

Aix-en-Provence, France Program Handbook

Academic Year 2017-2018

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.

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Contact Information

On-Site Program Information

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

Professor Kelly Sax, PhD Program Faculty Director (2017-18)
Senior Lecturer/Director of French Language Instruction
Department of French and Italian, 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, 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 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@indiana.edu
Web Site: www.indiana.edu/~overseas

For Academic Advising:

Elizabeth Shuman

Study Abroad Advisor
E-mail: ehshuman@iu.edu
Tel: 812-855-9304

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

Erin Polnaszek Boyd

IAP Study Abroad Advisor
Tel: 608-265-6329
E-mail: eepolnaszek@studyabroad.wisc.edu

Weston Bland

IAP Enrollment Specialist Advisor
Tel: 608-265-6329
E-mail: wbland@studyabroad.wisc.edu

Weston will process your application materials, course equivalent requests and your final transcript.

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
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

Your arrival date of **August 16, 2017** 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 2017-18 TO BE CONFIRMED

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

August 16	Arrival date, afternoon – between 2:00 pm and 6:00 pm sandwiches served; welcome talk
August 17	Morning : guided tour of Aix Afternoon : Housing meeting and apartment visits; cell phone purchase
August 18	2:00 pm : Administrative meeting

August 19 – Aug. 20	Move into apartments
August 21 – Sept 1	Intensive course – <i>Cours intensif</i> for <i>Sciences Po</i>
August 21 – Sept 8	Intensive course – <i>Cours intensif</i> for <i>SUFLE</i> and <i>Université</i> students
End of August (need to be confirmed)	Meeting on Cultural differences with American psychologist
1st week of September	Meeting organized by <i>Sciences Po</i> for all their foreign students
Early September	Academic Meeting
Week of September 5	<i>Plaquettes</i> (course info) will be available on the internet and in the Program office for preliminary selection of courses at <i>Université</i> Advising conferences to be held with FD regarding selection of courses for <i>Sciences Po</i> and <i>Université</i> students.
September 5	<i>Sciences Po</i> courses begin (TENTATIVE - to be confirmed)
September 11	<i>Université</i> , <i>SUFLE</i> and <i>APA</i> courses begin (TENTATIVE - to be confirmed)
End of September	Drop-Add Deadline (to be announced)
November 1	Holiday - <i>Toussaint</i>
November 11	Holiday - <i>Armistice 1918</i>
Mid December	Exam period at <i>Sciences Po</i>
Mid December	Advising conferences with FD regarding selection for second semester courses for year students.
December 23– January 3	Winter Break (TENTATIVE - to be confirmed)
Early January	Exam period at <i>Université</i> (to be confirmed) Plan on staying in Aix until the end of January to make sure you can take all exams as needed.
January 3	2 nd semester starts at <i>Sciences Po</i> (TENTATIVE - to be confirmed)
Mid January	2 nd semester starts at <i>Université</i> and <i>APA</i> (to be announced)
February	One-week break at <i>Sciences Po</i> and <i>Université</i> (to be announced)
Early-February	Drop-add deadline for all courses (to be announced)
April	Spring break at <i>Sciences Po</i> and <i>Université</i> (to be announced)
May 1	Holiday - International Labor Day and Ascension Day
May 8	Holiday - <i>Armistice 1945</i>
May 10	Holiday - Ascension Day
First three weeks of May	Final examinations at <i>Université</i> and <i>Sciences Po</i> (to be announced)
First two weeks of June	Make-up examinations at <i>Sciences Po</i> (to be announced)
	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

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.

Registration with the Office of Immigration and Integration (OFII)

Academic year students are required to register with the OFII during the first three months of their stay in France. The APA office will help you fill out the documents during the first administrative meeting. Semester students can decide if they want to complete the OFII. Please check your visa instruction guide for more information.

As part of your visa materials, you will complete the top portion of the OFII residence form and the French Consulate will complete a section and return it to you. Upon arrival in France, you will need to complete the section labeled: **“RUBRIQUES A COMPLETER APRES LA DELIVRANCE DU VISA ET AVANT L’ENVOI A L’OFII”** with your address, telephone number and visa information. You will also need to gather various documents to take to the OFII.

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.

