



ACADEMIC RULES AND REGULATIONS OF THE *INSTITUT D'ETUDES POLITIQUES* *DE PARIS*

Title I: General guidelines for all students governing the organization of schooling

Article 1: Academic obligations

Students attending the *Institut d'Etudes Politiques* (IEP) of Paris must respect all academic obligations listed below and detailed in the present Academic Rules and Regulations. A student who fails to respect any one of these academic obligations may be required to repeat his/her year or prevented from obtaining the IEP of Paris diploma.

Academic obligations include:

- administrative registration (article 3),
- course registration (article 4),
- compliance with the structure of the study program (articles 16 and 38),
- class attendance and punctuality (article 5),
- intellectual honesty with respect to work submitted (article 12),
- compliance with the methods of assessment established for teaching modules (article 9),
- exam and trial exam attendance (article 6),
- attendance of the documentary research workshop during the first year of study,
- validation of the undergraduate internship « in the field » (article 18),
- the undergraduate program third year abroad (article 19),
- the online evaluation of courses,
- the group project at master's level (article 41),
- the master's program semester outside the school (article 40).

Article 2: Admissions deferment

Admissions to the undergraduate program or to the master's program may be deferred upon a duly motivated request to the Director of the IEP of Paris. This request may be justified notably by serious medical or personal reasons or due to legal obligations.

Article 3: Administrative registration

A student who fails to formally register at the IEP of Paris or whose administrative situation is not up-to-date cannot under any circumstances validate the academic year under way. He/she may be barred from course registration and the issuing of documents related to his/her schooling may be refused.

Article 4: Course registration

Students are responsible for their own course registration. Once courses have begun, students may not change their classes or class scheduling, or register for additional courses.

Before course registration, it is up to each student to alert the Dean of Academic Studies (*direction des études et de la scolarité*) to his/her special needs (work contract, travelling distances, medical obligations ...). The student secretariats will do their best to accommodate these needs, the situation allowing.

Article 5: Class attendance and punctuality

Obligations related to class attendance and punctuality extend to the entire academic calendar and to all courses: orientation week, lecture courses, tutorials, seminars, group projects, academic events, assessments.

When a class is cancelled, a make-up session is organized. A teacher who must cancel a class must inform his/her students at least a week before the scheduled make-up session. Class attendance is mandatory unless impossible (time conflict with another class at the IEP of Paris, personal obligation): the student must justify his/her absence to his/her teacher.

Whatever the reason, a student is considered to have "defaulted" if he/she is absent from more than three classes of the same course over the semester (including make-up classes) or absent from more than one class of a course whose format is less than 24 hours. A student is also considered to have "defaulted" if he/she fails to comply with the method of assessment set out for a course module (absence at the final exam, failure to submit work). This "default" appears on the student's transcript.

All absences must be justified to both the teacher and the Dean of Academic Studies (*direction des études et de la scolarité*).

These supporting documents are submitted to the jury which validates the academic year.

A student who abandons a group project after the meeting that launches it is considered to have "defaulted".

A student who is more than ten minutes late may be refused access to the class. Regular lateness may be counted as absences.

Article 6: Exams

Exams and trial exams are organized according to the calendar established by the Dean of Academic Studies (*direction des études et de la scolarité*). Students are informed of these dates fifteen days after the beginning of the semester at the latest. Attendance of exams and trial exams is an academic obligation.

Unless otherwise indicated, no documents may be consulted during an exam. If permitted, only a paper version of dictionaries may be used, without any annotations.

Students may use only the exam copies and draft paper supplied by the IEP of Paris.

Students may enter the exam room up to an hour after the start of an exam. Students may not leave the exam room during the first hour of the exam.

Students may request extra time to do the exam ("*tiers temps*") and/or access to computer equipment in order to pass their exam if required by the nature of their personal situation. This request, accompanied by supporting documents, should be addressed to the Dean of Academic Studies (*direction des études et de la scolarité*).

Article 7: Deferment of assessment

If a student is unable to attend an exam or submit work for serious and grave reasons (accident, illness, death in the family ...) he/she must present a justification to his/her teachers as well as to the Dean of Academic Studies (*direction des études et de la scolarité*).

