

# RULES OF PROCEDURE FOR ADMISSION INTO THE GRADUATE PROGRAMME OF THE *INSTITUT D'ÉTUDES POLITIQUES DE PARIS* LEADING TO A MASTER'S DEGREE

**The Board of the *Institut d'études politiques de Paris*,**

Mindful of the General Data Protection Regulation - Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC, the so-called "GDPR";

Mindful of the French Education Code, particularly Article D.612-34;

Mindful of Law No. 78-17 of 6 January 1978 on data protection; Mindful of Decree No. 2016-24 of 18 January 2016 on the *Institut d'études politiques de Paris*;

Mindful of the Order of 28 April 2017 on awarding the Master's degree to graduates of the *Institut d'études politiques de Paris*;

The Board of the *Institut d'études politiques de Paris* amends the regulations for admission procedures as adopted by the decisions of 20 September 2022 and 10 September 2024;

**Hereby decides as follows:**

## **Article 1 - Scope**

Alongside students who have graduated from the University College of the *Institut d'études politiques de Paris* during the year or those who graduated the previous year and have completed a gap year, students admitted following one of the procedures laid down in these regulations shall be authorised to enrol in the first year of the second cycle of the *Institut d'études politiques de Paris* with a view to graduating with a Master's degree, pursuant to the aforementioned Order of 28 April 2017.

## **Part I - COMMON PROVISIONS FOR THE VARIOUS ADMISSION PROCEDURES**

### **Article 2 - General principles**

#### **2.1 Compliance with the regulations and number of permitted applications**

1. Upon submission of their application file and throughout the admissions procedure, all candidates must comply with the application procedures set out in these regulations.

Failing this, the application may be rejected by Sciences Po at any time during the admissions procedure. Candidates can find information on the admission procedures set out in these regulations on the admissions website of the *Institut d'études politiques de Paris* (<https://www.sciencespo.fr/admissions/en/>).

2. A candidate may only submit one application during the same year for one of the admission procedures outlined in these regulations or for the one-year Master's admission procedure. Candidates must submit a single application.

## 2.2 Disabilities

Candidates with a disability will be able to follow the admission procedures laid down in these regulations, by means of special arrangements if necessary, subject to the submission of the requested supporting documents within the time limit and according to the conditions set out on the admissions website of the *Institut d'études politiques de Paris*.

## Article 3 - Common procedures

### 3.1. Candidate contact details and information procedures

Candidates must have an active email address throughout the admission procedure. They must notify the *Institut d'études politiques de Paris* (Admissions Department) of any change in this email address, their postal address or their telephone number.

The candidate should check their email address as often as necessary to keep track of the admissions procedure. From submission of their application to publication of admission results, the *Institut d'études politiques de Paris* keeps candidates informed via the secure online application area mentioned in Article 3.2., particularly in the event of an emergency.

### 3.2 Protection of personal data provided by candidates

Provisions relating to the methods of processing your personal data are appended to these regulations (Appendix 1).

Candidates who submit their application via the secure online application area must comply with the legal notices and general conditions of use of this site.

The candidate's username and password are personal and confidential. They enable the candidate to access their secure online application area

### 3.3 Application submission procedures

The application file is opened in the secure online application area of the *Institut d'études politiques de Paris* (Admissions Department) on the dates announced on the admissions website. Applications may not be submitted by any other means.

When submitting their application, candidates must follow the steps below according to the timetable shown:

1. Entry and validation of data on the secure online application area;
2. Online payment of application fees, subject to the exemptions mentioned in Article 5.5 of these Rules of Procedure;

### 3 . Uploading mandatory supporting documents online.

In submitting an application, candidates must provide full and truthful information. If any document is missing or there are incomplete items, the application file is considered to be incomplete and will not be processed by Sciences Po. Furthermore, if it is proved you have given inaccurate information, your application will be automatically excluded from the admission procedure. In addition, in the event of a false declaration, fraud or attempted fraud, you may be subject to penalties that could include the loss of any potential benefit of admission to Sciences Po without limitation in duration, without prejudice to any proceedings that might be brought against you, and without prejudice to a referral to the disciplinary section of the *Institut d'études politiques de Paris*.