International Student ID Card (ISIC)

This card may be useful to you in Europe, entitling you to many reduced student rates for things such as museums, concerts, movies, and rail and air travel. It also carries evacuation insurance as well as emergency legal, financial, and medical assistance. To apply for the ISIC, contact the STA Travel office nearest you. 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 email sent to you 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 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.

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 "Plassans" (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 *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).

Handling Money Abroad

Arrival

We recommend that you bring enough funds in travelers' checks¹ in EUROS (if possible) to cover the first two months' expenses (estimated at 1,200-1,400 euros for fall 2016—see table below). We recommend travelers' checks because you will need to have a fair amount of money at your disposal when you first arrive and it is not wise to carry around large amounts of cash with you. In addition, your bank at home will set limits on how much cash you can withdraw each day on an ATM card, so it may be challenging if not impossible for you to withdraw the total amount that you will need by the time you need it in Aix. If you are not able to secure travelers' checks in EUROS, that is ok. The onsite staff will assist you with the checks upon arrival if they are in USD. You may wish to ask your bank to increase your daily withdrawal limit before departure.

You should also 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.

Advantages and disadvantages of traveler checks.

PROS: can be exchanged at currency exchange places; replaceable if stolen; convenient way to assure enough cash on hand at your arrival for beginning-of-program expenses; can be directly deposited into your French bank account IF IN EUROS.

CONS: cannot be used to pay for purchases in stores; cannot be used to purchase bus and train tickets, or to pay taxi fare; cannot be deposited into French bank account if in US DOLLARS.

You will have the opportunity to open a bank account when you arrive in France, and your traveler's checks in euros can be deposited into the bank at that time.

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

Hotel Adagio Aparthotel	<ul style="list-style-type: none"> Approximately 220 euros for first 4 days in Aix while apartment-hunting (This amount is fixed and non-refundable or pro-ratable).
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)
Apartments OR Rented Room:	<ul style="list-style-type: none"> 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 <u>apartments</u> varies depending on the size of the apartment. You should calculate approximately 450-550 euros per student per month. For a <u>rented room</u> you should calculate approximately 450~500 euros per month.
Tenant Insurance which includes personal	<ul style="list-style-type: none"> Tenant insurance is mandatory for all housing

liability	in Aix apartments, and costs approximately 60 euros for the year.
<i>Registration with OFII</i>	<ul style="list-style-type: none"> • 10 Euros for bus and metro fare to go to Marseille for medical visit

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

Cell phone	Between 30-90 euros
Prepaid cellphone card	Between 15-45 euros
International calling card	Approximately 8 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 phone because it is expensive to dial a US number to reach a student who is resident in Aix!

Currency Exchange

Although many past participants have commented that one way of getting access to cash is by using ATM machines, 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 like 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 (either with traveler's 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.

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 MASTER CARD.

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.

Insurance

Sécurité Sociale (Health Insurance)

APA participants are required to be covered by the French system of *Sécurité Sociale* (health insurance). The fee for the *Sécurité sociale* will be paid for by the APA program, and 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.

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 (a year'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.

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
- 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.
- Allow extra time for delivery of packages, especially around holiday time.

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** (which 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. Depending on where you are arriving from, you may arrive by train either 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 OR take the TGV (express train) directly to the “Aix TGV” train station (NOTE: The TGV train will stop for **only 3 minutes** at the Aix TGV station, so be prepared to disembark very quickly!). If you arrive at the *gare TGV* there are regular shuttle buses (“navettes”) you can take to arrive in downtown Aix. For more information, consult:
<https://www.lepilote.com/ftp/document/FH%201040-%20040116-010117-juin16.pdf>

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 four days at the **Adagio Aparthotel, 3, rue des Chartreux – Tel : 04 42 37 98 98.**

The estimated cost of this hotel is 220 euros (for 4 nights), which you will be responsible for paying upon arrival. This is a non-refundable charge that the hotel assesses, so you must pay the full amount even if you find your housing before the end of your reservation.

You are responsible for getting to the Adagio Aparthotel on the first day of the program (**August 16**) 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. Fare: 8.60 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 4.30 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 OTHERS FROM THE PROGRAM IS A GOOD WAY TO SAVE \$!