Depending on his/her situation, a student may be authorized by the Dean of Academic Studies (*direction des études et de la scolarité*) to submit his/her work without penalty or keep his/her tutorial mark and sit only the final exam if it is a core module (lecture and tutorial).

Article 8: Mark harmonization

Tutorial marks or marks awarded by different correctors of the same final exam are harmonized for each module.

If the average mark for a tutorial or a given corrector is more than one point above or below the overall average for the module or all the exam copies, the Dean of Academic Studies (*direction des études et de la scolarité*) may adjust the mark for the tutorial or the corrector for the purposes of harmonizing this differential.

Article 9: Validation of courses and the ECTS system

The method and criteria of assessment, the workload and the weighting of different exercises for each module are outlined in academic documents made available before the beginning of the semester or at the latest, during the first class. Each module may have its own marking system: continuous assessment, final exam, continuous assessment and final exam, or a final report. The final average of any given tutorial group must be based on at least three marks to which may eventually be added a mark for participation.

Students must comply with the method of assessment of a module. It is an academic obligation. A mark of 0/20 is awarded to a student who has failed to submit work for the exercise in question. Work submitted late may be penalized should the teacher so decide.

The IEP of Paris has adopted and enacts the European system of transfer of credits (*European Credit Transfer System* or ECTS). Each course module or optional course (sports, career-building program ...) is awarded a certain number of credits, one semester totals at least 30 mandatory credits and one academic year totals at least 60.

Students obtaining a mark above or equal to 10/20 for a course module validate it and are awarded the totality of the ECTS credits corresponding to it. A mark strictly below 10/20 for a course module or four absences from a tutorial group or failure to attend a final exam prevents the student from validating and obtaining the credits for the module.

The awarding of ECTS credits is completed by an alphabetical mark which allows distinctions to be made among the students of a module concerning the quality of their work. Among the students who validate a module the first 10% are awarded the letter A, the following 25%, the letter B, the following 30%, the letter C, the following 25%, the letter D and, finally, the last 10% of the students are awarded the letter E. Ranking is relative to all students registered for the course module. Finally the letter F is used when a student has failed to validate his/her module.

Article 10: The teaching of English

English is a taught and working language for all Sciences Po students and campuses.

The master's degree will only be awarded to students having validated a level in English at least equivalent to the C1 level of the European Framework of Reference for languages.

English is taught through classroom teaching, e-learning modules and scheduled coaching/advisory periods. Students are taught in groups organized according to their level of proficiency - A1, A2, B1, B2, C1, C2, A1 being the lowest level – corresponding to the levels of the European Framework of Reference for languages. Each level is defined in a level descriptor which defines the level of proficiency expected.

Enrolment for English classes is not mandatory: the student is free to decide every academic year whether or not to take this course.

Where students decide to enrol for an English course, they must satisfy class attendance obligations.

Credits will not be awarded for English language classes before delivery of the final degree. They will be awarded retroactively for each academic year.

Article 11: The juries validating the academic year and the graduate diploma jury

For any given course, the marks and credits obtained are definitively awarded at the end of the academic year by a jury chaired by a university professor or personality with equivalent credentials and made up of study advisors and teachers at the undergraduate or graduate level, depending on the year of the students reviewed. The graduate diploma jury, made up of teachers at the IEP of Paris and presided over by its Director, decides whether or not students should be awarded the IEP of Paris graduate diploma based on the results obtained by students during their graduate studies.

These juries examine among other things, "default" cases. It is up to each student to submit to the Dean of Academic Studies (*direction des études et de la scolarité*) all pertinent elements that may help the juries judge his/her case. The juries can decide to lift an academic obligation, alter the mark of a course module or decide to award credits.

The juries validating the academic year decide whether a student may pass into the next year, repeat their year, or pass into the next year conditionally and which course modules are to be made up in this last case.

Article 12: Intellectual honesty

Failure to comply with the elementary rules of integrity and honesty (plagiarism, examination fraud ...) constitutes a violation of academic obligations.

If a fraud is suspected during an examination, the student is authorized to complete his work. A report is drawn up by the Director's representative and signed by the invigilator who noticed the fraud.