#### 3.4 Mandatory supporting documents

The documents to be attached to the application file appear on the admissions website. The list of documents requested from candidates may be amended within a reasonable timeframe prior to the application deadline. Additional documents may be requested from any candidate on a case-by-case basis.

#### 3.5 Application fees

Submission of applications shall be subject to payment of an application fee.

This fee shall be non-refundable should the candidate withdraw his/her application during the admission procedure, be found to be inadmissible or not be admitted.

#### 3.6 Dual degree programmes

These admission regulations do not cover double-degree admissions, which are governed by specific agreements concluded with French or foreign partner universities or higher education institutions. All the provisions relating to these procedures can be found on the Sciences Po website.

#### 3.7 Notification of results

Candidates are informed by email of the panel's decision on their application and can also access their results in their secure online application area. Receiving the results and any other information relating to them is the candidate's sole responsibility and Sciences Po cannot be held liable, particularly in the event of late reception.

#### 3.8 Induction

Successful candidates receive an enrolment offer from Sciences Po via the secure online area. They must then confirm they want to join Sciences Po within the given deadline and follow the registration procedure for starting the academic year within the required deadline.

The authorisation to enrol thus granted is valid for the academic year immediately following the panel's decision.

#### 3.9 Appeals

Within a period of two months following publication of the admission results, any candidate may challenge this decision either by an informal appeal to the Director of the *Institut d'études politiques de Paris* or by a judicial appeal brought before the Administrative Court of Paris. Nevertheless, candidates may not question the inherent power of the judgement of the Panel, the examiners or the interview committee on their merits or value of their services.

## **Part II - PROVISIONS SPECIFIC TO THE FRENCH ADMISSION PROCEDURE**

### **Article 4 – Scope**

The following people qualify for the French admission procedure:

1. Candidates who have obtained or will obtain a French Bachelor's degree at the end of the current academic year (180 ECTS/Bac+3 or equivalent)
2. Candidates with proof of validation of acquired experience (VAE) at a level equivalent to the 180 ECTS credits obtained at a French higher education institution.

Candidates must provide proof of such diplomas or qualifications no later than the date of the start of the academic year immediately following the admission decision.

### **Article 5 - Admission procedure**

The admission procedure comprises an eligibility phase and an admission phase.

#### **5.1 Eligibility phase**

The eligibility phase includes an in-depth examination of the candidate's application file by two examiners. The purpose of this assessment is to appraise the candidate's file as a whole, in particular the academic results, motivation and career plans.

The file includes a description of previous studies, the corresponding grades, a *curriculum vitae*, a cover letter outlining the candidate's career plans and at least two letters of academic recommendation. Mandatory documents are shown on the admissions website.

After examining the file and depending on their area of expertise, each examiner assigns one of the following grades: A+, A, A-, AB, B+, B, B-, BC, C+, C.

The eligibility grade is made up of the two grades thus awarded.

If the examiners award substantially different grades, the eligibility panel may carry out an equalisation to ensure equality between candidates.

The eligibility panel rules on the candidate's eligibility at its sole discretion with regard to the entire application as assessed by the eligibility score.

#### **5.2 Special agreements**

Students from schools in signed a partnership agreement with the *Institut d'études politiques de Paris* shall be exempt from the eligibility phase.

#### **5.3 Admission phase**

Candidates found to be eligible are invited to an interview with a committee made up of at least one representative of the Director of the *Institut d'études politiques de Paris* and a lecturer of the institution. This interview is aimed at assessing the candidate's motivation, their career plans, critical thinking skills and ability to develop a personal and reasoned line of thinking.

The oral interview is held remotely by videoconference and according to the conditions that appear on the admissions website. Please be aware that you are strictly prohibited from recording the interview by any means, including with a mobile phone or an external recorder. Any support for the candidate during their interview is also prohibited.

The purpose of the oral interview is to assess the candidate's motivation, their career plans, critical thinking skills and their ability to develop a personal and reasoned line of thinking.

At the end of the test, the interview committee prepares a reasoned opinion on the candidate's performance and awards one of the following grades: A, B, C.

If the different interview committees award substantially different grades, the admissions panel may carry out an equalisation to ensure equality between candidates.

The admissions panel rules on the candidate's admission at its sole discretion with regard to the entire application as assessed by the reasoned opinion of the eligibility committee.