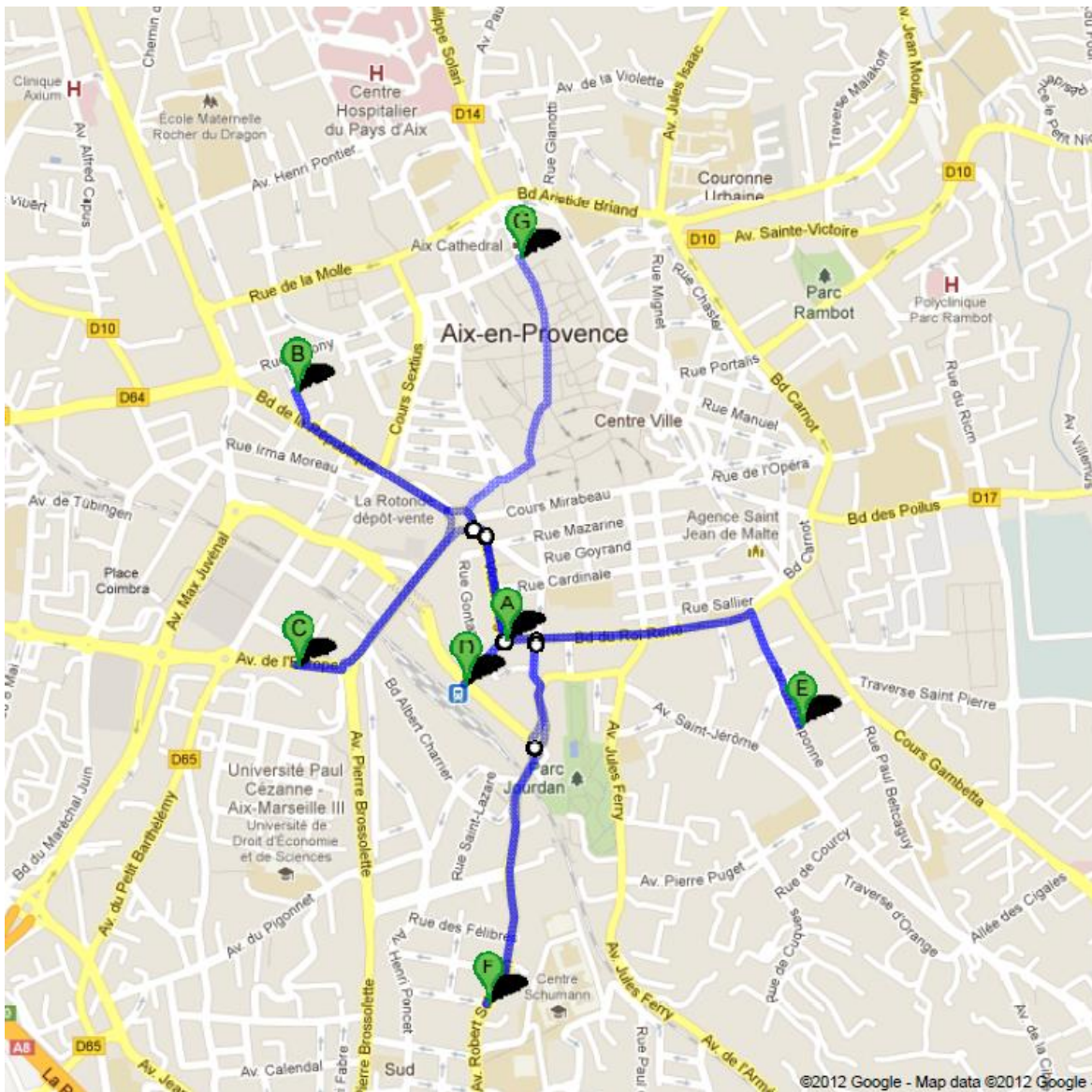
Here is a map and key showing the locations of places you'll want to know about when arriving in Aix:

- A. APA Program office: 30, Ave. Victor Hugo
- B. Aparthotel Adagio: 3 rue des Chartreux (this is where you will stay here for the first few days while apartment hunting)
- C. 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)
- D. Aix downtown train station (*Gare SNCF Aix Centre-Ville*)
- E. The Faculty Director's apartment: 10, Avenue de Craponne
- F. FAC des Arts, Lettres, Langues et Sciences Humaines (*l'Université* - where most students will attend classes; 29, Ave. Robert Schuman)
- G. *Sciences Po* (where students majoring in Poly Sci or International Relations will study; 25, rue Gaston Saporta)
- H. *Faculté des sciences*

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:

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

If you decide to make a reservation in another hotel, make sure that the hotel is in the center of the city.