If plagiarism is suspected, the teacher must inform the Dean of Academic Studies (*direction des études et de la scolarité*) and submit the supporting documents at his disposal. Plagiarism may be characterized by the fact that it is not possible to distinguish between a student's own thoughts and those of other authors in a work that he/she has submitted: the lack of referencing of a group of consecutive words (five or more), rewording or translation are all characteristic of plagiarism. In an effort to prevent it, a brochure concerning plagiarism is distributed to students upon arrival at the IEP of Paris. The Dean of Academic Studies (*direction des études et de la scolarité*) has established a plagiarism detection system via computer software. Any student may be requested to submit his/her work in an electronic format.

When it is confirmed that a plagiarism has been committed, the student receives 0/20 for the course module. The case may be brought before the disciplinary committee by the Director of the IEP of Paris which may eventually sanction the student.

Presumed cases of fraud or plagiarism may be referred to the disciplinary committee.

Article 13: The disciplinary committee

In compliance with the Code of Education, the members of the disciplinary section are elected by the respective representatives of teachers, students and employees who are members of the Board of Management (*Conseil de direction*).

The chairman of the disciplinary committee is a university professor. He/she is elected by the teachers who are members of the disciplinary committee.

The Director of the IEP of Paris may refer to the disciplinary committee notably cases of plagiarism, material degradation, physical injury and, generally, any type of behavior that violates the principles of Sciences Po's educational objectives.

A decree in Council of State sets out possible sanctions which include temporary or definitive exclusion from any public establishment of higher education, a temporary or definitive ban from sitting exams that lead to a title or degree awarded by a public establishment of higher education and a ban from registering in a public establishment of higher education.

Article 14: Adjustments in the study program

During his/her course of study a student may need to lighten his/her workload during a semester or even temporarily suspend his/her studies altogether. He/she may ask to adjust the study program accordingly. This adjustment may take the following forms:

- adaptation of the study program: certain courses may be used to substitute those normally required by the academic program in which the student is registered. This adaptation is decided by the Dean of Academic Studies (*direction des études et de la scolarité*).

- spreading out the study program: courses are deferred to a later semester all the while respecting the academic progression of the study program. The validation of an academic year or program of study (undergraduate or master's degree) is deferred accordingly. The spreading out of the study program entails the payment of both tuition fees and social security contributions for each new semester. Financial aid awarded by the IEP of Paris is not automatically prolonged to match the adjusted study program.

- suspension of the study program: the student is temporarily no longer considered to be a student at the IEP of Paris for one semester/ He/she regains his/her student status at the end of the suspension period. If the semester has already begun, the student must pay tuition fees for the semester. If the semester has not yet begun, the student does not have to pay tuition fees and therefore cannot benefit from any advantages flowing from them, in particular an internship agreement.

- deferment of the study program: the student is temporarily no longer considered to be a student at the IEP of Paris for a year. He/she regains his/her student status at the end of the deferment period. If the semester has already begun, the student must pay tuition fees for the semester. If the semester has not yet begun, the student does not have to pay tuition fees and therefore cannot benefit from any advantages flowing from them, in particular an internship agreement.

- gap year: students who have already done one semester of the master's program may interrupt their studies for one year upon approval of the Dean of Academic Studies (*direction des études et de la scolarité*). If they choose to pay 25% of their tuition fees, they may keep their status as an IEP of Paris student during this year. Their master's study program resumes normally at the end of the year.

Students requesting an adjustment of their study program must obtain authorization from the Dean of Academic Studies (*direction des études et de la scolarité*): this request must be put in writing and motivated. Depending on their course of study, the authorization will outline definitively the manner in which this adjustment is to be implemented. It is then up to the student to respect this new agreement until he/she finishes his/her undergraduate or master's program.

Article 15: Athletes

Athletes may obtain special adjustments of their study program adapted to their situation upon motivated request addressed to the Dean of Academic Studies (*direction des études et de la scolarité*).

In addition, and upon request addressed to the Dean of Academic Studies (*direction des études et de la scolarité*), the optional sports course may be replaced by the sport practiced by the student in question should he/she be competing at a national level.

Title II: The undergraduate program

Article 16: Organization of the undergraduate program

The undergraduate program is made up of six semesters: four 12 week-long semesters of schooling and two semesters abroad to either study, work as an intern or to undertake a personal project validated by the Dean of Academic Studies (*direction des études et de la scolarité*).