#### 5.4 Language requirements

Candidates applying for a programme requiring a minimum level of English (please see the list provided on the admissions website) must take a language test confirming they have the required level for their application.

#### 5.5 Application fees

Candidates who hold a CROUS bursary or who hold a disability card are exempt from application fees, subject to presentation of supporting documents within the deadline and according to the conditions that appear on the admissions website.

#### 5.6 Selection panels

Members of the eligibility and admission selection panels are appointed by the Director of the *Institut d'études politiques de Paris* in accordance with Article 4 of the Articles of Association of the *Institut d'études politiques de Paris*, defined by the aforementioned Decree No. 2016-24 or any subsequent decree with the same purpose.

The panel is chaired by a university professor or similar and includes teachers and representatives from educational sectors, the admissions management and the Sciences Po management.

### Part III - PROVISIONS SPECIFIC TO THE INTERNATIONAL ADMISSION PROCEDURE

#### Article 6 – Scope

Candidates who have obtained or will obtain one of the following at the end of the current academic year can apply for the international admissions procedure:

1. a **non-French** Bachelor's degree (or 180 credits, bac+3) in an establishment located in France or abroad;
2. a **non-French** Master's degree in a country whose universities do not issue undergraduate degrees.

Candidates must provide proof of the required diplomas or qualifications no later than the starting date the academic year immediately following the admission decision.

## Article 7 - Admission procedure

The admission procedure comprises an eligibility phase and an admission phase.

### 7.1 Eligibility phase

The eligibility phase involves an initial review of the candidate's application file by the Admissions Department of the *Institut d'études politiques de Paris* based on the academic criteria specified on the Sciences Po

admissions portal and the candidate's academic goals.

At the end of this review, candidates whose academic record and goals are deemed satisfactory, when taken as a whole, may be found eligible.

The eligibility panel, consisting of the Chairperson of the panel, representatives of the admissions management and Sciences Po management, rules on the candidate's eligibility at its sole discretion with regard to the entire application as assessed by the eligibility score.

### 7.2 Admission phase

The admission phase involves an in-depth examination of the candidate's application file by two examiners. This assessment is aimed at appraising the candidate's motivation, their career plans, critical thinking skills and ability to develop a personal and reasoned line of thinking.

The file must include at least a description of previous studies, the corresponding grades, a *curriculum vitae*, a cover letter outlining the candidate's career plans and at least two letters of academic recommendation. Mandatory documents are shown on the admissions website.

The procedure for applying for certain programmes is available on the admissions website.

After examining the file and depending on their area of expertise, each examiner awards one of the following grades: A, B, or C.

If the examiners award substantially different grades, the admissions panel may carry out an equalisation to ensure equality between candidates.

In accordance with the requirements of the programmes recognised by the profession of professional journalists, admission of candidates to the degree course of the Sciences Po Journalism School is determined

by an additional and decisive final phase consisting of an interview, with evaluators from the teaching staff of the Sciences Po Journalism School. Only candidates who have passed this second stage will be admitted to these particular programmes.

The admissions panel rules on the candidate's admission at its sole discretion with regard to the entire application as assessed by the two examiners, as well as by the additional and decisive grade from the oral interview in the case of candidates to the degree course of the Sciences Po Journalism School.

### 7.3 Selection panels

Members of the eligibility and admissions selection panels are appointed by the Director of the *Institut d'études politiques de Paris*.

The selection panels are chaired by a university professor or similar and include teachers and representatives from educational sectors, the admissions management and the Sciences Po management.

**Appendix 1 - Provisions applicable to personal data exchanged as part of the admissions procedure****Responsibilities and purposes of data processing within the meaning of the General Data Protection Regulation 2016/679 - the so-called ("GDPR")**

Sciences Po acts as the controller of personal data provided by the candidate on the secure online area as part of the purposes specified below, and of data produced by the institution pursuant to these same purposes. Candidates acknowledge and authorise Sciences Po to subcontract the data processing to any other legal entity, for the services associated with the purposes specified below. In this context, Sciences Po undertakes to ensure its subcontractor(s) comply with the same obligations as those incumbent on it with regard to personal data protection.

