

The image features a vibrant red background with several white, three-dimensional banners that appear to be floating or overlapping. The banners contain the text 'WELCOME', 'GUIDE', 'FOR', 'INTERNATIONAL', and 'STUDENTS' in a bold, sans-serif font. The word 'FOR' is smaller and placed on a blue-grey rectangular block. The banners are connected by dashed white lines with arrowheads, suggesting a flow or sequence. There are also several sets of parallel white lines, some horizontal and some vertical, scattered across the background, adding to the dynamic feel of the design.

WELCOME

GUIDE

FOR

INTERNATIONAL

STUDENTS

A word from the Director



Dear students,

We are pleased and honoured to welcome you at Sciences Po Aix. We hope that the semester or the academic year you are spending here will be an essential part of your university studies and, more broadly, of your personal development.

Sciences Po Aix is a Grande École in the French tradition. No

doubt, this expression may sound mysterious or even exotic. However, it is a name that perfectly summarizes the identity of our Institute, reflecting both our competitive selection procedures and our focus on promoting an education to equip all our students with a robust general knowledge and to give them highly specialized skills.

A Grande École cannot exist without great ambition. Sciences Po Aix wishes to remain faithful to a tradition that is deeply rooted in the Euro-Mediterranean context. With its cutting-edge spirit, Sciences Po Aix must cultivate a taste for innovation, agility and creativity. In a world that addresses existential challenges, our school must focus on change and the means to accompany it.

It is with pleasure that I invite you to discover in this guide all the information necessary for your stay in our school. We hope your expectations will be fulfilled and we invite you to attend courses in French, English, Spanish, German or Arabic, depending on your interests and needs.

I wish you a great time with us and hope that our school will become yours too.

Rostane Mehdi
Director Sciences Po Aix

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SCIENCES PO AIX : A GRANDE ÉCOLE CONNECTED TO THE WORLD

Since 1956, the date it was founded, Sciences Po Aix, a public higher-education institution, has been delivering high-level 5-year diplomas and training to future executives in the private and public sectors.

Sciences Po Aix, a member of the Conférence des Grandes Écoles, strives to develop high-quality multidisciplinary education based on humanities and social sciences.

The education provided is based on general knowledge, sociology, social sciences, political science, law, economics, international relations, history, foreign languages and methodology. This education, internationally oriented, develops the ability to synthesize and express views based on strong general knowledge and specialized knowledge.

Sciences Po Aix is, above all, a school open to the world. In an effort to constantly improve this openness, the school strengthens partnerships and increases exchanges with foreign universities. Every year, nearly 250 foreign students are welcomed in the different courses, for a semester or a year.

The students at Sciences Po Aix, in their 3rd year, spend an academic and / or professional time abroad. This internationalisation induces numerous international partnerships, allowing student mobility and teaching, as well as international scientific programmes and receiving foreign researchers.

This international commitment impacts the evolution and modernisation of Sciences Po Aix: permanent updating of the teaching content, educational innovations, development of courses in foreign languages and integration of international objectives to all levels of school life.

ONE SCHOOL – THREE SITES

Sciences Po Aix is located at 25 rue Gaston de Saporta in Aix en Provence. The school is made up of 3 buildings:



Site Saporta (SAP)



**Espace
Marceau Long (ML)**

21 rue des guerriers



**Espace
Philippe Seguin (EPS)**

THE INTERNATIONAL RELATIONS OFFICE

The team / Contacts

The International Relations Office is part of the Department of External Relations and Student Life (DREVE). Its mission is to coordinate actions, and cooperation and mobility programmes.

It is in charge of welcoming international students enrolled in the institution's courses and guest lecturers-researchers.

The International Relations Office is located on the 1st floor of the Marceau Long building, 21 rue des Guerriers.

Opening hours: Monday, Tuesday, Thursday 9 am to 12.30 pm and 1.30 pm to 5 pm / Wednesday and Friday 9 am to 12.30 pm

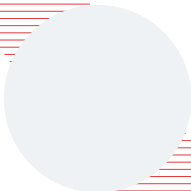


Delphine Chazalon

Director, DREVE

delphine.chazalon@sciencespo-aix.fr

04 65 04 70 41



Administrative director DREVE
Ongoing recruitment



Taos Boudine

Head of the International Relations Division

taos.boudine@sciencespo-aix.fr

04 65 04 70 32



Incoming Mobility Manager

incoming@sciencespo-aix.fr

04 65 04 70 34

Ongoing recruitment



Edwige Lemaire

Internship manager
mobilite.stages@sciencespo-aix.fr

04 65 04 70 36



Equality Mission referent

Ongoing recruitment



Nathalie Meunier

Outgoing Mobility Manager
outgoing@sciencespo-aix.fr

04 65 04 70 33



Etienne Chasson

Internship Academic Coordinator
etienne.chasson@sciencespo-aix.fr



Rachel Joubert

Outgoing Mobility Academic Coordinator
rachel.joubert@sciencespo-aix.fr

04 65 04 70 37



Émilie Coulon

Incoming Mobility Academic Coordinator
emilie.coulon@sciencespo-aix.fr

04 65 04 70 40



Samantha Buco

Student life Manager
vie.etudiante@sciencespo-aix.fr

STUDYING AT SCIENCES PO AIX FOR EXCHANGE STUDENTS

Programmes

3 types of courses are offered
to international students:

Certificate of Political Studies (CEP)

A one-year university certificate,
consisting of:

- Two compulsory lectures
(20-hour modules):
 - Semester 1 « French political life » —
 - Semester 2 « France in the world »
- Two methodology seminars
(continuous assessment).
- Four lectures to choose from in the
course catalogue, including at least
two in French.

