

ACADEMIC RULES AND REGULATIONS

ADOPTED BY THE INSTITUT BOARD OF DIRECTORS ON 2nd JULY 2024

Regarding decree n° 2016-24 dated 18 January 2016 relative to the *Institut d'études politiques de Paris*;
Regarding the academic rules and regulations adopted by the Executive Committee of the *Institut d'Études politiques de Paris* on 20 June 2011, modified on 22 May 2019 and published on 6 June 2019.

Glossary:

- « Sciences Po » refers to the *Institut d'Études Politiques de Paris*;
- UE refers to *Unité d'enseignement* (teaching unit);
- UP refers to *Unité pédagogique* (course code);
- College: group of educational bodies which host the undergraduate study programmes;
- Schools: educational bodies which host Master's programmes.

Annexed documents:

- Academic Integrity Charter (adopted by the Institute's Board of Directors on 21 March 2023).
- Charter for the use of Sciences Po's information systems (presented to the Students Life and Education Committee on 3 February 2020 and the Board of Directors on 11 February 2020).

TITLE I: GENERAL PRINCIPLES OF ACADEMIC AFFAIRS FOR ALL STUDENTS

Article 1: Academic duties and obligations

Students of Sciences Po shall comply with the duties and obligations detailed in these rules and regulations. Failure to comply with any of these duties and obligations may lead to the student concerned being required to repeat a year or to having his or her diploma withheld.

The following matters are considered as obligations:

- Academic integrity, including intellectual honesty throughout the study programme and compliance with copyright laws in all university coursework.
- Compliance with the Charter for the use of Sciences Po's information systems.
- Administrative registration.
- Course registration.

- Satisfaction of requirements of the degree programme in which the student is enrolled, and conformity with course assessment procedures, particularly exams and in-class tests, attendance and punctuality.
- Evaluation of courses each semester.

Article 2: Administrative registration

A student whose administrative registration has not been completed or whose administrative status is not current cannot under any circumstances receive credit for that academic year. He or she may be blocked from course registration and may also be denied any certificates or documents relating to their course of study (transcripts, enrolment certificates or other documents).

Article 3: Course registration

Students are responsible for ensuring that they register for the appropriate courses as required by their degree programme. Except in substantiated extenuating circumstances, (specifically: high-level athletes or artists, students with disabilities, military reservists, etc.), no manual registration can be made by the academic teams and no changes or additions to courses or schedules may be made after classes have begun.

In extenuating cases, the student must provide the relevant academic office with proof of his or her specific circumstance prior to course registration.

Article 4: Attendance and punctuality

The obligations of attendance and punctuality extend to all academic study. All absences must be justified to the academic office within 8 working days.

Persistent lateness may be considered as an absence by the teachers.

When a class is cancelled, it will be rescheduled at a later date. Attendance at this make-up session is mandatory, except in the event of a schedule conflict with another class.

Participation in all events requiring individual registration (career workshop, recruitment breakfast, etc.) is binding and requires actual attendance, except when prior justification is provided.

Article 5: Student default

After more than two absences, including justified absences, from a course spanning 24 hours or more, or after two absences from a course spanning less than 24 hours, a student will be considered to be in "default", whatever the reason for the absences. The same applies if a student fails to comply with the evaluation procedures for a course. The grade "default" will be recorded on the student's transcript.

Article 6: Exams and in-class tests

Written and oral exams and in-class tests are scheduled in accordance with the calendar set by the Sciences Po administration and notified to students at the start of the academic year. Students must make themselves available throughout the specified period, irrespective of the precise dates of their exams. In accordance with current regulations, students will be notified of the precise examination timetable at least two weeks before the exam.

Students are required to attend exams and in-class tests on the dates and times and at the venues for which they have been notified.

They are required to take note of, and comply with, the general instructions which apply to written and oral exams, available on the Sciences Po student website and sent to them before each session, as well as the deadlines set for submitting homework assignments. In addition, specific instructions may be issued on the day of the exam.