The course modules undergraduate students are required to validate are defined by the program set out by the campus at which they have chosen to undertake their studies and may include, notably, core courses (lecture and tutorial), lectures alone, tutorials alone, language courses and, depending on the case, a group project, an internship report, a thesis and a study trip.

Modules may be mandatory, electives chosen by the student or optional.

During their first two years of undergraduate study, students must register for courses totaling at least 35 credits per semester in compliance with the program of studies in which they are registered. They may also register for optional courses.

Sports or artistic activities undertaken within the framework of the IEP of Paris' table of classes may be awarded 2 additional ECTS credits per semester.

The year abroad which may take the form of studies, an internship or a personal project (duly validated by the Dean of Academic Studies (*direction des études et de la scolarité*)) is awarded 60 ECTS credits.

Article 17: Regional campuses

The undergraduate program must be undertaken on one of IEP of Paris' campuses.

The jury of admissions admits a candidate to the IEP of Paris and then, affects him/her to a campus of his/her choice depending on the number of places available on each campus. The decision to affect a student to a given campus is definitive for the duration of the undergraduate study program save special dispensation granted by the Director of the IEP of Paris in view of exceptional circumstances.

Article 18: Mandatory undergraduate program internship "in the field"

Students in the undergraduate program must do an internship "in the field" that lasts at least a month between their first and second year. This internship is assigned to students by Sciences Po Avenir or else proposed by the student him/herself and validated by Sciences Po Avenir. Sciences Po Avenir ensures that the internship is successfully undertaken and validates it.

The undergraduate internship is an academic obligation and if validated is awarded 6 ECTS credits.

Article 19: The third year abroad

The year abroad is an academic obligation. It takes the form of a year of study at one of the IEP of Paris' partner universities or an internship. Exceptionally, it may take the form of a personal project. This project must be approved by the Dean of Academic Studies (*direction des études et de la scolarité*) and may give rise to specific validation procedures.

For students attending regional campuses, the third year destination is related to the characteristic of their program. Only those students who are able to prove close ties with the reference zone of their campus may benefit from a dispensation.

Within the framework of the study abroad program, the weekly schedule of courses is defined by the international exchange officer (*chargé(e) de mission*) of the International Affairs Division (*direction des affaires internationales et des échanges*) responsible for the destination zone. The student must inform the international exchange officer responsible for the destination zone of his/her choice of courses. If possible he/she must pursue the study of languages already undertaken during his/her course of study at the IEP of Paris. He/she may not take a beginner's level of a particular language course unless it is the language of his/her destination. The student must respect the academic obligations of both the IEP of Paris and the destination university.

With respect to the internship, the student must undertake to work for at least eight consecutive months in the same institution (company, administration or association).

Whatever his/her choice (study, internship, personal project) the student must submit a report concerning this third year which is sent to the International Affairs Division (*direction des affaires internationales et des échanges*) before a deadline set by it. Failure to respect deadlines automatically leads to non-validation of the third year abroad.

Article 20: The teaching of foreign languages in the undergraduate program

The first foreign language common to all students in the undergraduate program is English however registering to conferences is not mandatory.

Students whose English is assessed as being lower or equal to B2 may not pursue the study of another foreign language unless:

- they are required to study the language(s) of reference on a regional campus (German in Nancy; Arabic and Hebrew in Menton; Chinese, Korean, Hindi or Japanese in Le Havre; Spanish and Portuguese in Poitiers; Hungarian, Polish, Czech or Russian in Dijon;
- they are at level B2 in another foreign language;
- they obtain an authorization from the language department.

Students are initially placed in groups according to their level of proficiency which is assessed by the institution's own admission test or through external certification. Students may change levels at the end of each semester after approval by the language department.

For languages other than English, students may also change levels at the end of each semester. The switch in level is automatic if the student has fulfilled his/her academic obligations and has obtained an average of 10/20. Beyond this level, a student may progress to a higher level if his/her teacher during the semester deems it appropriate.

International students who wish to use the remark "non francophone" on their examination copies must be registered in a French language (*français langue étrangère*) tutorial.

