

Institut
d'Etudes
Politiques,
Aix-en-
Provence

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The University

Institut d'Etudes Politiques
25, rue Gaston de Saorta
13625 Aix-en-Provence Cedex
FRANCE
Tel: +33 442 17 01 60
<http://www.iep-aix.fr>

The *Institut d'Etudes Politiques* in *Aix-en-Provence* was established in 1956. It is a public teaching and research institute and its main aim is to train senior executives for the public, semi-public, and private sectors. Although IEP offers a multitude of disciplines, its main focus is politics, including relating disciplines such as History, Law, Economics, Languages, International Relations, and Media Studies.

Nine public higher education institutes in France bear the name *Institut d'Etudes Politiques* (IEP). Unlike most other higher education institutes in France which accept students providing they have passed their *baccalauréat* (leaving certificate), entry to the IEPs is highly selective, and consequently the academic standards are very high. IEPs have a very prestigious reputation and attendance to an IEP is noted by French employers.

The *IEP* in Aix-en-Provence (Aix) is housed in an eighteenth-century mansion in the heart of the ancient city, opposite the *Cathédrale St- Sauveur*. It was also once the site of the old *Université d'Aix-en-Provence*, whose alumni include the *Provençal* poet, Frédéric Mistral, and the famous painter, Paul Cézanne.

At present there are around 850 full-time undergraduates studying for the IEP diploma, and 120 international undergraduate-level exchange students, including around 50 Erasmus students.

International Education Office

The Department of International Relations is the equivalent to UCC's International Education Office. Their job is to help international students with any enquiries they may have. Please go there if you need any assistance.

Head of the Department of International Relations: Dr Christian Joly

Tel: +33 (0)4 42 17 01 93

E-mail: Christian.joly@iep-aix.fr

Erasmus Student Exchange and outgoing student Co-ordinator: Ms Sarah Belli-Michel

Tel: +33 (0)4 42 17 01 93

E-mail: sarah.belli@iep-aix.fr

Incoming Student Co-ordinator: Dr Anne Meyer Heine

Tel: +33 (0)4 42 17 01 65

E-mail: anne.meyer-heine@iep.fr

Administrations Officer: Ms Nathalie Delorme

Tel: +33 (0)4 42 17 05 20

E-mail Nathalie.delorme@iep-aix.fr

Secretary: Ms Marina Vacca

Tel: +33 (0)4 42 17 01 65

E-mail: international@iep-aix.fr

Fax: +33 (0)4 42 17 01 99

An international student advisor is also employed to give students advice on both academic and other issues that relate to student life.

Opening Hours:

Mon-Fri 9.00am to 12.00am and 14.00pm to 17.00pm

*closed Wednesday afternoons

Location

Aix en Provence is located in the south of France, in the *Provence-Méditerranée* region, in the *Bouches du Rhone* department. It is at the crossroads of the main trade routes between Spain and Italy.