Where appropriate, students can benefit from the support of the Student Disability Support Service to facilitate the taking of examinations. Applications for such support must be made, and supporting documentation provided, to the Disability Support Service, and validated at least 3 weeks before exams begin.

Article 7: Evaluations' deferment and retake exams

If for serious and compelling reasons a student is unable to be present at an examination or to submit work, he or she must present a written explanation to the teachers concerned and to the relevant academic office.

Depending on the circumstances, the student may be authorised by the relevant academic advisor to submit work at a later date without penalty, to attend a make-up session or to retain his or her continuous assessment grade and retake only the final examination.

In the event that a student must undergo a retake due to not having validated a fundamental course or having failed a final exam, the mention of the retake will appear on the transcript. Each successive grade obtained for the course will be included on the transcript.

Article 8: Harmonisation of grades

The grades awarded by different evaluators in a course are subject to harmonisation.

When there is a difference of more than one point (above or below) between the average of a course section or individual evaluator and the overall average for the course or for all exam papers evaluated, the Department of education and student success may harmonise the grades by adjusting the average of the section or individual evaluator to within this range.

Article 9: Course credit

The workload, assessment methods and criteria, deadlines for assignments and the weight of each exercise in the overall grade are detailed in the course syllabus made available before the semester begins or, at the latest, on the first day of classes. Evaluation for a course must be based on at least two graded exercises.

Sciences Po uses the European Credit Transfer System (ECTS). A semester-long programme is worth at least 30 ECTS credits and a year-long programme counts for at least 60. Each ECTS credit corresponds to a workload of 25 to 30 hours, including classes, examinations and independent study.

Students obtaining a grade equal to or higher than 10/20 for a course will validate the course and receive the total corresponding number of ECTS credits. For any grade lower than 10/20 or for default, the student will not validate the course and no credits will be awarded.

When students are awarded ECTS credits they also receive an alphabetical grade reflecting the quality of their work in the course. Of the students receiving credit for the course, the first 10% are given an A, the following 25% a B, the next 30% a C, and the next 25% a D, while the remaining 10% of students get an E. The letters therefore represent the relative ranking of the students in each course. Finally, the letter F is used for students who have failed to validate the course.

Article 10: Language instruction, English and French

Sciences Po provides teaching of several foreign languages with respect to the humanities and social sciences. Students may take one or two language courses depending on the content of their programme.

English is both a taught and a working language, common to all students.

English instruction is provided through face-to-face and e-learning methods as well as language study halls. English is taught in groups according to level of proficiency - A1, A2, B1, B2, C1, C2, in ascending order - in accordance with the Common European Framework of Reference for Languages (CEFR). Each level corresponds to a certain set of skills, as defined by CEFR criteria. In order to receive a Master's degree, students must have achieved a level in English equivalent to at least C1 on the CEFR table.

Students from the Undergraduate college of Sciences Po achieving the C1 level in English during the second year of study will keep the legacy of the C1 level achievement when graduating to a Master's degree, as long as they have: attended a Master's degree curriculum taught in English or followed and validated an English learning course or a course taught in English (C1 level). This policy also applies to students admitted directly to first-year Master's, who have obtained C1 level prior to their admission.

Sciences Po will take care of financing the external certification leading to the C1 level in English on request and only once in a student's education in the pricing conditions predefined by its partners.

Attending all Master's degree courses taught in the English language demands the C1 level in English.

Article 11: Juries

Grades and credits for all courses are definitively awarded only by a jury, presided over by a full professor or a figure of equivalent authority, and comprised of the academic coordinators and members of the faculty of the programme of study, in accordance with article L. 613-1 of the French Code of Education.

The end-of-year jury decides for each student, on the basis of his or her academic performance, whether he or she should advance to the next year, repeat the year, or advance conditionally upon passing certain examinations. The degree jury decides whether or not to grant the degree for the programme of study in which the student is enrolled.

One task of the juries is to consider individual cases of default. Each student should take care to supply the Office of the Dean of Academic Affairs with all the information necessary to assess his or her particular circumstances. The juries have the power to waive defaults, determine grades and decide on the awarding of credits.

