elective courses and conférences de méthode for a maximum of 28 credits. The student’s choice must include
one or two *conférences de méthode* classes per semester and one of these must be *Français langue étrangère* (to be taken during fall semester).

In addition, according to your Sciences Po degree program you may choose to take up to two APA-specific “Program” classes (these include *Prise de Parole*, *La France dans l’Actualité*, or the resident director’s course offered in spring semester)

A Science Po semester schedule will look something like this:

*Cours intensif* + *Programme d’Etudes Politiques Annuel* (PEPA) including the *conférence de méthode* “*Français langue étrangère*” + no more than 2 Program courses.

OR

*Cours intensif* + *Certificat d’Etudes Politiques* (CEP) including the *conférence de méthode* “*Français langue étrangère*” + no more than 1 Program course.

3. **SUFLE (Service Universitaire de Français Langue Etrangère)** (for students who go to Aix with only 4 semesters of French).

*SUFLE* is the French language and culture institute associated with AMU ([http://sufle.univ-amu.fr/formations/cours-francais-a-plein-temps](http://sufle.univ-amu.fr/formations/cours-francais-a-plein-temps))

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 SUFLE), will be enrolled at SUFLE for the semester. Students will be in class with other international students learning French language and culture. During the semester, SUFLE 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. If a student staying in Aix for the year places high enough after one semester at SUFLE, he or she may enroll at AMU or Sciences Po for their second semester, but this is not a guarantee and will depend on the individual student’s performance.

There is a fixed curriculum of morning language classes offered through SUFLE, 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 based on the test results of the mandatory *Cours intensif* taken by all students upon arrival. 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:

- Théâtre et cinéma français
- Analyse et commentaire de support visuel
- Ecriture créative
- Panorama des arts français
- Culture et histoire française
- Panorama et pratique de la presse
- Le français parlé
- Atelier de philosophie
- Pratique de la communication orale
- Thème français
- Technique de l’écrit
- Français sur objectifs spécifiques
- Panorama des arts français
- Culture et histoire française
- Panorama de la littérature française
- Cinéma francophone
- Histoire de la langue française

REGISTRATION AND CREDITS

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 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!

*If the cours intensif is 2 weeks long*, academic year students must carry at least 28 but no more than 36 credits for the academic year. These numbers include the credits earned in the mandatory Cours intensif. In addition to the Cours intensif, students are required to take at least 13 credits each semester.

*If the cours intensif is 3 weeks long*, you must carry at least 27 but no more than 36 credits for the academic year. These numbers include the credits earned in the mandatory Cours intensif. In addition to the Cours intensif, students are required to take at least 12 credits each semester.
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 your 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 U.S. credit equivalencies, see note on p. 17)

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. Courses taught in English may not be allowed or are discouraged depending on the student’s home university and/or major:
- UW-Madison students are strongly discouraged from taking courses in English – except for courses offered by visiting scholars at Sciences Po, conditional on pre-approval by the FD.
- Indiana University students are not permitted to take classes taught in English without the permission of their Study Abroad Advisor in Overseas Study and the FD. Exceptions will only be considered if the course taught in English is fulfilling a requirement in the student’s major.

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 aesthetic, 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. Student 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 are starting 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:

<table>
<thead>
<tr>
<th>FAC ALLSH courses</th>
<th>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.</th>
</tr>
</thead>
</table>
| FAC ALLSH courses with Travaux Dirigés sections and no common lecture | Two 1.5 hour Travaux Dirigés = 3 CR  
Three 1.5 hour Travaux Dirigés = 4 CR  
Four 1.5 hour Travaux Dirigés = 6 CR |
| FAC ALLSH courses with 2 common lectures | 2 X 1.5 = 3 CR |
| Sciences Po semester conférences de méthode | 2 credits |
| Sciences Po 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 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 may not be used to satisfy any requirements other than overall hours towards graduation. 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 (www.studyabroad.wisc.edu/handbooks). An IAP declaration form for Pass/Fail must be completed and submitted by the deadline date.

**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.
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

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<th>French Grades</th>
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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.justfrance.org/
www.france.com
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 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 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°C Celsius (January) and 21.9°C (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.
APA Program Office & Facilities

In the APA program office, you will find a reading 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 has also 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 Monday-Friday from 9:00-12:00 and 2:00-5:00PM. Please monitor the APA Facebook page to watch for any schedule changes due to meetings or other events that might cause the office to close.

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 Université 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 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 INFORMATION

Detailed housing information can be found in the Aix Housing Guide.

Student Life

Extracurricular Activities

You can join sport centers (for a fee) where you will have access to many types of sport opportunities (karate, aerobics, weights, etc). The university sports center allows registering only for one activity, once a week. You can also join teams, which is a great way of meeting French students. Past participants strongly recommend this.

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

Shopping

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

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 studies. For all trips lasting overnight or longer, you must leave a note with the assistant director of the Program Office, indicating the approximate itinerary (including specific flight, bus or train information), 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 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, 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. IAP does not endorse any specific view expressed in this section.

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

In terms of packing, less the better. Practically everything we can buy in the US you can find here. In France, it is very appropriate to wear the same outfit multiple times a week—on a whole, French people don’t have as many clothes as Americans—they prefer to buy fewer items that are of better quality. Nonetheless, the French women dress impeccably and it is easy to feel that you lack their level of sophistication, class...But don’t let that get to you.

Mentally, the only thing you can do to prepare is just go with an open mind. No mind-prepping could have possibly prepared me for what was coming up in the next 10 months.

Travel and Arrival Information
If possible, fly into the Marseille airport and take a taxi to Aix. It will cost a little more, but it eliminates a lot of the hassle of dragging your bags around.

Make sure you buy the “Carte 12-25” at a train station soon after you arrive in the city. It gives you great deals on all train travel in France, which is great if you’re planning on doing a lot of traveling.

Academic Program
Academics in France are much different from the United States. Be prepared to sit in long lectures and do a lot of reading on your own. It may seem scary the first few weeks, but if you put in a little effort you’ll be surprised at how well you adapt.
Don't be afraid to talk to your professors if you're having problems. They're usually pretty accommodating to foreign students.

**Living Abroad**

I would by far consider it the best thing I have done in my life thus far. Although sad and nostalgic for friends and family back home at times, I met a great base of friends that definitely filled the missing gaps. Every day I was faced with something I would not have experienced at home and there is no price in the world for that.

The cost of living in Aix is significantly higher than the cost of living in Madison.

Studying abroad was by far the best thing I've done with my college experience. At first I had a hard time integrating into French culture, but at the end of my time in Aix I felt like I was a part of the community. Seize every opportunity you can to travel, meet people from other countries, and of course speak French!