**Purposes of data processing** - Data is collected on the secure online area for the purposes of:

- managing admission campaigns to Sciences Po (i.e. collecting and processing the wishes of candidates for a course, assessing application files, organising interviews, disseminating results, awarding scholarships, taking into account any disability of candidates, for the purpose of the necessary arrangements for organising of oral sessions and possibly education in the event of admission);
- scientific research in the public interest;
- surveys and statistics for the purpose of directing and improving the institution's services and academic offer. This purpose falls within the legitimate interest of Sciences Po as described in Article 6.1.f GDPR.

**Lawfulness of personal data processing** - Personal data processing carried out on the basis of the data in the candidate's application file is supported, as the case may be, by the following legal grounds:

- consent of the data subjects (pursuant to Article 6.1.a GDPR);
- performance of the higher education public service mission entrusted to Sciences Po (pursuant to Article 6.1.e GDPR);
- the legitimate interest of Sciences Po as described in Article 6.1.f GDPR.

The decision to allocate a candidate to a Sciences Po course is not made solely on the basis of automated processing within the meaning of Article 22 GDPR.

**Data Recipients** - Are recipients of all or part of the data in the candidate's application file:

- Sciences Po,
- The interview committee and the examiners of the application files,
- The Admissions panel,
- Online payment companies for the payment of any potential fees of the application file,
- The Ministry of Higher Education and Research,
- The service providers used for implementing the Admission interview (e.g.: video conferencing tool, institutional collaborative tool).

**Nature of the data collected** - For the purposes of the Admissions Procedure, the candidate's personal data is collected in the application file completed in the secure online area. By completing the application file, the candidate agrees that Sciences Po may process their personal data for the above purposes. Personal data collected on the secure online area includes:

- Identity, marital status;
- Contact details;
- Official documents and supporting documents (identity documents, etc.);

- Identification and login data (national student ID, secure online area ID, candidate ID, IP address, data relating to traceability of access to the secure online area, etc.);
- Personal life (family circumstances, etc.);
- School, academic and professional life (CV, education, training, etc.);
- Economic and financial information (bursaries, data needed for the application payment, etc.);
- Data relating to disability (binary yes/no question and description of any necessary adjustments, etc.);
- Images.

**Data retention, archiving, and destruction** - Data used for admission management purposes are kept at least for the duration of the admissions procedure and the duration of appeals, as specified in Article 5, and for some of the data, up to 10 years in the current Sciences Po archives (in accordance with administrative usefulness periods and legal requirements, Sciences Po being subject to the rules for archiving administrative documents under Law No. 78-753 of 17 July 1978). The personal data of accepted candidates are stored in Sciences Po's education management tools. Data used for scientific research purposes in the public interest are kept on an ongoing basis until the end of the research project or its publication. They may then be transferred to intermediate archives, such as research data warehouses, after the data is anonymised.

**Exercising rights over candidate data under GDPR** - Sciences Po is committed to protecting candidates' privacy and reputation: Sciences Po expressly refrains from processing personal data in such a way that their use constitutes an infringement of privacy, a risk to their reputation or any other harmful use. In accordance with the GDPR, candidates have the right to information and access, rectification and erasure of their data, as well as the right to object and to limit data processing carried out on the application files hosted on the secure online area and a right to define guidelines regarding the fate of their data after death.

It should be noted in particular that in the specific context of admissions management conditioning registration for a Sciences Po course:

- By exercising their right of access to documents regarding the algorithmic processes used, the candidate may only access information relating to the criteria and procedures for examining their application;
- Any data that can be consulted as part of exercising the right of access (Article 15 GDPR) does not affect recommendation forms. Sciences Po is the recipient of this information and guarantees its strict confidentiality to those providing these recommendations, freely chosen by the candidate. As such, only the people in charge of examining the application files have access to the data;
- An objection by a candidate to the processing of their data would result in their application file and, therefore, their registration with Sciences Po, not being considered. Any candidate who objects to the processing of their data as part of the Admissions Procedure is deemed to have withdrawn their application.

To exercise your data processing rights or for any questions, please contact the Admissions Department ([admissions@sciencespo.fr](mailto:admissions@sciencespo.fr)) and/or the Sciences Po Data Protection Officer ([dpo@sciencespo.fr](mailto:dpo@sciencespo.fr)). You may, as a second resort, contact the national data protection authority (the CNIL).