The decisions of the jury are final.

Article 12: Academic integrity

A Charter comprising in detail the principles of academic integrity and listing the forms of non-compliance and good practices, hereafter "the Charter", is addressed to all students, during annual administrative registration and is available on the Sciences Po website.

This charter must be carefully read and endorsed; it applies throughout the study programme at Sciences Po.

All students are required to comply strictly with the Charter, in the same way as they must comply with all other obligations indicated in the present Regulations.

Any failure to conform to the rules of academic integrity as defined in the Charter also constitutes a breach of the academic obligations.

The Charter defines plagiarism. An anti-plagiarism detection software is used by Sciences Po and is accessible to all teaching staff.

Online examinations and any work done at home must be submitted in digital format.

Failure to comply with these Regulations or the Charter will result in the application of pedagogical measures as set out in the Charter:

- In the case of a methodological error as opposed to plagiarism: points will be deducted from the grade, at the discretion of the teacher and according to the goals set out for the assignment.

- In the event of plagiarism, the teacher will allocate a mark of 0/20 to the assignment.

The juries may exercise their discretion in taking into consideration plagiarism, according to its degree of seriousness, within the assessment criteria of the work submitted.

In the event of fraud or attempted fraud, the conditions set out in the Code of Education will apply, and specifically article R.811-12.

A disciplinary procedure may be engaged by the Director of Sciences Po within the terms set out in the Code of Education and in the decree n° 2016-24 dated 18 January 2016 (modified) relative to the *Institut d'Études politiques* de Paris.

In this case, the Disciplinary section can impose one of the sanctions contained in the terms of article R.811-36 of the Code of Education.

The application of any sanction in the event of fraud, including plagiarism, will result in the invalidation of the corresponding paper for the person concerned. The Disciplinary section may also decide, if appropriate, to void the group of papers or series of exams.

The Director may alternatively decide to propose, should the student accept responsibility, a "plea-bargain" procedure as set out in article R.811-40 of the Code of Education.

This procedure is subject to the student's consent and adoption by the Disciplinary section. The acceptance of this measure will result in the invalidation of the corresponding examination for the person concerned. The Director may also decide to void the relevant group or series of exams. In the event of refusal by the student, the Director must refer the matter to the Disciplinary section.

Article 13: The Disciplinary section

Members of the Disciplinary section are elected by and among the elected representatives of teachers, researchers, staff, and students to the board of the *Institut d'études politiques* de Paris, the Scientific Council and Board of the Student Life and Education Committee.

The Chair of the Disciplinary section is elected under the terms stipulated in article 27-II of Decree n° 2016-24 dated 18 January 2016 relative to the *Institut d'études politiques* de Paris.

Matters are referred to the Disciplinary section by the Director of Sciences Po.

In accordance with article R.811-36 of the Code of Education, the following disciplinary sanctions can be issued by the Disciplinary section:

- Warning.
- Reprimand.

- Specific measure of accountability.
- Exclusion from the institution for a period of up to five years: possibly with a deferral if the exclusion does not exceed two years.
- Permanent exclusion from the institution.
- Exclusion from all public higher education institutions for a period of up to five years.
- Permanent exclusion from all public higher education institutions.

In keeping with the same article, in the event of fraud or attempted fraud committed during continuous assessment evaluations, exams or competitive exams, the issuing of one of the sanctions listed above will result in the invalidation of the corresponding examination for the person concerned. The student is considered to have been present at the exam without taking it. The Disciplinary section may also decide, if appropriate, to void the group or series of exams.

In accordance with the terms of article R.811-40 of the Code of Education, in the event of fraud or attempted fraud committed during registration, continuous assessment evaluations, exams or competitive exams, the Director may alternatively decide to initiate a “plea-bargain” procedure, should the student accept responsibility. The following sanctions may then be applied directly to the student concerned:

- Warning.
- Reprimand.
- Specific measure of accountability.
- Exclusion from the institution for a maximum of one year, possibly with a deferral.