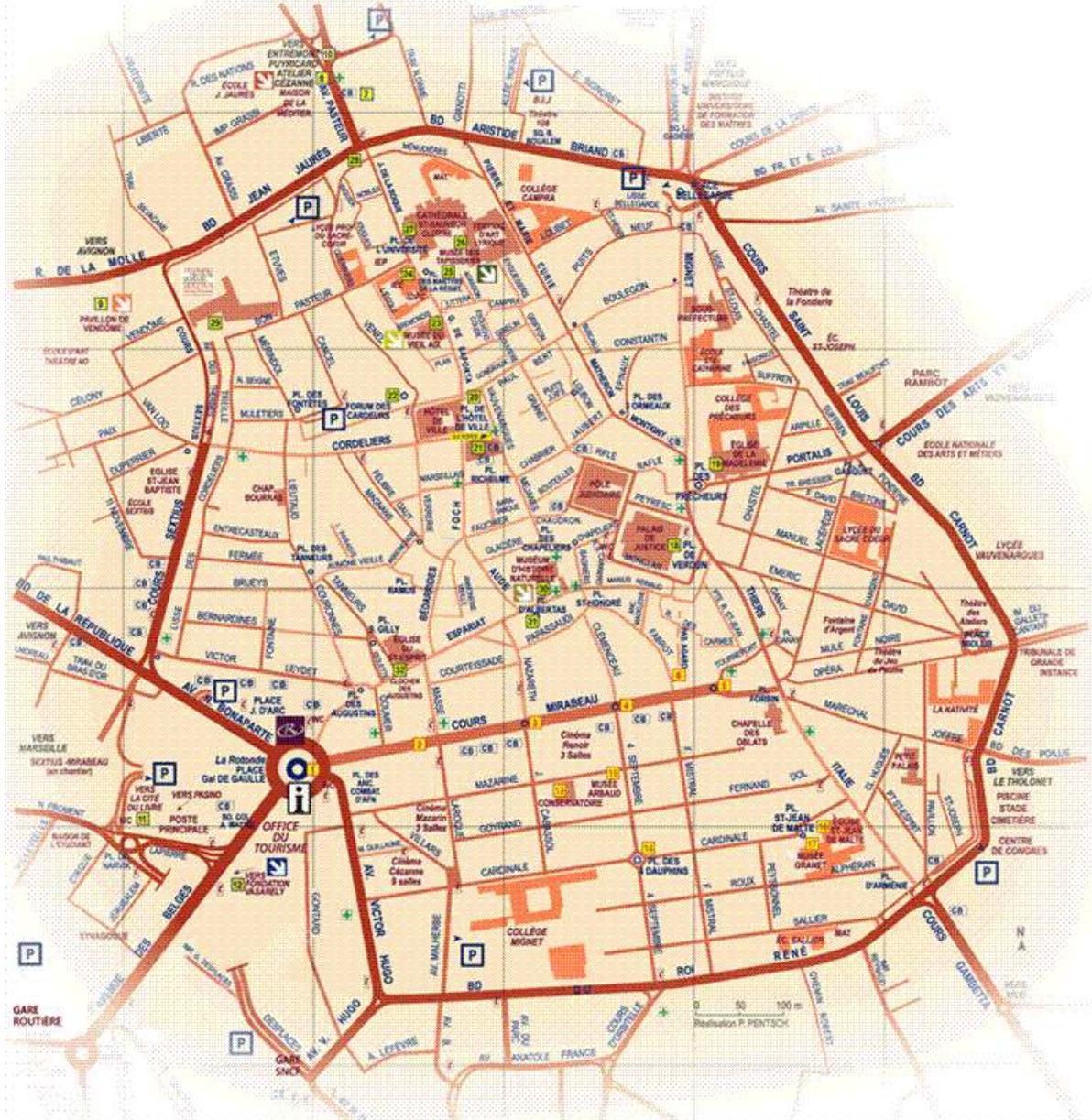
Today, *Aix-en-Provence* is a thriving city of about 150,000 inhabitants. It is situated approximately 30km from Marseille and is a major port with an international airport near by. Close to numerous sites of unique natural, historical and cultural interest, Aix is a mere two-hour drive from both the Alps and the French Riviera.

Aix en Provence, or *Aix*, as it is more commonly known, is a city with a vast history, excellent universities and exciting opportunities. According to the Aix-en-Provence Tourism Office, the city was founded in 122 B.C. and was built on the motto, "Town of water, town of art." It strikes the perfect balance between small-town and regional hub, neither too big nor too small.

For an authentic *Aixoise* experience, students can walk down the *Cours Mirabeau* that runs through the centre of the city and eat at *Les Deux Garçons*, a famous café visited by Cézanne, Zola, Churchill and Sartre.

Art students will be delighted to study how the city inspired famous artists including Picasso, Van Gogh, Monet and Granet. However, it is Aix's native son Paul Cézanne

whose influence is seen most obviously throughout the city. Students studying in Aix even have the chance to visit his studio.