All courses represent a total of 60
ECTS credits (30 per semester). Level
B2 in French is the minimum required
to register for the CEP.

Annual Political Studies Programme (PEPA)

This programme is intended for
students who wish to take courses
in a more flexible way over one year.
The PEPA consists of a combination
of lectures (4 ECTS credits each) and
seminars (5 ECTS credits) to choose
from in the course catalogue for
international students. The maximum
number of credits is 34 per semester,
according to the student's choice and
with the agreement of their home
university.

This programme does not deliver
a university certificate, however a
transcript of records with grades and

credits earned is issued to students
and sent to their home university.

The one-semester Political Studies Programme (SPSP)

This programme is intended for
students who wish to take courses in
a more flexible way over one semester.
The PEPS consists of a combination
of lectures (4 ECTS credits each) and
seminars (5 ECTS credits) to choose
from in the course catalogue for
international students. The maximum
number of credits is 34 per semester,
according to the student's choice and
with the agreement of their home
university.

This programme does not deliver
a university certificate, however a
transcript of records with grades and
credits earned is issued to students
and sent to their home university
at the end of each academic period.

Caution : the choice of the programme must be made
in agreement with the home university,
which can require certain prerequisites.



Admissions

International students must meet the requirements below:

Exchange students, from a partner university of Sciences Po Aix

(Erasmus +, bilateral agreements, specific international programmes, ISEP, or BCI) :

- Hold a diploma equivalent to the French Baccalaureate.
- Be enrolled at a foreign partner university.
- Have completed three semesters of graduate studies. Exchange students are exempt from tuition fees at Sciences Po Aix.

Independent students or Free movers:

- Hold a diploma equivalent to the French Baccalaureate
 - Have completed two years of higher education in a foreign university
- Students who are not part of an exchange programme must pay the tuition fees at Sciences Po Aix.

Fares

PEPS — € 1 070
PEPA — € 1 870
CEP — € 2 320

For more information, contact:
incoming@sciencespo-aix.fr.

Language requirements

Applicants must have a satisfactory level of language according to the chosen programme:

— CEP

Candidates for the programme must have a satisfactory knowledge of the French language, level B2 or equivalent: diploma or certificate issued by a French Alliance, a French Institute or another accredited body or a language certificate provided by a teacher of French from the home university.

— PEPA/PEPS

Send a language level certificate from a language teacher of the home university, Alliance Française, Institut Français, or any other authorised body. Depending on the student's level, some courses will not be accessible.

— Study in English

For non-English speaking students : submit a language level certificate or English test certificate (TOEFL, IELTS).

Nomination & application

Students applying for one of our programmes must be nominated by their university:

- at the latest on May 1st if mobility is planned for the first semester or the year
- at the latest on October 1st if mobility is planned for the second semester

Once nominated by their university, the candidate will receive an application to fill in and send with the required supporting documents. The student's application must be submitted:

- no later than May 15th if mobility is planned for the first semester or the year
- at the latest on October 15th if mobility is planned for the second semester

Once the application is received by Sciences Po Aix (completed and validated), the student will receive an official letter of acceptance.

Registration

Administrative registration is to be done on site during the orientation week. Students will be given their certificate of registration with a login and an individual password allowing access to the Wi-Fi network of Sciences Po Aix as well as the various online educational platforms (schedule, ENT, Moodle). Students also receive a student card that will allow them to prove their enrolment in a French higher education institution and give them access to various promotional offers and deals.

Documents to be provided during the administrative registration



European students:

- Photocopy of the European Health Insurance Card (EHIC)
- Information form
- Image consent form

Students outside Europe:

- Photocopy of the passport and visa
- Information form
- Image consent form

Students from Quebec:

provide a copy of the SEQ form



Courses

Lectures and seminars

Education at Sciences Po Aix is reflected in two complementary course formats, namely the lectures in an amphitheatre comprising all the students following a common course, and the seminars in small groups to deepen the bases of theoretical works studied in class as well as the language level of the student. Attendance at seminars is mandatory. Three absences, per semester in a seminar, will be reflected in the student's assessment.

Choice of courses:

International students benefit from the multidisciplinary courses of Sciences Po Aix: International Relations, Political Science, Economics, History, Law, Journalism and Communication, Sociology, Religion and Society, Foreign Languages, French, etc., and courses taught in English, Spanish, German and Arabic. It is recommended that international students choose courses from the list that is reserved for them; as well as courses for French students which are also accessible to them.

Students may choose among the various courses in accordance with the conditions of their programme and always **subject to the agreement of their home university**.

Note: Registration for seminars will be confirmed with the academic coordinator at Sciences Po Aix, Mrs. Émilie Coulon, during the orientation period. The choice of these courses **cannot be modified**.

The choice of lectures will be final at the time of the **pedagogical enrolment**, which will take place a fortnight after the beginning of the courses.

Catalogue of course for each semester is found at www.sciencespo-aix.fr/en/international/study-at-sciences-po-aix/courses

Schedule

The online schedule confirms the existence of a course, as well as provide information on the day, hour, room, etc. It is therefore essential to regularly check any changes at : **planning.sciencespo-aix.fr** (login using the username and password on the certificate that the students receive after completing their administrative registration).

Provision of educational resources
on the Moodle platform: equinox.sciencespo-aix.fr

Assessment

Attendance at exams is mandatory.