The following address of the Aix youth hostel is given as information, but the youth hostel is not in downtown Aix where all the stores, businesses and entertainment spots are. Students should also be aware that most buses do not run after 9:00 pm or on Sundays.

As for any youth hostel, you need to have the international youth hostel card (you might want to purchase this prior to your departure from the U.S.).

- *Auberge de jeunesse* (youth hostel) – 3, avenue Marcel Pagnol – tel: 04 42 20 15 99. Cost is around 28 euros per night. You can reserve a room by internet www.auberge-jeunesse-aix.fr

After You Have Arrived

Orientation

Orientation is run by the staff of the office soon after your arrival. Students will stay at the Adagio Aparthotel for the first days until they find their housing for the year. 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 including tips on searching for an apartment
- Special meeting about safety precautions with a police officer
- 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 Information

Role of the Faculty Director (FD)

During the 2017-18 academic year, the FD will be **Dr. Kelly Sax** from Indiana University. 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.

The Academic Institutions

Aix-Marseille Université (AMU, also commonly referred to as « la FAC »)

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.

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) <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. Students majoring in science may take *one* science course at the **Faculté des Sciences** at the Montperrin campus in Aix. (<http://sciences.univ-amu.fr/sites-geographiques/aix-montperrin>). 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.

2. **Sciences Po-Aix**

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

The APA program has agreements with *Sciences Po-Aix* such that a certain number of program participants may register at this institution each year. Since enrollment is limited, *Sciences Po-Aix* will review the transcripts of APA students who wish to take classes at *Sciences Po-Aix*. APA students who wish to attend *Sciences Po*, either for the Certificate Program or the Political Studies Program, 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.

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

SUFLE is the French language and culture institute associated with AMU (<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 students' individual performance.

Strikes in France

Student and faculty strikes occur regularly in France due to political, economic, and social conditions common in France. Such strikes often result in class cancelations 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.

Course Information

Intensive 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 de Français Langue Etrangère (SUFLE)* of *Aix-Marseille Université*.

Cours intensif – Sciences Po Students

Sciences Po students typically will take a two-week intensive course. They will be awarded 2 credits.

Cours intensif – AMU students

AMU students typically will take a two- or three-week intensive course. They will be awarded 2 or 3 credits.

Cours intensif – SUFLE students

Depending on the starting date of the academic year, students will take an intensive language course lasting up to three weeks, comprising a daily morning language class (grammar, oral

expression and phonetics) and a culture class in the afternoon. The number of credits awarded for this pre-session coursework will depend on the length of the course.

Students will earn a single composite grade comprised of the average of the grades for the *Cours Intensif*.

All students must take a course that focuses on methodology applied to university work in France. **Méthodologie universitaire** – 2 credits

AMU students:

“Introduction à la méthodologie universitaire”, offered through SUFLE, will help students understand how to write a French-style *dissertation* and *commentaire composé*. The course will also help students overcome difficulties in grammar and writing.

Sciences Po students

Sciences Po students must take the *Conférence de méthode* class called *“Français langue étrangère”* offered at *Sciences Po*. The course is aimed at improving students’ written French and helping them understand the methodological demands of *Sciences Po*. The course will also help students overcome difficulties in grammar and writing.

In addition, they can choose from among three *cours du Programme*:

Program Courses: *Cours du Programme*

The *cours du Programme* or Program courses 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.

- **“Faculty Director Course”** - Instructor : Kelly Sax (30 hours) -
Dr. Sax will provide more details about the course as the spring semester approaches.
- **“Expression orale / Prise de parole en français”** - Instructor : Monsieur Claude Pelopidas (30 hours) –
The objective of this course is to improve the students’ oral language skills by using the techniques of the theatre. 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”** - Instructor : Monsieur Claude Pelopidas (30 hours) – Terrorism, proliferation of nuclear arms, Arab revolutions, the rise of extremism . . . From Afghanistan to North Korea through Iraq, Iran and the West, this course seeks to examine international current events through the perspective of French foreign policy, especially the origins and consequences of the major conflicts shaping the beginning of the third millennium.