Article 21: Making up exams

A make-up exam is scheduled in three different cases:

- a student who was unable to sit the exam for serious reasons (accident, illness, family death, ...) may be authorized to keep his tutorial mark and pass the final exam when it is re-scheduled;
- if a student fails to validate a core course (lecture and tutorial) during the first semester, he/she may sit the make-up exam scheduled at the end of the following semester;
- a student who has been allowed to pass into the next year conditionally must, in addition to the pursuit of his/her new course of study, make up the core modules that he/she did not validate and/or any other course module as set out by the jury that validates the academic year.

The make-up exam is organized according to its own particular methods of assessment. Depending on the number of students concerned, these may be different from those of the initial exam.

The mark a student obtains on his/her make-up exam constitutes the final mark he/she obtains for the module and may eventually allow him/her to obtain all the credits for the module. Students who must make up these modules may benefit from at least three tutoring sessions or are registered for the course.

Article 22: Validation of the first year of the undergraduate program

The course of study for first year students includes six core modules which are made up of a lecture, a complementary course and, eventually, a tutorial group: one module per semester in history, economics and comparative political institutions.

Students who obtain at least 54 ECTS credits (excluding English language credits) and who have validated at least five of the six core modules may pass into second year.

Students who obtain between 48 and 54 ECTS credits (excluding English language credits) and who have validated at least four core modules may pass into second year conditionally; they must pursue the second year course of study but must also make up the core modules they failed during their first year.

Students who validate fewer than 48 ECTS credits (excluding English language credits) and/or fewer than four of the six core modules must repeat the entire first year.

Article 23: Validation of the second year of the undergraduate program

Students who obtain at least 54 ECTS credits (excluding English language credits) and who have validated four core modules may pass into the third year.

Students who obtain between 48 and 54 ECTS credits (excluding English language credits) and who have validated at least three core modules may pass into third year conditionally: they must pursue the third year course of study but must also make up the core modules they failed during their second year either during the exam session at the end of the year or upon returning after their third year abroad.

Students who validate fewer than 48 ECTS credits (excluding English language credits) and/or fewer than three of the five core modules must repeat the entire second year.

Article 24: Validation of the third year abroad

A validation committee chaired by a teacher at the IEP of Paris and made up of two undergraduate program teachers, the student representative of the Joint Committee (*Commission Paritaire*), the student vice-president of the Board of Management (*Conseil de Direction*), the representatives of the Dean of Academic Studies (*direction des études et de la scolarité*), of the International Affairs Division (*direction des affaires internationales et des échanges*) and of Sciences Po Avenir, determines whether students have or have not validated their third year abroad.

For studies that have been undertaken abroad, the committee examines the report on their studies submitted by the student and their academic results.

For internships the committee examines the internship report submitted by students and their internship tutor's assessment.

For personal projects the committee examines the project report submitted by students.

In all cases the committee looks at whether the students have respected their agreements, followed the program correctly throughout the year and fulfilled their academic obligations.

Article 25: Repeating a year

The jury validating the academic year decides whether a student must repeat his/her year. Should a student repeat, all scholarships awarded by the IEP of Paris are terminated. For bursaries awarded by the IEP of Paris which are complementary to CROUS bursaries, the *commission de suivi social* is consulted and makes a recommendation.

Article 26: Conditions for obtaining the IEP bachelor of art's degree

In order to obtain the IEP of Paris bachelor's degree, students must:

- have had student status for at least six consecutive semesters in the undergraduate program;
- have fulfilled all of their academic obligations;
- have validated at least 54 ECTS credits (excluding English language credits) and five core modules during the first year ;
- have validated at least 54 ECTS credits (excluding English language credits) and four core modules during the second year ;
- have validated the third year abroad.

Article 27: Admission into the master's program

Only those students who have fully validated their first three years may be admitted into the master's program.

Students are not authorized to undertake a master's program if they have not fully complied with all the academic obligations of each year of the undergraduate program.

Title III: The Undergraduate Exchange Program

Article 28: Status of students in the undergraduate exchange program

In order to be accepted into the undergraduate exchange program, candidates must have successfully completed at least two years of higher education following the same course of study outside of France.

Candidates for the undergraduate exchange program of the IEP of Paris are pre-selected by their home universities and must be accepted by the IEP of Paris. Students are admitted for one semester or for the entire year.