If the student does not attend an exam for which he/she is registered or if he/she does not hand in requested work, the subject appears on his/her transcript with 0 credits. «**Justified absence**» is written on the report only for illness, serious family reasons, etc., and must be justified by an official document. «Unjustified absence» is written for any other absence.

To validate a subject and obtain the credits, the student must obtain the grade of 10/20. Any grade below 10 is eligible for the resit **exam in June**.

Each course is validated individually. Under certain conditions, «jury points» can be awarded.

«Jury points» validate a course without having to resit the exam.

See CEP / PEPA / PEPS regulations
www.sciencespo-aix.fr/en/international/study-at-sciences-po-aix/programmes

— Lectures

With the exception of the three-hour written exam (CEP), exams take the form of either an oral exam (interview with the teacher), a one or two-hour written exam or assignment to be submitted.

The type of exam will be specified by the teacher.

— Seminars

Teachers explain to students how they will be assessed throughout the semester (continuous assessment).

At the end of each study period, an official transcript of records will be sent directly to the partner universities. Students can download their results on the **University's Digital Workspace (ENT)** accessible at: **ent.univ-amu.fr**

Grading system

ECTS credits

Sciences Po Aix recognises and applies the European Credit Transfer System (ECTS). The validation procedures for the year of mobility are provided for in the study rules. A full-time academic semester represents a volume of 30 ECTS credits, and therefore 60 ECTS per year. Seminars are worth 5 ECTS and lectures 4 ECTS.

A study agreement or « learning agreement » established in advance, guarantees the recognition of mobility in the student's curriculum, subject to passing the exams.

Academic calendar

School Year 2023-2024

Welcome day	30/08/23
Orientation - Integration	30/08/23 - 01/09/23
Lecture start	04/09/23
Method conferences start	11/09/23
Autumn break	28/10/23 - 05/11/23
Semester 1 exams for PEPS ¹	11/12/23 - 20/12/23
Semester 1 exams for CEP and PEPA	11/12/23 - 19/01/24
Christmas vacation	21/12/23 - 07/01/24
Welcome day semester	17/01/24
Orientation - Integration	17/01/24 - 19/01/24
Semester 2 start (lectures and method conferences)	22/01/24
Winter break	02/03/24 - 10/03/24
Easter vacation	20/04/24 - 28/04/24
Semester 2 exams	13/05/24 - 31/05/24
Resit period (online)	01/07/24 - 05/07/24
Summer closure	From July 20, 2024

* **Note** : exam periods are given for information only. The final schedule will be communicated to students at the beginning of the academic year



STUDENT LIFE AT SCIENCES PO AIX

Student life at Sciences Po Aix is creative, active and dynamic. Sciences Po Aix students get involved in all areas, from arts to publishing, culture, politics and sports. They contribute to making Sciences Po Aix a place to study but also a famous institution in Aix-en-Provence !

The numerous associations at Sciences Po Aix promote the integration of every student according to their interests and also give them the opportunity to acquire and improve their skills by managing an association.

Community life

Sciences Po Aix has around 40 student associations with highly diverse themes: academic, political, societal, humanitarian, media, sports, artistic, cultural, etc. Their goal is to allow students to meet, communicate and share common interests, whether educational or much more unusual.

Upon your arrival, you will be welcomed by the students from **the International Association**, who will help you with procedures and will organise for you year-round events, outings and trips to allow you to integrate student life, but also share the different cultures within the school.

Please contact the members of the association if you have any questions.

assointernationale.iepaix@gmail.com



Special needs department

Any student with a disability, should mention it at the time of his/her application so that Sciences Po Aix can organise individualised responses according to the specific needs of the student (tailored study curriculum, setting up extra time for exams, provision of dedicated software, etc.). As soon as the student arrives, he/she must provide French documents certifying his/her situation. He/she will be received by the representative who will make an appointment with the preventive medicine department. Together, they will constitute a support plan for the disabled student (PAEH – Plan d'Accompagnement de l'Étudiant Handicapé).

The Special needs department of Sciences Po Aix is located on the 1st floor of the Marceau Long building.

Contact : vie.etudiante@sciencespo-aix.fr

Tel : 04 65 04 70 31

Opening hours :

Tuesday to Friday in the morning from 9 am to noon.



Equality, diversity and inclusion

The Gender Equality Initiative at Sciences Po Aix is aimed at all students as well as teaching and administrative staff. The initiative combats various forms of discrimination at the School by raising awareness and encouraging prevention, but also by dealing with reported cases.

Our commitments: provide information on the Gender Equality Policy at Sciences Po Aix, take action to prevent and combat all forms of discrimination, provide advice on equalityrelated issues, guide victims of discriminatory behaviour, and carry out awareness-raising activities on gender equality in the workplace.