Architecture enthusiasts will certainly take note of the city's golden stone façades and well-known Provençal architecture. The Gothic-style *Cathédrale Saint Sauveur* (located just across from the IEP) can be traced back to the 11th, 12th and 13th centuries and was built on the site of an ancient Roman temple. The church of Saint-Jean-de-Malte also displays beautiful Gothic architecture, while the *Hôtel de Ville* was constructed in the classical style. From the mansions of the Mazarin Quarter to the City of Counts, the city's architecture documents Aix en Provence's history.

Aix is also known for its many decorative fountains, originally built to remedy the city's short water supply. Some of the most famous fountains include the Espéluque (the oldest in the city), the fountain of the four dolphins in Mazarin square, and the Fountain of Hot Water, which is fed by the thermal waters of the Bagniers and nicknamed "*Moussue*" for its mossy covering. In addition, students should not miss the impressive Rotunda fountain featuring three statues said to represent Justice, Agriculture and Fine Arts - the main activities of Aix.

While studying in Aix, students must be sure to sample the city's famous sweets, especially *calissons*, which are made with melon and orange-flavoured almond paste. The city is also known for its olives and wine. Those students in Aix during July will have the opportunity to attend its world-famous music festival, which features a series of operas and concerts, as well as recitals by young artists from the European Academy of Music.

Aix en Provence refers to itself as a "living history book," as the city's architecture, art and traditions reflect both past and present. Students will find it a fascinating and enriching study abroad destination.

Accommodation

University Halls of Residence (*cités universitaires*)

A student room in a *cité universitaire* is by far the most economical option, but is likely to have fewer facilities than you might be accustomed to. UCC students have remarked on how very basic the *cités universitaires* are.

However, they have the advantage of being very reasonably priced, at about €135 per month, and it is a great way to get to know people. Note that you will be required to pay a deposit equivalent to one month's rent.

A *fiche de réservation en cité universitaire* (an application form for university accommodation), will be included in the information booklet sent to your home, and should be completed and returned to the IEP International Relations Department as soon as possible and before 15th May.

The Accommodation office is called the *Centre Régional d' Oeuvres Universitaires et Scolaires* (CROUS). Its address is:

Service Accueil Etrangers
Cité Universitaire "Les Gazelles"
Ave Jules Ferry
13 621 Aix-en-Provence
Phone: + 33 (0)4 42 93 48 24

The four *cités universitaires* are all situated to the south of the city near the main universities. They are:

- Cité de Cuques – Traverse de Cuques
13621 Aix-en-Provence Cedex
- Cité des Gazelles – Avenue Jules Ferry
13621 Aix-en-Provence Cedex
- Cité de l'Arc de Meyran – Avenue Gaston Berger
13621 Aix-en-Provence Cedex
- Cité l'Estélan – Avenue du Maréchal Leclerc
13090 Aix-en-Provence Cedex

Private Student Residences

There are several private student residences which are more comfortable than the *cités universitaires* but considerably more expensive (€300-400 per month).

Students at the IEP may prefer to rent accommodation in the old city centre. Private landlords let rooms, bed sits and flats to students. They are often unfurnished and you will probably have to pay a deposit equivalent to two months' rent.

Accommodation files may be consulted at the CROUS office or at the Information Office of the *Institut d'Etudes Politiques*. The International Relations Office also gives help and advice to international students looking for accommodation.

Examples of monthly rents:

- A studio apartment or bed-sit in the old town costs around €380 per month
- A one-bedroom apartment ranges from €380 to €460 per month
- A two-bedroom apartment ranges from €460 to €600 per month
- A three-bedroom apartment is over €600 per month

Cost of living

Cost of living is obviously going to depend on your life style. The amount officially required by the French authorities is around €430 per month, but you are likely to need considerably more than this. Aix-en-Provence is the second most expensive city in France, especially as far as housing is concerned.

All students are advised to open a bank account, although this is not compulsory for EU nationals. Banks are generally open Monday to Friday, 8am to 6pm, and Saturday morning.

Here are some examples of living costs for students and an estimate of an international student's monthly budget:

- The *Restaurants Universitaires* run by the CROUS provide three-course meals for students at a cost of about €2.50
- A cup of coffee costs about €1.30
- A reduced rate cinema ticket costs about €6
- A 10-month pass in a private sports centre is about €300
- A reduced rate return ticket Aix-Paris (TGV 2nd class) is about €50.