Students who apply to the program on an individual basis are selected on their application dossier by an admissions committee of the IEP of Paris.

Article 29: General guidelines of the undergraduate exchange program

As far as their course of study is concerned, students enrolled in the exchange program are considered to be IEP of Paris students. They must respect the obligations flowing from the general guidelines set out in Title I except for dispensations set out in the present title.

Article 30: Integrity and intellectual honesty

Within the framework of article 11 of the present Academic Rules and Regulations, the home and IEP partner university is informed of eventual sanctions carried out against one of its students who has failed to comply with the principles of intellectual honesty while studying at the IEP of Paris.

Article 31: Organization of the course of study for the undergraduate exchange program

The undergraduate exchange program takes place over two semesters, each worth 30 ECTS credits.

The program is structured in accordance with disciplinary "majors".

Students may choose to take courses in two teaching languages: French and English.

The regional campuses welcome exchange students within the framework of their respective programs.

Article 32: Academic registration for students in the undergraduate exchange program

Students who do not wish to obtain the exchange program diploma may register for courses representing between 5 and 30 ECTS credits chosen from the program's table of classes.

Students who wish to obtain the exchange program diploma must register for courses that total 30 ECTS credits per semester chosen from the program's table of classes.

Article 33: Assessment of students in the undergraduate exchange program

Undergraduate exchange program students are assessed in the same manner as are students from the IEP of Paris.

By way of dispensation, language credits are validated by semester during the exchange year. Validation of the module is decided by the teacher on the basis of his/her assessment of the student's degree of participation and level for each semester.

No deferment of assessment and no make-up sessions are organized for undergraduate exchange program students.

Article 34: The undergraduate exchange program diploma

The undergraduate exchange program diploma is awarded to students who obtain at least 45 ECTS credits during their two semesters of study at the IEP of Paris.

The diploma may be awarded with the indication of a student's major, where applicable. A student must obtain at least 40 credits worth of courses belonging to the major.

The diploma may be awarded with the indication "francophone" if the student obtains at least 40 credits worth of courses taught in French.

The diploma may be awarded with the following distinctions: "good" ("*assez bien*") for an overall average between 12 and 14/20; "very good" ("*bien*") for an overall average between 14 and 16/20, "excellent" ("*très bien*") for an overall average of 16/20 and more.

Article 35: Admission of undergraduate exchange program students to the master's program

Students who wish to be admitted to a master's program at the IEP of Paris may apply through the international admissions procedure.

To qualify for admission under this procedure, candidates must have an undergraduate degree (a *licence* or a bachelor).

Article 36: The Emile Boutmy scholarship

Students admitted to the undergraduate program who are not European Union nationals may be awarded a scholarship funded by Sciences Po on the grounds of merit. Social criteria are also taken into account.

The length of the scholarship is dependent on the recipient's academic results; they must be ranked within the upper half of students within their year group.

If the academic results of scholarship recipients are not within the upper half of students within their year group at the end of the second semester of the first year, they will receive a warning notifying them that they must improve their results by the end of the first semester of the second year. If by this time, the students' results have not improved and they are not in the upper half of students, they will forfeit their right to the scholarship as from the second semester of the second year.

If scholarship recipients' academic results place them within the top 10% of students in their year group at the end of their first year of studies, they will be eligible for a grant to cover living costs for their second year of studies, in addition to the grant covering tuition fees.

Students ranked within the upper half of students in their year group at the end of the second year will retain their tuition grant during their year abroad.

Title IV: The master's program

Article 37: The choice of a specific track

Each student registers in a specific major in the context of the IEP of Paris master's program.

For students admitted directly to the master's program, an admissions jury determines the track in which a student is admitted.

Students admitted from the undergraduate program pre-register for a master's program track during their third year and may modify their choice when asked to confirm their registration in June of the same year.

Article 38: Changing tracks

The choice of track indicated by undergraduate students in June of their third year or determined by the admissions jury for students admitted directly to the master's program is binding for the duration of their program.

Special dispensation may be granted allowing a student to change tracks up until the beginning of classes.