Contact :

mission.egalite@sciencespo-aix.fr

To file a report :

dee@sciencespo-aix.fr

CHECK-LIST

Important documents to take with you to France

- Valid passport or national identity card for the duration of your stay
- Liability and Air Repatriation Insurance
- Long-stay student visa for non-Europeans
- Diplomas obtained in the home country
- List of marks and grades obtained in the last two years at college or university
- Proof of pre-enrollment or enrollment on a course at Sciences Po Aix
- Proof of means of financial support
- Birth Certificate
- Vaccination certificate
- 10 passport photos
- Proof of social security coverage.
For European Students: European Health Insurance Card
- Proof of address in France



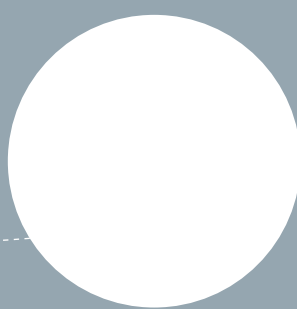
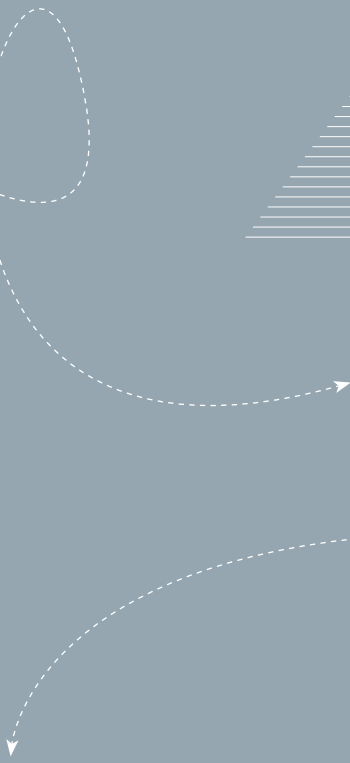
It is important:

→ To keep the name, address and phone number of the person who dealt with all the administrative procedures at the French embassy or consulate in your home country.

→ To have your documents translated into French and to have certified copies.

→ In order to have a permanent access to these documents, scan and send them to yourself by e-mail.

→ To keep an identity document and your resident permit with you at all times.





LIVING IN AIX-EN-PROVENCE

Welcome to Aix-en-Provence

Aix-en-Provence, Provence par excellence

A city of water, a city of art, Aix-en-Provence was built and continues to develop under this dual identity. In the light of a privileged climate, the city is a mixture of different eras and different cultures. It is a city of history founded in the 2nd century BC by the Roman Republic under the name of Aquae Sextiae in reference to its thermal springs.

Open to the world, resolutely turned towards the future, Aix-en-Provence is a city of elegance revealed through its lively streets and squares. It is a canvas of happy impressions in the colours of its famous painter Cézanne: festivals and traditions, Provence markets, sunny delicacies, strolls in the city to admire the architectural beauty.

On the paths of history, the capital of Provence is the starting point to discover the most beautiful landscapes: the Montagne Sainte-Victoire, the Calanques, the Alpilles, the Camargue, the Luberon...

Administrative procedures

For information on organising an academic stay in France, please consult the website **www.campusfrance.org** under the Ministry of Foreign Affairs and the Ministry of Higher Education.

Passports and visas

The conditions for entry of international students into France depend on the country of origin. Being in possession of a valid passport (or ID card) is essential for all international students. Some will also have to apply for a visa and obtain a residency permit for the duration of their mobility.

— Students from the European Economic Area (EEA)

You do not need a visa to enter the Schengen area: you must possess a valid identity card or a valid passport.

— Students from outside the European Economic Area (EEA)

You must present a passport still valid for 3 months after the end of your stay in France and, for any stay in France of more than three months, apply for a long-stay visa for studies (residency permit VLS-TS) in your country of residence two months before your departure.

For more information, see the section «Do you need a Visa?» at france-visas.gouv.fr/web/france-visas/accueil

Information on obtaining a passport or a visa is also available at diplomatie.gouv.fr/fr/venir-en-france/etudier-en-france

On arrival for non-EEA students

Upon arrival in France, students must obtain a residency permit:

— If the passport contains a VLS / TS

This visa is a residency permit. The visa must be validated by the French Office of Immigration and Integration (OFII) within 3 months of arrival.

— If the passport does not include a VLS / TS

The student does not have a long-stay visa and must then report to the sub-prefecture of Aix-en-Provence to apply for a **residency permit**. This request must be made within two months of arrival in France.

For more information, consult the OFII website: www.ofii.fr/

Social security

It is compulsory in France to adhere to the Social Security system.

— Students from EU / EEA or Quebec

EU / EEA students must bring a **European Health Insurance Card (EHIC)** issued by the health services of their country, and those of Quebec, an **SE401-Q-106 form**.

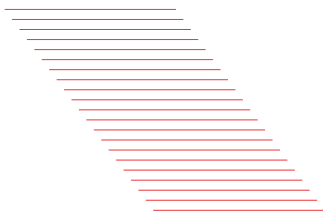
— Non-EU / EEA students:

Register online for Social Security on the website:

etudiantetranger.ameli.fr

When registration is completed, the student receives an individual health card to present at any medical appointment in order to obtain a refund.

For further information:
Caisse Primaire d'Assurance Maladie
Service des Relations Internationales
23 rue Mathieu Stilatti 13331 Marseille Cedex 3
Tél. : +33 (0) 491 115 070



Civil liability insurance

In France, it is mandatory to be covered by a civil liability insurance; if the student is not covered by his/her private insurance, he/she can subscribe to it free of charge at the bank when opening an account.

Translation of documents

Throughout their stay in France, students will have to carry out administrative procedures (housing, health, transport, etc.) for which documents and supporting documents translated into French by a sworn translator will be requested. The deadlines for obtaining an officially certified translation vary according to the size and the number of documents, so this must be done in advance; note that it can take up to 2 months.

Welcome desk for international students

The welcome desk for international students is at Aix Marseille University, on the Schuman Campus, Hall du B.timent Porte, 29 avenue Robert Schuman in Aix-en-Provence. It is open from late August to mid-October (first university semester only) and allows international students to get help for their various administrative procedures: **Residency permit, Health, Housing, Bank, Transport, Insurance, Culture and leisure, Sport, Studies in France, Scholarship, Alumni...**



Welcoming international students to Aix-en-Provence

Every year, the city of Aix-en-Provence welcomes many international students and helps them to settle in.