	Halls of Residence	Private Accommodation
Rent*	127 euros	450 euros
Food	150 euros	150 euros
Entertainment	70 euros	70 euros
Books	55 euros	55 euros
Phone(without internet)	55 euros	55 euros
Monthly Amount	442 euros	775 euros

*This estimation includes electricity, which is not usually included in the rental of private accommodation. Bills are generally paid every 2 months.

Some other expenses like tourist fares and travel expenses also have to be taken into account. However, students are entitled to a reduced rate on a large number of services including transport, museums, and cultural events.

Housing grants (ALS)

Like their French counterparts, international students may be entitled to a housing grant called ALS (*Allocation de Logement Social*). The maximum amount given for a single student living alone is about €135 per month (the first month is not reimbursed).

The procedure is long and complicated and you are unlikely to receive any money for several months. However, you will be reimbursed for the previous months if your application is accepted

As an international student you will need to have obtained your residence permit and be able to produce a *récépissé* (acknowledgement of receipt).

Caisse d'Allocations Familiales
Telephone +33 (0)8 21 01 99 13
www.caf.fr

Transport

Getting There

Plane

From Cork:

You can fly into Paris (Aer Lingus), and then take a connecting flight to Marseille or the TVG (high-speed train) to either Marseille or Aix-en-Provence.

Alternatively, you can fly from Cork to London (Aer Lingus and Ryan Air), and then take a connecting flight to Marseille.

From Dublin:

You can fly to Paris or Marseille (Aer Lingus and Ryan Air).

From Shannon:

You can fly into Paris (Ryan Air), and then take a connecting flight to Marseille or the TVG (high-speed train) to either Marseille or Aix-en-Provence.

Alternatively, you can fly from Shannon to London (Aer Lingus and Ryan Air), and then take a connecting flight to Marseille.

If you arrive in Charles de Gaulle Airport Paris:
Take the TVG to Marseille or Aix.

If you arrive at Marseille-Provence airport (formerly Marseille-Marignane):
Either take a taxi, costing around 40 euros, or an airport shuttle – they leave every 30 minutes and costs €9 one way.

In case of late arrivals, students are advised to spend the night in one of the hotels on the airport site. There is a free shuttle bus that will take you to “*Nuit d’Hôtel*” or “*Louisiana Hotel*”. Hotel information and reservations can be found at www.voyages-sncf.com

Train

Try to travel by TGV (high speed trains) as you will save time. Paris-Marseille takes 3 hours; Paris-Aix TVG *Arbois* takes 2 hours 40 minutes. Consult the website of the *Société Nationale des Chemins de Fer* (SNCF) at www.sncf.com for information and reservations.

SNCF offers special reductions, such as the under-26 card, which entitles the holder to a percentage off full price (this depends on times). Check out the website to see if you can avail yourself of any of the special offers.

If you arrive in Aix-en-Provence by TVG:
The TVG station is situated 20 kms from Aix-en-Provence. Shuttles leave for the city centre every 30 minutes (15 minutes in rush hour) from 5.40am to 11.25pm. The fare is €3.80.

If you arrive in Marseille by TVG:
From Marseilles St Charles train station you can take a local train to Aix-en-Provence, but these are few and far between and extremely slow. We recommend that you walk 100 metres or so down the road to the coach station (*gare routière*) from which coaches run at frequent intervals, every 5 minutes in rush hour. You are entitled to a 50% student reduction (*tariff réduit étudiant*) if you have a student card. Buses run from approximately 6.00am to 10.00pm. The bus company of the *Bouches du Rhône* department is called *Cartreize*. The fare from Marseille to Aix-en-Provence is approximately €4.10.

Coach/long distance bus:

A number of national and international buses arrive and depart from the *Gare Routière* in Marseille.