Once classes have begun, a student who wishes to change tracks, or within its framework, a specialization, he/she must obtain authorization from the study advisors of his/her original program and of the one to which he/she would like to change. The final decision is made by the Registrar. Switching tracks entails repeating the first year of the new program. With the exception of credits that may have been awarded for validation of the general theoretical concepts modules, languages and the group project, the student may not keep any of the credits awarded for his/her first year of the master's program.

Article 39: The master's study program

The master's study program is made up of at least four 12 week-long semesters, save exceptions, and includes a semester outside the school (internship, international workshop, study abroad). For work/study programs (apprenticeship), it is made up of two academic and two working semesters organized on an alternating basis.

The students must register for the course modules set out by their master's program track. The study program notably includes general theoretical concepts modules, specialized courses (mandatory or elective), language courses, a group project and, where applicable, an internship report, a thesis or a study trip.

During their first year students must register for at least 30 and at most 35 ECTS credits per semester – 60 to 70 ECTS credits per year.

During their second year, students must register for at least 30 and at most 35 ECTS credits per semester – 60 to 70 ECTS credits per year as well as any credits awarded through make-up sessions.

Sports or artistic activities undertaken within the framework of the IEP of Paris' table of classes may be awarded two additional ECTS credits per semester.

Article 40: General theoretical concepts

Courses that teach general theoretical concepts (common core curriculum) within the master's program are organized in to four different groups:

- Social sciences": history, sociology, law and political science
- "Political issues"
- "European and international issues"
- "Economics"

These courses must be taken during the first year of the master's program according to the following conditions:

- students admitted from the undergraduate program of the IEP of Paris (including via the undergraduate exchange program) or through the continuing education procedure or the international admissions procedure, must take two general theoretical concepts modules from two different groups over the course of the year;
- students admitted directly into the master's program through a parallel entrance exam must take three modules, one of which must be in economics;
- students enrolled in the "International Affairs" and "Journalism" tracks take courses that are proposed within the specific context of these tracks.

Article 41: The semester outside the school

The master's program includes a semester outside the school. This semester takes the form of an internship, study trip or international workshop. This semester does not concern work/study students who pursue their alternate work/study program in the second year.

The internship

The duration of the internship must be at least 14 consecutive weeks in the same organization save special dispensation granted by the Dean of Academic Studies (*direction des études et de la scolarité*). The internship must be undertaken during the first or second semester of the second year. It may begin or continue over the summer. The internship may not be undertaken entirely during the summer between semesters save dispensation granted by the Dean of Academic Studies (*direction des études et de la scolarité*).

The internship is supervised by Sciences Po Avenir. The sector of activity and the nature of the mission given to the student by the hiring organization must be directly related to the master's program track in which the student is registered. Internship proposals must be addressed to Sciences Po Avenir at least three weeks before the beginning of the internship for approval.

Students must submit a report and Sciences Po Avenir sends a questionnaire to the internship tutor at the end of the internship period in order to assess the quality of the work accomplished by the student. It is on the basis of these elements that Sciences Po Avenir decides whether or not to validate the internship.

Study abroad

Students enrolled in the "International Affairs" and "European Affairs" tracks may choose to spend their semester outside the school in a study abroad program. They can only undertake these studies during their final semester. Exceptionally, for Asia and Oceania, the period of study abroad may be extended to two semesters.

Students enrolled in other master's program tracks may request dispensation in order to study abroad.

The study advisor for the track in which the student is enrolled may authorize a semester of studies abroad in lieu of an internship. The student must then submit his/her candidacy to the International Affairs Division (*direction des affaires internationales et des échanges*).

The International Workshop

The international workshop consists of carrying out a mission (report, assessment, synthesis) ordered by an international organization, a NGO, a public organization or a company.

This mission is carried out during the fall semester by a team of three to four students enrolled in the "International Affairs" track. The workshop is supervised by a tutor who evaluates the mission which is then validated by the study advisor.

Article 42: The group project

Group projects must be undertaken during the first year of the master's program save special dispensation. Students enrolled in the "Journalism" track and work/study students are dispensed.

The group project may be proposed by a company, an institution, an association unrelated to Sciences Po or, exceptionally, by an already constituted group of at least three students at the IEP of Paris.

These projects are accepted by the Dean of Academic Studies (*direction des études et de la scolarité*).