— Aix-Student

A municipal structure is available to welcome, inform and guide students in the areas of housing, employment, health, culture, tourism and recreation in Aix.

www.aixenprovence.fr/Vie-etudiante
www.aixenprovence.fr/Accueil-des-etudiants-etranagers

— Student Life in the city of Aix-en-Provence

Student Life is the privileged interlocutor within the City to facilitate the integration of students, more particularly by promoting their access to public services and helping their search for housing through a student accommodation offer.

www.aix-etudiant.fr
37 bd Aristide Briand
13100 Aix-en-Provence
Tél : +33 (0)4 88 71 83 904
Tél : +33 (0)4 42 91 98 00/01
vieetudiante@mairie-aixenprovence.fr



Other student associations in Aix-en-Provence

ERASMUS International Exchange

Erasmus Student Network :
www.esn.org

Families welcome foreign students (Bienvenue en Famille aux Étudiants)
Come meet an Aix family!
Families from Aix will be happy to meet you!

56 cours Mirabeau, Aix-en-Provence
Tél : +33 (0)6 09 36 09 06
www.bfee.aix.over-blog.com

Getting around

How to get to Aix-en-Provence

From Paris

Paris is accessible by Roissy Charles-de-Gaulle and Orly international airports. A shuttle bus runs every half hour between these two airports and the centre of Paris. Both airports regularly fly direct to Marseille.

www.adp.fr (aéroports de Paris)

— By plane

Travel time: 75 min

Discounted rates are available for the age group 19-24. Do not hesitate to ask for a youth ticket or to book discounted trips online.

Note : Many low-cost airlines serve Marseille at the T2 terminal (38 destinations to Europe, Morocco and Istanbul)

www.mp2.aeroport.fr

Aéroport Marseille-Provence
+33 (0)4 42 14 14 14
www.marseille.aeroport.fr

— By TGV

Travel time : 3 hrs

The TGV stations for the south of France are located at Roissy Charles De Gaulle airport at terminal 2 and in the centre of Paris (Gare de Lyon). The TGV must be booked. Tickets can be purchased online, at the station or in a travel agency.

Purchase and booking: www.oui.sncf/.

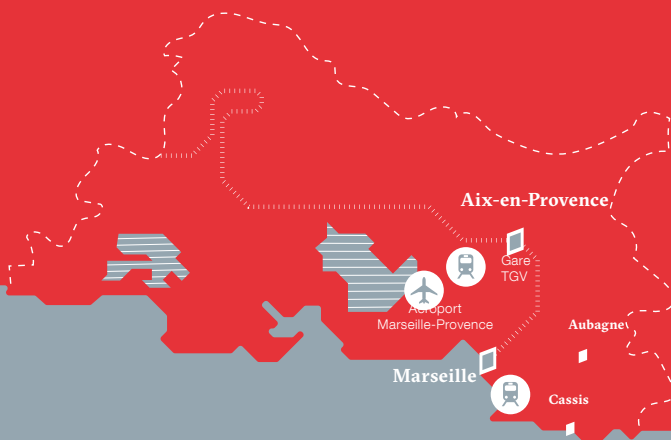
OUIGO train company: Low-cost TGV between Aix-Marseille, Lyon, Montpellier and Paris
www.ouigo.voyages-sncf.com — www.ouigo.com

— By bus

Journey time: around 10 hrs

Several bus companies travel to Aix-en-Provence (YesBus, FlixBus, Isilines). It is the most economical solution, but also the longest one.

Consult the websites of the companies:
fr.ouiibus.com — flixbus.fr — isilines.fr



From Marseille

— **From Marseille Provence airport or Aix-en-Provence TGV station:**

bus line 40

Goes to Aix-en-Provence city centre (bus station). Departure every day including weekends from 5 am to midnight, every 15 min. for Aix TGV / every 30 min. for the airport.

Marseille Provence airport - Aix bus station :

One way — € 10

SNCF station - Aix bus station: One way — € 6

Payment by credit card accepted.

— **From the Marseille St-Charles TGV station:**

bus line 50

Goes to Aix-en-Provence city centre (bus station). Departure every day including weekends from 6 am to midnight, every 10 min.

Marseille St Charles - Aix bus station:

One way — € 7

— — **Marseille bus station to Aix-en-Provence bus station shuttle network CARTREIZE.**

Journey time: 30 to 50 min.

Create a free transport card at the bus station, and you could get unlimited travels during 24h for 2 € !

+33 (0)8 10 00 19 26

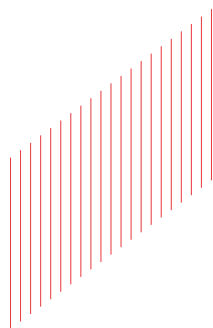
www.navetteaixmarseille.com

Aix-en-Provence bus station

Avenue de l'Europe / +33 (0)8 91 02 40 25

Marseille bus station

Place Victor Hugo / +33 (0)8 99 10 11 26



Getting around

in Aix-en-Provence and in the region

— Bus network

The «Aix en bus» network has 29 lines. The city of Aix is well served by buses. Information and maps of the network are available at the Tourist Office.

Warning!

Most bus lines stop at 10 pm.

— Fares and passes

The price for one ticket — € 1.30
(buy directly on the bus)

10-trips card — € 10
(buy at the ticket office)

Monthly pass — € 13.50

Annual pass

Youth -26 years — € 100

Passes are available to international students and can be bought at the Tourist Office or the bus station.