Transport in Aix-en-Provence:

The historic centre of Aix where the *Institut d’Etudes Politiques* is located is quite small. Most places are within walking distance, including the University Libraries,

Residence Halls, Student Restaurants, and sports facilities. It is possible to cycle, but it is dangerous due to a shortage of cycle paths.

There is an excellent bus service in Aix. Tickets cost €7.30 for a book of ten, and the “Aix en Bus” transport network offers a number of travel packages, including:

- Uno**/one day ticket, unlimited travel everywhere on the network for one day
- Campus Season ticket**, this is a card offered to all IEP students that entitles students to purchase reduced rate monthly and weekly tickets.

Car:

If students intend to bring their own car, they should know that free parking places in the city centre are almost impossible to find and using multi-storey car-parks or pay-and-display (*horodateurs*) parking is very expensive. It is easier to park in the residential areas where the residence halls are located.

Admissions Procedures

Exchange students should follow the following admissions procedure:

The student’s completed ECTS application form is to be returned as early as possible, and no later than **15th May**, if the student is applying for the **first semester**, and **15th September**, if the student is just applying for the **second semester**.

The students will then be sent an information package to their home address, containing:

- an information brochure
- a list of available courses
- an ECTS learning agreement (Erasmus students only)
- a pre-registration form
- a form for those wishing to apply for university accommodation

* If you wish to avail yourself of university accommodation, please return the accommodation form as soon as possible and no later than the May 15th, even if you are applying for the second semester. Accommodation works on a first come, first served basis, and there is not always enough accommodation to meet demand. Book early!

Academics

Academic Calendar

The first semester runs from the end of September/start of October to the middle/end of January. International students are expected to arrive at least one week earlier to partake in orientation and an intensive French language course. In December there are exams and then a two week break for Christmas. The second semester begins in January and finishes with the end of year examinations in May. There is also a spring break of around two weeks in April.

To see the calendar visit <http://www.iep.u-3mrs.fr/calender.php> .

The calendar should be included in the information pack that is sent to you, and should be available on IEP's website soon.

Courses of Study

IEP students' classes correspond to what year they are in; however, international students are able to pick courses from all years and faculties. A list of available classes is enclosed in the information pack sent to your home.

Please note that some courses may have entry requirements and not all classes may be available to international students.

For a list of course of study in IEP and further information on subject choices, see: <http://www.iep.u-3mrs.fr/programs.php>

Language Tuition

The teaching medium at the IEP is French. International students must therefore have an adequate knowledge of the language. The IEP provides a short intensive French course during orientation week and weekly 90minute classes during the academic year. Both these advanced level courses are free of charge.

Students can also attend intensive French language courses in the summer organised by:

Institut d'Etudes Française
Pour Etudiants Etrangers
23, rue Gaston de Saporta
13625 Aix-en-Provence Cedex 01
Phone: +33 (0)4 42 21 70 90
Email: ina.de-bruin@iefec.u-3mrs.fr

Library Facilities

Within its own grounds the IEP has a well equipped press room (*salle de presse*) containing a large number of international newspapers, periodicals and specialised journals; a reading room (*salle de lecture*); and a small library (*bibliothèque*) containing essential and background reading to the courses taught within the university.

The Library is open all year round, except for the month of August and the Christmas break. It opens from 9.00 to 19.00 on weekdays and 9.00 to 12.30 on Saturday. Facilities include Internet service, CD-ROM database, inter-library loan service, reading room, and practical training in using the library's research facilities.

IEP's library facilities are much smaller than the Boole Library in UCC; however, all IEP students also have access to the Research Centres' specialist libraries. So, as a student of the IEP, you are also entitled to use the University Library situated next to the Law and Applied Economics faculties of the *Université d'Aix-Marseille*:

Bibliothèque Universitaire
Université d'Aix-Marseille
3, ave Robert Schuman
13628 Aix-en-Provence Cedex 1

Students also have the possibility of registering with the library of the Faculty of Arts (*Faculté des lettres*):

Bibliothèque Universitaire
Université de Provence
29, ave Robert Shuman
13621 Aix-en-Provence Cedex 1

And for a subscription of €15, students can use the *Méjanès Municipal* Library situated next to the bus station:

Bibliothèque Municipale
Phone: +33 (0)4 42 25 98 88
8-10 rue des Allumettes
13100 Aix-en-Provence

Computers and Photocopy facilities

Computers with Internet access are available in the multi-media centre (also used for self-access language tuition), computer room (*salle informatique*) and reading room (*salle de lecture*).