The assessment of these projects is collective save exceptional cases, and may take the following forms:

- Total validation: the project has been successfully undertaken and completed. Six ECTS credits are awarded to each student participating in the project and they are considered to have complied with their academic obligations;
- Partial validation: the project's goals have not been reached. No ECTS credits are awarded but students are considered to have complied with their academic obligations;
- Default: the project was abandoned by the students. No ECTS credits are awarded and they have failed to comply with their academic obligations. Another group project must be undertaken in order to obtain the master's degree.

Article 43: Foreign languages

The first foreign language common to all students in the master's program is English however registering to conferences is not mandatory.

Students whose English is assessed as being lower or equal to B1 may not pursue the study of another foreign language.

Students are initially placed in groups according to their level which is assessed by the institution's own admission test or through external certification. Students may change levels at the end of each semester after approval by the language department.

Save dispensation, students in the master's program may study up to two foreign languages per semester depending on their track.

For languages other than English, students may change levels at the end of each semester. The switch in level is automatic if the student has fulfilled his/her academic obligations and has obtained an average of 10/20. Beyond this level, a student may progress to a higher level if his/her teacher during the semester deems it appropriate.

International students who wish to use the remark "*non-francophone*" on their examination copies must be registered in a French language "*français langue étrangère*" tutorial.

Article 44: The career-building module

Students may choose to enrol in a career-building module made up of a workshop, the submission of a very short thesis concerning a particular occupation or sector of activity, meetings with alumni or attendance of a company presentation.

The program is run and validated by Sciences Po Avenir and is awarded three ECTS credits.

Article 45: The research master

The research master degree is awarded to students who have validated 120 ECTS credits, 30 of which are related to research work. Students admitted to the first year of the research master are also enrolled in the IEP of Paris master's program. They must therefore follow courses belonging to the common core curriculum of the IEP master's program and two language courses per semester. At the end of their two year course of study they are awarded both the IEP of Paris' master's degree and the IEP of Paris research master.

It is not possible to undertake and validate a research master and one of the specialized tracks of the master's program at the same time.

Article 46: The validation of the first year of graduate studies

Students who obtain 54 ECTS credits (excluding English language credits) validate their year and pass into second year. Students who obtain at least 42 ECTS credits (excluding English language credits) may pass into the year above and must make up the missing credits.

Students obtaining fewer than 42 ECTS credits (excluding English language credits) must repeat the first year of their master's program.

Article 47: Conditions for obtaining the IEP master's degree

In order to obtain the IEP of Paris master's degree, students must:

- have had student status for at least four consecutive semesters in the master's program;
- have fulfilled all of their academic obligations;
- have followed three courses from among the "general theoretical concepts" modules (at least two for students admitted from the IEP of Paris undergraduate program);
- have validated the specialized courses as defined by the master's track in which they are registered;
- have validated the semester outside the school (internship, study abroad, international workshop), the period of apprenticeship for work/study students or the research thesis for students undertaking a research master
- have validated a level in English at least equivalent to level C1 of the European Framework of Reference for languages;
- have undertaken a group project (except for the School of Communication or students undertaking a research master);
- have passed the oral presentation for their track
- have validated at least 120 ECTS credits.

Should a student fail to obtain the degree, he/she must register for an additional semester.

Article 48: The awarding of the distinctions *summa cum laude* and *cum laude*

These distinctions are awarded within each track of the master's program.

The distinction *summa cum laude* is awarded to the top 2% of graduating students who obtained the highest averages in each track.

The distinction *cum laude* is awarded to the next 10% of graduating students who obtained the highest averages in each track.

Article 49: The Emile Boutmy scholarship

Students admitted to the master's program who are not European Union nationals may be awarded a scholarship funded by Sciences Po on the grounds of merit. Social criteria are also taken into account.

At master level, the Emile Boutmy scholarship may take several forms. In all cases, the length of the scholarship is dependent on the recipient's academic results; they must be ranked within the upper half of students within their year group.

Whatever the form of the scholarship, it will be forfeited if the recipient is not in the upper half of students in their year group at the end of the first year.

Article 50: Certificate of managerial aptitude

The certificate of managerial aptitude is a program that allows Sciences Po students to use a period of professional transition to develop or reinforce their employability.