Documents to be provided at subscription:

A valid ID, a recent photo as well as a proof of schooling (or student card).

----- Tourist Office

300 avenue Giuseppe Verdi, Aix-en-Provence
Tel : +33 (0)4 42 161 161Office
www.aixenprovencetourism.com

— TER trains (Express Regional Transport)

— Zou ! card

This free, nominative smart card is valid for 5 years and may be obtained at a train station ticket office.

It allows students under the age of 26 to benefit from preferential rates of up to 75% on their train journeys within the Provence-Alpes-Côte d'Azur region. This preferential rate costs € 15. Request it at a counter of one of the region's stations and it will be loaded directly on the Zou! card.

Documents to be provided at subscription:

A completed online application form, a recent colour photo ID and valid ID.

To buy online or get additional information:
zou.maregionsud.fr

— Taxis

Taxi Radio Aixois

+33 (0)4 42 27 71 11

+33 (0)6 60 75 71 11

taxisradioaixois.com

— Car pool

www.covoiturage.fr

www.blablacar.com



**Gare TGV,
Aix-en-Provence**

Accommodation in Aix-en-Provence

Temporary accommodation



At the airport

The cheapest hotels next to the airport (shuttle from Monday to Friday from 7 am to 5:30 pm):

www.marseille.aeroport.fr

www.myprovence.fr

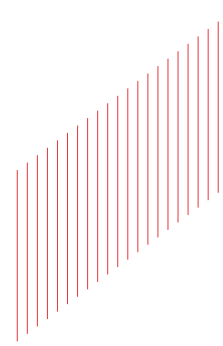
www.booking.com/airport/fr/mrs.fr

In Aix-en-Provence

— Hôtels

Accommodation in Aix-en-Provence:

www.aixenprovencetourism.com



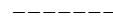
Accommodation during the stay



Student halls

— CROUS

Accommodation in student halls (Gazelles, Cuques, Estelan, Meyran) is the least expensive solution: A renovated and furnished room of 10–12 sq m with private toilet and bathroom and shared kitchen costs around € 270 per month. Covers are provided. You will need sheets (bed size 90X190 cm), kitchen utensils, etc. All rooms have Internet access. The shared premises are: TV room, work rooms, telephone booths.

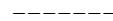


Booking procedure:

Sciences Po Aix has a partnership with the CROUS, which guarantees each year a number of places. You must apply to the International Relations Department by submitting the room reservation form before May 15 for an arrival in September or October 15 for an arrival in January.

— Private university residences

A number of private residences offer rooms for students. Although they may be more comfortable, their cost is higher (between € 400 and € 700 per month). To reserve, a deposit and a letter of guarantee from a person residing in France are required.



Organisations managing private residences for students:

www.adele.org — www.nexity-studea.com

www.fac-habitat.com — www.estudines.com

www.adoma.fr — www.unme-asso.com



— Accommodation with the elderly « ensemble2générations »

Three types of formula are proposed:

Free accommodation: the student guarantees his/her presence in the evenings at dinner time and nights

Economic accommodation: the student renders services, ensures a regular presence and participates in the household expenses

Solidarity accommodation: the student provides additional income in exchange for passive monitoring and spontaneous services.

www.ensemble2generations.fr
aix@ensemble2generations.fr

— Other addresses

www.lokaviz.fr
www.location-aixenprovence.com
www.leboncoin.fr — www.pap.fr
www.seloger.com — www.explorimmo.com
www.avendrealouer.fr — www.mapiaule.com
www.logement-etudiant.com
www.nestpick.com

— Flatsharing

Sharing an apartment or a house is a way to share fixed costs (housing tax, charges, electricity bills, gas, telephone, TV fee), but also makes it easier for you to integrate French life.

www.colocation-aix.com — www.appartager.fr
www.colocation.fr — www.e-colocation.com
www.appartager.com — www.okroommate.com

The student must be vigilant because certain unscrupulous private sector landlords may lease properties that are too expensive or unhealthy.

Insurance

Whatever the type of housing chosen, the student must take out an insurance policy covering at least water damage and fire, from a company of the student's choice. Contact the CROUS housing service or the bank (from € 1 to € 30 / month for a room in student halls).

Financial support for housing

Housing benefit is granted by the Caisse d'Allocation Familiale (CAF). The application form can be downloaded from the CAF website: www.caf.fr

There are two types of allowance: APL (Personalised Housing Assistance) and ALS (Social Housing Allowance). These allowances are not specifically for students. They therefore benefit students as much as any citizen.

Note : A TRANSLATED birth certificate is required for any CAF application.

Note: Your request must be made in the month following your arrival.

① How to benefit from APL or ALS?

To benefit from APL, the student must be a tenant, sub-tenant or share housing in a new or old home. The lease must be in the name of the occupants.

Technical detail: the accommodation cannot be less than 9 sqm for one person and 16 sqm for a couple. It must also meet safety standards.

② Amount of allowance

The amount is variable. The calculation scale is identical for APL and ALS. It takes into account the student's resources, the number of dependents, the place of residence, the amount of rent and the type of rental (flatsharing, furnished or unfurnished housing, etc.). For students housed in a university campus, the allowance is around € 90 per month.

CAUTION! The period of application processing can be long (up to 5 weeks). Do not expect the first payment before this deadline.

③ Conditions of the allowance

Foreign students can apply for this allowance provided that they have completed the immigration formalities.