The IEP does not provide e-mail addresses. Students should use one of the Internet providers.

Photocopy machines operate with magnetic card which can be purchased from dispensers on the lower ground floor.

ECTS Credit Transfer System

The ECTS credit transfer system is used principally within the Erasmus exchange programme. ECTS credits are means of measuring the relative workload of a course.

One academic year represents 60 ECTS credits and one semester 30 credits. The system ensures that visiting students have an equivalent workload whatever the university system.

The ECTS system also provides a standardized grading scale which may be translated to the grading system of your country or institution. This is essential for the recognition in the home institution of grades obtained by visiting students in the host institution.

ECTS grading scale:

ECTS GRADE	Appreciation	French mark
A	Excellent	15.5 and more
B	Very good	14 to 15
C	Good	12 to 13,5
D	Satisfactory	10 to 11.5
E	Sufficient	8.5 to 9.5
F	Fail	8 and less

The French grading system is based on a scale from 0 to 20.

* Please note the **pass grade is the IEP is 10 out of 20**, not 8 or less, this means you must achieve at least **50%** to pass your IEP exams

Practical Information

Residence Permit Application

French law requires all foreign nationals to apply for a residence permit within three months of their arrival in France (even if you are an EU citizen).

At the beginning of the academic year, application forms are given to the international students by the International Relations office, who assist them throughout the application procedure.

Requirements for the residence permit vary from one year to the next, but students are likely to need the following documents for their application:

- photocopy of a valid passport: pages concerning personal information, nationality, date and place of issue
- 4 passport photos (3.5 × 4.5 cms)
- IEP registration certificate (*attestation d'inscription*)
- *Fiche d'état civil* or a certified translation of your birth certificate
- Proof of sufficient financial resources: €5160 minimum for the academic year (certified from your bank and/ or student grant authorities, tax declaration....)
- Proof of adequate health insurance (e.g. EHIC/ European Health Insurance Card)
- Proof of residence in France e.g. rent receipt (*quittance de loyer*) in your name or a photocopy of the identity card of the person with whom you are staying.

*It is a good idea to have multiple copies of all these documents.

Maison Aixoise de l'Etudiant (M.A.D.E)

A visit to the M.A.D.E is a must for all new students arriving in Aix. The *Espace Infos Services Etudiants* is set up at the beginning of each academic year. It runs until the end of October.

Students can open a bank account, obtain a rail or bus pass, join a student trade union.....all in the same place. The *Caisse d'Allocations Familiales* (for ALS applications), France Telecom, EDF (electricity company) and many other institutes are represented in order to inform you and help you settle into your new environment.

Maison Aixoise de l'Etudiant
215, ave Joseph Villevielle

Health and Insurance

EU students should bring a European Health Insurance Card (EHIC) obtained from the health insurance services in their home country. If medical expenses are incurred this will enable the student to be reimbursed by the *Sécurité Sociale* offices. In case of hospitalisation, presentation of this form will exempt students from payment. There are also two student *mutuelles* (Insurance Companies) which provide additional cover. For information and registration contact:

La Mutuelles des étudiants (LMDE)

<http://www.lmde.fr>

6, rue Esperiat

13100 Aix-en-Provence

Mutuelles des Etudiants de Provence (MEP)

<http://www.mep.fr>

2 rue Reine Jeanne

13100 Aix-en-Provence

Whatever their country of origin, the responsibility is on the student to take out insurance for such risks as accidents, repatriation, damage caused to third parties, etc. Students in private rented accommodation are required to take out household insurance (available at student rates from LMDE or MEP).

