

KEY STEPS FOR A GOOD START

CONTACTS

ADMINISTRATIVE MATTERS

Should you have any questions regarding your administrative file or your pay, please contact us at accueil.enseignant@sciencespo.fr

TEACHING GUIDANCE

You will find your academic advisor's contact details in your online faculty account, « ATTENDANCY » section.

IT SUPPORT

sos@sciencespo.fr - 01 45 49 77 99

MORE INFORMATION

www.sciencespo.fr/enseignants/en/join-us/adjunct-faculty.html

1

SUBMITTING YOUR ADMINISTRATIVE FILE

Your contact: accueil.enseignant@sciencespo.fr

As soon as your Sciences Po email address is validated, you will be able to put together your administrative file, by completing the following [online form](#).

[Check the list of the mandatory documents you will need to provide.](#)

2

OBTAINING YOUR FACULTY CARD

Your contact: accueil.enseignant@sciencespo.fr

After completing your administrative file online, you will receive your faculty card by post, if you have given a permanent postal address in France or Europe. If not, you can pick it up at the Teachers' support and administrative services office.

The faculty card allows you to access all Sciences Po buildings (including the library) and to use the printers.

3

SIGNING AND SENDING YOUR LETTER OF COMMITMENT

Your contact: Academic advisor.

Before the beginning of classes, your letter of commitment must be signed and returned to: accueil.enseignant@sciencespo.fr

4

RECEIVING YOUR PAYMENT

Your contact: accueil.enseignant@sciencespo.fr

You will receive your payment at the end of each semester: at the end of January and/or June. You will receive a detailed payslip by post once the payment has been processed.

UNIQUE ID

As a teacher, as of now, you have a unique username :

Your Sciences Po email address : firstname.lastname@sciencespo.fr, which will give you access to :

- Your email address: [logging in - setting up the password](#)
- Wifi "Sciences Po secure"
- Online library : www.sciencespo.fr/bibliotheque/en.html
- Moodle : moodle.sciences-po.fr and Zoom : www.zoom.us
- Your online faculty account : [logging in](#)
(*Timetable, student list, attendance, grading, teaching certificates...*)

The information required to activate your Sciences Po account is sent to your personal email address you gave during the recruitment process.

Your Sciences Po account is given as a member of faculty and remains active for 15 months after the end of the teaching semester.

After this duration, all digital content and services will no longer be available.