CAF Aix-en-Provence
135 chemin R. Martin, 13090 Aix-en-Provence
Tel. 0810 25 13 10
(service € 0.06 / min. + price call)
Monday to Friday, from 9 am to 4.30 pm

Plan your budget

Cost of living


An international student must be able to justify sufficient resources during his/her stay to obtain the visa and residency permit (French bank statement, certificate of the amount and duration of any scholarship, etc.). The amount officially required by the French authorities is € 615 monthly, but this sum is insufficient to cover all costs.

Example of a monthly budget for a university student:

Housing (student halls)	€ 270
Meals RU (Restaurant universitaire)	€ 200
Food shopping (breakfast, drinks...)	€ 160
Books and supplies	€ 50
Public transport	€ 20
Personal care	€ 60
Leisure, going out, travelling	€ 65
Communication	€ 50
Total	€ 875

For example:

Non-alcoholic beverage	€ 3.50
A cup of coffee	€ 1.80
A meal in a restaurant	€ 15 to € 25
A meal at the RU (Restaurant universitaire)	€ 3.30
Baguette	€ 1.00
A student cinema ticket	€ 8.70



Additional costs on arrival should be considered.

The first month's expenses will be nearly double those of the following months:

— **Private accommodation**

A deposit for your accommodation (from 1 to 2 months rent) + an advance of rent (1 to 2 months rent)

— **Student halls**

All rent for one semester

— **Possible installation costs**

sheets, towels, kitchen utensils, etc.

— **Various subscriptions and memberships**

(sport, etc.)

Credit card

Make sure you can use your credit card in France. Cards commonly accepted in Europe are Visa, Mastercard and American Express for payments from € 10 to € 15 usually.

Good deals

Students receive **discounts** on numerous services upon presentation of their student card. Museums, cinemas, some restaurants, hairdressers and bookshops propose special offers or rates for students. Remember to find out about these good deals!

Bank account

When you arrive in France, it is advisable to open a bank account (usually free).

It is compulsory for nationals of non-European countries. The major French banks have branches in Aix city centre: Crédit Lyonnais, BNP Paribas, Société Générale, Crédit Agricole, etc., and are generally open from Monday to Friday from 9 am to 5 pm.

You can put funds on your bank account either fully upon arrival (with traveller's checks for example) or by transfer from bank to bank abroad.

Learn about the exact procedures from your banker before you leave to avoid excessive transfer fees.

Every semester, The International Association of Sciences Po Aix helps international students who would like to open a bank account and accompany them to the bank.

Documents to provide to open a bank account:
a copy of the passport, proof of address, student card, pre-enrolment or residency permit..



Working

Foreign students holding a VLS-TS residency permit and foreign students who are nationals of the European Economic Area may get a paid job in France without having to apply for a work permit.

— Under what conditions?

Salaried activity must remain ancillary to studies. Students are limited to a duration of 964 hours per year. The employer must make a nominative declaration of the foreign student to the prefecture that granted the student's residency permit.

For more information on workers' rights, visit www.travail.gouv.fr
A minimum wage (or SMIC) exists in France: www.smic-horaire.fr

Mobile Phone

There are four major networks in France: **Free, SFR, Bouygues Télécom, Orange.**

However, other mobile operators also have interesting offers: **Simyo, Virgin, Sosh...**

The choice is very varied in terms of service, price and the duration of packages. There is often a charge for an international call service. Do some research before choosing your operator. To call abroad from France, dial: **00 + country code + number**

Food shopping

Market days (fresh food products)

|||||

— Place Richelme

every morning

— Les 3 places

Tuesday, Thursday,
and Saturday morning

Supermarkets near the city centre

|||||

— Aldi, Casino, Lidl, Monoprix, Proxi ...

Major shopping centres are located outside the city

|||||

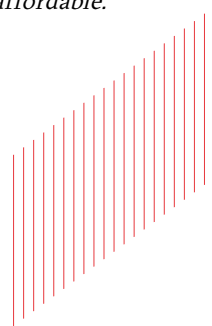
— Carrefour Aix-Les-Milles

Bus lines N° 4, 15, 16, 17, 18
from la Rotonde.

— Géant Casino

210 avenue Brédasque
Bus line N°8 ou Aixpress from
la Rotonde.

Shopping centers outside Aix-en-Provence are financially more affordable.



Food and drink

University restaurants

.....

University restaurants and cafeterias offer a varied and inexpensive choice:

— **Traditional menu**

a balanced meal consisting of an appetizer, meat / fish, vegetables and cheese or dessert.

Price of the meal: about € 3,30

— **«Brasserie style»**

meal and cafeteria snack-bar.

University restaurants and CROUS cafeterias in Aix-en-Provence :

.....

— **Cafétéria Le Galice** (Espace Philippe Seguin) 31 rue Jean Dalmas

Cafeteria / 7.30 am to 3 pm

— **Les Gazelles**

31 Av. Jules Ferry

Pizzeria «La Crouzzeria» / 6 pm to 11 pm Sunday to Thursday

University restaurants / 11.30 am to 1.30 pm (+ Saturday) 6.45 pm to 8.15 pm

— **Cafétéria Lettres**

29 avenue Robert Schumann

Cafeteria / 7.30 am to 6 pm

— **Law Faculty**

3 av. R. Schuman

Cafeteria / 7 am to 5 pm

University restaurants / 11.30 am to 1.45 pm

— **Les Arts et Métiers**

Cours des Arts et Métiers

Cafeteria / 7 am to 2 pm

University restaurants / 11.30 am to 1.30 pm

— **Les Fenouillères**

Avenue Gaston Berger

Cafeteria / 8 am to 2.30 pm

University restaurants / 11.30 am to 1.30 pm

— **Cafétéria ESPE**

2 avenue Jules Isaac

Cafeteria / 8 am to 4 pm

— **Cafétéria Montperrin**

26 rue du Pignonnet

Cafeteria / 7.30 am to 3 pm

Worth knowing

① Many Aix-en-Provence retailers participate in the **Too Good to Go** anti-waste programme.