Student Matters

Student Life

Within the IEP, the *Bureau des Elèves* (BDE) organises a variety of student events throughout the academic year, including integration week-end, International Night, the annual IEP Gala, etc. Students are encouraged to take part in various student clubs and associations (theatre, music, France-Japon, Chine-Japon, weekly language-exchange meetings...)

A vast range of individual and team sports are practised in Aix-en-Provence through the inter-university organisation, the *Centre Sportif Universitaire* (CSU). As a student of the IEP you are of course eligible to use these facilities.

Information can be obtained from the *Association Sportive* at the IEP which is also responsible for registering IEP students for the different sporting activities.

Note you will be required to produce a recent medical certificate, as proof of physical fitness to partake in sporting activities.

There are several student clubs within the IEP and many student organisations in Aix-en-Provence offering a wide range of activities of all kinds.

International students are encouraged to participate in these organisations as they are an excellent means of meeting French students. The IEP International Relations Department can offer help and support for international students wishing to organise activities.

Bureau des Etudiants/Students' Office
Tel: +33 (0)4 42 17 01 69

Association Sportive/ Sports Association
Tel: +33 (0)4 42 17 01 83

Student Tips

Erasmus is full of excitement and adventure, but also uncertainty and nerves. Although the International Education Office in UCC and the International Relations Department in Aix will help you as much as possible, nothing can beat the experience of being in your shoes. So here are some tips and tricks from UCC students who have studied in IEP.

Academic Matters:

- Take the chance to learn new things.
- Try and take some courses that allow you to learn more about French life, culture, history, or literature. You'll never have quite the same opportunity in Ireland.
- Remember the pass rate is 10 out of 20 – that's 50%.
- The fact French is your second language is not taken into account in exams.
- Exam structure is very different; continuous assessment is limited.
- The library is much smaller than UCC's Boole library and all books must be requested from the main desk.
- Most French students generally only study one subject in their degree, not two.
- Keep up with your reading!
- Lectures are generally 2hours long and run from 8am to 7pm.

Accommodation:

- Accommodation is basic, space is limited, and facilities are poor. However, it is adequate and has everything a student needs, plus it's a great way to meet people, and much time is spent getting to know your neighbours.
- Bed linen is not supplied- a sleeping bag is handy when you arrive, and for travelling.
- Always look through the peephole before answering the door, and be wary of strangers offering to help you with bags.
- Bring pictures of home to put on the walls.
- Bring a 2-pin plug for your Irish electrical products.

Travel:

- Remember generally the earlier you book the flights, the cheaper they are.
- Some clubs organise really cheap day and overnight trips.
- If you are coming home for Christmas, it is a good time to bring back excess luggage.
- Taxis are very expensive.
- From Aix it is easy to travel all around France, as well as Europe, especially Italy and Spain. Plus it's near the Alps for skiing.
- SNCF's under-26 discount is a good idea if you plan to travel by train.

Bureaucracy:

- Bring multiple photocopies of any documentation you might need.
- Bear with the bureaucracy. It's probably more than you are used to in Ireland, but the majority of form-filling will be finished by the end of the first month.
- EU citizens do not need a *Carte de Séjour*.
- Patience is helpful.
- It is a good idea to carry some sort of ID with you at all times.

Social:

- If you intend to join a sports club, it is advised to get a medical cert off your doctor before you leave Ireland.
- IEP is a lot smaller than UCC, so it does not have the same variety of clubs and societies.
- Buy local news papers and magazine, and listen to local TV, radio, and music.
- Immerse yourself in the culture.
- French students have a different manner than Irish students, so do not be offended if they do not come up to you – it may take some time to get to know them.
- There is a great international student community.
- For a big night out, Marseille is not far by bus.

General:

- Bring a good French dictionary.
- Unlock your mobile phone before you leave Ireland if you want to put a French SIM card in it.
- Bring some books in English – although you can buy some English language books in Aix, they can be expensive, and it is handy to have some for travelling and for when you first arrive.
- Look into phone cards – they are one of the cheapest ways to phone home.
- If you have a laptop and Internet access in your accommodation, look into getting Skype or other Internet phone packages.
- Set up Internet banking.