Courses at AMU

All classes are semester-long courses. Some classes 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.

TO CALCULATE THE NUMBER OF CREDITS YOU WILL BE AWARDED FOR A CLASS IN THE U.S., USE THE FOLLOWING SCALE: A COURSE OR A TD MEETING FOR 1-1.5 HOURS PER WEEK = 1 CREDIT; 2 HOURS = 2 CREDITS; 3 HOURS = 3 CREDITS; ETC.

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 either 22 hours or 44 hours during the semester.

Students enrolled in courses at *Sciences Po* cannot take first year courses or the course *Culture Générale*. Students should be aware that most final exams are oral, not written. Students may choose one of two different programs of study at *Sciences Po*.

1. 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 study program 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 these courses have a three-hour written exam.
 - Students select 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 exams.
 - 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.
2. Non-Certificate Program – *Programme d'Etudes Politiques Annuel (PEPA)*
- 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).

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. A general meeting will be organized with the tutor(s) at the beginning of the academic year; and 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.

You should also become familiar with your university email and online account. If you are not sure how to access this account, ask the onsite staff for assistance. Some professors use the online platform as a place to post course information and other important updates.

If the *cours intensif* is 2 weeks long, you must carry at least 28 but no more than 36 credits. 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. 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.

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

I- FAC STUDENTS (ADVANCED STUDENTS)

FAC students are students who have not applied for *Sciences Po* or students who have not been selected to take classes at *Sciences Po*. **Students at the FAC** cannot take more than 5 courses per semester (including the "*Cours d'initiation à la méthodologie universitaire*" which they must take the 1st semester)

They will take the following combination of classes:

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 during the academic year.

II - STUDENTS WHO HAVE BEEN SELECTED TO GO TO SCIENCES PO

Cours intensif + Programme d'Etudes Politiques Annuel (PEPA) including the conférence de méthode "Français langue étrangère" + no more than 2 Program courses during the academic year.

OR

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

Students at *Sciences Po* must abide equally by the obligations of the *Sciences Po* Certificate and Program.

III – SUFLE STUDENTS (Lower-level language track)

Fixed curriculum of morning language classes offered through SUFLE, plus elective courses offered in the afternoon for a minimum of 15 US credits per semester.

LANGUAGE COURSE:

Students are placed at the most appropriate level based on the test results of the mandatory *Cours intensif* taken by all students upon arrival. This course covers all aspects of the language (written comprehension, written expression, aural comprehension, oral expression). Depending on their language level : A2/B1=12 hours or level B1+=11 hours 30 of language course / week

THEMATIC WORKSHOPS

You must take the workshop *Phonétique* (2h or 1h30 depending on your language level).

Students have to also select a minimum of 3 thematic workshops

Sample of Thematic Workshops (offered in 2016-2017)

- Français des affaires: Approche juridique et économique de la France
- Vocabulaire des sciences et des Techniques
- La société française : quelques spécificités
- Panorama de la littérature et des arts français
- Cinéma francophone : autour de la *Nouvelle Vague*
- Mythologie dans la littérature : les héros mythiques
- Langue, culture et multimédia
- Dates clés et grands personnages de l'Histoire de France
- Prise de parole – communication orale
- Français des affaires : le monde des entreprises
- Découverte de la presse française
- Introduction à la culture française
- Les régions françaises
- Initiation à la lecture d'œuvres théâtrales
- Histoire de l'Art : Art et publicité

No other combination of classes is allowed in the APA program. Any exceptions to these course limits require advance written permission from your study abroad office.

For advanced 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. 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 multisection 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.