For a few euros, in bakeries, restaurants or supermarkets, get a basket full of unsold products of the day and save money. You just need to download the App !

② You can eat in the **centre of Aix-en-Provence** for less than € 10. There are many good addresses that allow students to enjoy a hearty meal for a reduced price near Sciences Po Aix. Here are some of them, tested and approved by our students:

— **Pizza Capri**

a slice of pizza for € 2,5

— **Le Samos**

Greek menu (kebab + fries + drink) for € 7,50

— **Piacere - Little Italy**

pasta dish for € 5

— **Bagelstein**

bagel with a drink for € 8

— **Simply Food**

salad bowls between € 4 and € 6,5,
savory pie for € 4,5,
hot dish for € 5,5

Health

Getting an appointment with a doctor

In France, everyone can choose their doctor. It costs € 25 for a GP consultation. Home visits, or at night, or on Sundays and holidays cost more. The request for reimbursement from the social security is made later (usually partial).

Aix-en-Provence Medical Center

14 rue de la Fourane
13090 Aix-en-Provence

24/7, from 9 am to 9.30 pm,
Walk-in centre
Tél : +33 (0)4 42 20 33 33

The University Service of Preventive Medicine and Healthcare Promotion - SIUMPPS

Students can get free consultations with a GP, nurse, psychologist or sophrologist, and subject to availability, student trainees in odontology. The service does not issue any prescription.

Immeuble New Centraix
2 rue le Corbusier
Quartier Encagnane
13090 Aix-en-Provence

Tél : +33 (0)4 42 65 74 00
siumpps-aix@univ-amu.fr
Monday to Friday 8 am to 4.30 pm

SOS Médecins

Tél : +33 (0)4 42 26 24 00
+33 (0)4 42 26 36 24
Outside opening hours,
Sundays and holidays

The doctor comes to the patient's home. The price of the consultation varies according to the day and time of the visit (night, holidays, etc.) from € 33 to € 80 per consultation.

University Psychological Aid Office (BAPU)

You can see a psychotherapist to discuss your psychological difficulties. It is advisable to make an appointment. Care is provided by the Social Security (free for the student).

— For information:

A psychologist and a sophrologist are present at Sciences Po Aix four times per week. Information on the days of attendance and sophrology sessions will be communicated to students at the beginning of the academic year.

Cité les Gazelles - Pavillon 7

To make an appointment
Call +33 (0)4 91 50 01 13

Point Accueil Ecoute Jeunes (PAEJ)

37 bis bd Aristide Briand
13100 Aix-en-Provence
Tél : +33 (0)4 42 96 17 39

Pharmacies

Numerous medications can only be dispensed with a prescription from a doctor. Only prescription drugs are reimbursed. Outside of the opening hours, there are on-call pharmacies. The list of on-call pharmacies is posted on the door of pharmacies, but can also be found at police stations. At night, for security reasons, please call the police station (17) before going to the pharmacy.

Pharmacies website:
pharmaciesdegardemarseille.com/aix-en-provence-pharmacie-de-garde/
or Phone to 118900

— For information:

A psychologist and a sophrologist are present at Sciences Po Aix four times per week. Information on the days of attendance and sophrology sessions will be communicated to students at the beginning of the academic year.

Safety instructions

You must keep in mind the following safety instructions:

Be careful, do not leave your valuables in view, be careful with people you do not know and listen carefully to the safety instructions your university coordinator will give you.

At home, be sure to lock your door and the window when you are away. Remove the room number from your key ring when you arrive at the university campus.

Do not go out with too much money. Be careful when withdrawing money from the ATM; do not get distracted. If your bank card is lost or stolen, report it immediately to your bank.

Always keep your things with you, close your bag and do not put valuables in easily accessible places (outside pocket of a backpack, for example).

Pay attention to pickpockets, especially in crowds and on public transport.

Do not go out alone with people you do not know well, and do not leave your friends alone in bars or at parties. Prefer group outings.

In clubs, bars or parties, always keep your drink with you and do not accept a drink from someone you do not know.

Emergency numbers

Walk-in medical center

14 rue de la Fourane
7/7, from 9 am to 10.30 pm
without appointment
Tel : +33 (0)4 42 20 33 33

Aix Hospital, emergency department

Tel : +33 (0)4 42 33 90 28

Urgences 24

Tel : +33 (0)4 42 96 66 00
(Saturday, Sunday
and public holidays)

SOS doctors

Tel : +33 (0)4 42 26 24 00

Doctors all day and night, every day

Tel : +33 (0)4 42 26 40 40

Dentists

0892 566 766
pour connaître le dentiste
de garde

SOS friendship

Tel : +33 (0)4 42 38 20 20

Commissariat central (police station)

Tél : +33 (0)4 42 93 97 00

Fil Santé Jeunes

Free number : 32 24
7/7, from 8 am to midnight

Aix-en-Provence lost and found

+33 (0)4 42 91 91 81

Call Center for all banks

0 892 705 705

Ambulances : 15

Police : 17

Fire service : 18