French Institutions

French educational institutions are often less “user-friendly” than American ones. The period between the distribution of the *plaquettes* (i.e. course titles and descriptions; see *Academic Structure and Courses* below) and the first few weeks of class often strike APA students as disorganized. 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. To better understand the French model of education, think of the French students as ordering a “prix-fixe” menu at a restaurant specializing in one kind of food, in which all of the dishes in the meal are pre-determined with very little room for modifications; by the end of their meal, French students have eaten a full and rich meal allowing them to really understand the subtlety and coherence of a given cuisine, but they lack experience in other cuisines. In contrast, the American system is more like a buffet at a world-cuisine restaurant, in which each student can order dishes *à la carte* to suit his/her individual tastes. At the end, the student has a good overview and appreciation of many different cuisines, but may lack a detailed appreciation for the subtleties of each. Although courses at the *AMU* and *Sciences Po* are usually embedded in larger and more comprehensive curricula (groups of courses) meant to be taken together and provide in-depth training in a particular area (i.e. the prix-fixe menu), APA students rarely take all the courses in a particular curriculum. Rather, you will choose parts of it (the equivalent of courses in the U.S.) that interest you and fulfill your needs (the “buffet” model).

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.**

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!

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.

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 meetings held during the time of the *Cours Intensif* to familiarize yourself with both the academic structures and course offerings.

The number of credits indicated in the *plaquettes* are 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 APA students from Indiana University or the University of Wisconsin-Madison. (For U.S. credit equivalencies, see note on p. 17)

The *plaquettes* are available in the office and on the internet (this is especially the case with *AMU* *plaquettes*). 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 should then schedule an advising session with the FD to finalize as much as possible your course selection. 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.
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 the regular program.
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 the regular program.

9. *AMU* has a cinema department (*Arts du Spectacle*), but APA students may only take the theoretical courses.

Differences in academic background which affect your course selection

The first three years of university study in France yields a diploma called *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 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 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 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 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 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 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 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:

- 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 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.

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

FAC ALLSH courses	1 credit for each hour or hour and a half of class meeting per week. Please note that courses in some subjects such as Art may require more hours of class time per credit earned. Check with the FD first.
FAC ALLSH courses with <i>Travaux Dirigés</i> sections and no common lecture	Two 1 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
FAC ALLSH courses with 2 common lectures	2 X 1 ½ = 3 CR
<i>Sciences Po</i> semester <i>conférences de méthode</i>	2 credits
<i>Sciences Po</i> 22 hour-long courses	2 credits

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.

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

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 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 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 to the next whole number. For example:

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

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

Grade Scales

French Grades	Indiana University	UW-Madison
18	A	A
17	A	A
16	A	A
15	A	A
14	A	A
13	A-	AB
12	B+	AB
11	B+	AB
10	B	B
9	B-	BC
8	B-	BC
7	C+	BC
6	C	C
5	D	D
4	D	D
3	F	F
2	F	F
1	F	F

Final Grades and Credits

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

Living Abroad

FRANCE

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

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

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

Official France websites:

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

www.justfrance.org/
www.francetourism.com

Aix-en-Provence

Situated in southeastern France, Aix has a cosmopolitan yet intimate environment with a population of 150,000. As the former capital of the Kingdom of Provence and a former Roman spa town, the city features remains from Roman and medieval times. For centuries, Aix has been famous for its art, its many music festivals, its fountains, and its pleasant climate. Since the middle of the 20th century, Aix has experienced an unprecedented demographic and economic 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). 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 room and a room equipped with four computers, a 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 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 9:00-5:00PM with an hour break for lunch each day. 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 for long hours. The *Université* library catalog is available on the internet. You may want to use the public library (*Cité du Livre*) where you can check out books, tapes and videos for a minimal annual fee (10 euros).

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, 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 APA program as well as with a family or friend in the U.S. in case someone needs to get ahold 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, WhatsApp, or Skype. Later you may want to choose a phone plan that allows free texting or calling (generally landlines only) to the US. Be sure to have contracts in the US check their phone plans as well.

Cellular Telephone

- You can buy a cellular phone in one of the many telephone shops in Aix.
- Prepaid cards that you can find in any *bureau de tabac* are available to use with cellular phones for ease of communication.
- The cheapest price for an average cell phone is approximately 30 euros. A prepaid card will cost between 15 and 45 euros and can be bought in any telephone shop or *bureau de tabac* in France. Unlike the US, in France there is no charge to receive local/regional calls on a cell phone.

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, 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. 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!