The application of one of the sanctions listed above will result in the invalidation of the corresponding examination for the person concerned. The Director may also decide to void the relevant group or series of exams.

In the event of refusal by the student, the Director must refer the matter to the Disciplinary section.

In the context of an exchange programme, the student’s home university will be notified of the facts and the sanctions applied for non-compliance with the principles of academic integrity during their studies at Sciences Po.

Article 14: Modifications to courses of study

Students wishing to make modifications to their course of study may do so only with the prior approval of the Office of the Dean of Academic Affairs, to which they must submit a written request outlining their reasons for the modification. Within the framework of the curriculum, the new programme will detail the definitive requirements for the degree programme. Responsibility for compliance with this new commitment will then lie with the student.

Possible modifications to courses of study are as follows:

- **Amendment:** Courses are substituted for those normally included in the programme or postponed to another semester, without altering the duration of the student’s programme.

- **Extension:** Students defer certain courses to a later semester, while respecting the pedagogical progression of the curriculum. Receiving credits for the year, credit for the programme, or the degree is postponed accordingly. Programme's extension entails the payment of social security and tuition fees for each additional semester of study. Financial aid offered by Sciences Po is not automatically extended.
- **Suspension:** The student is temporarily considered to no longer be a student at Sciences Po. He or she does not pay tuition fees and therefore does not enjoy any corresponding benefits, including internship agreements. He or she regains student status at the close of the period of suspension. Tuition fees must be paid in full for any semester already underway. A suspension is applicable to students encountering serious difficulties.
- **Gap year:** Under certain conditions, students may take one year off from studies – maximum one year per programme of study – upon submission of a letter of motivation and with the approval of the academic advisor of the programme. During this year off, the student must pay 25% of their tuition fees or 100% of tuition fees if the time off takes the form of an exchange semester at a partner university, to retain their status as a student of Sciences Po. After the year off, students return to their programme of study.

Given that programmes of study are liable to change, following any period of suspension or time off, students must follow the programme in force at the time of their return.

Article 15: Duration of studies

The duration of studies, excluding any modifications granted to students (cf. articles 14 and 16 of these Rules and Regulations), is three years for an undergraduate degree and two years for a Master's degree, apart from specific programmes (in particular dual degrees and joint programmes between Schools).

Agreed modifications to programmes of study may lead to an extension of the study duration. Except in special cases, students may only repeat an academic year once, regardless of the level of studies.

Article 16: Special provisions for competitive athletes and high-level artists

Modifications to courses of study may be approved to allow for the special circumstances of competitive athletes and high-level artists, upon submission of a request to the Department of Education and Student Success.

Competitive athletes recognised by the French Department for Sport and high-level artists recognised by the committee set up by Sciences Po, who obtain a study extension at the start of the academic year, will also benefit from the corresponding extension of tuition fees.

High-level artists are recognised by a committee composed of arts professionals, key members of Sciences Po's academic staff – representatives of Admissions, the Department of Education and Student Success, as well as the Undergraduate college and Schools – and a student representative. It meets once a year, during admissions at the end of June, and more often if necessary.

Furthermore, upon request to the Department of Student Life, optional sports courses may be substituted by sports practice if it gives rise to competitions at a national level (cf article 36).

TITLE II: THE UNDERGRADUATE PROGRAMME

Article 17: Presentation of Sciences Po's Bachelor of Arts (BA)

The Bachelor of Arts is the undergraduate degree awarded by Sciences Po's College. The BA is conferred on students having completed six compulsory semesters of study, representing a total of 180 ECTS credits validated.

The Bachelor of Arts diploma includes the following mentions:

- The student's major, upon successful completion of all requirements.
- The student's regional concentration, upon successful completion of all requirements.
- When applicable, academic honours awarded (conditions outlined in Article 27).

Article 18: The Undergraduate academic programme

The undergraduate academic programme consists of three primary components that allow students to fulfil the requirements necessary to receive the Bachelor of Arts degree:

- A compulsory core curriculum, including required coursework in the major chosen by the student and a Capstone Project.
- A compulsory civic learning programme.
- Optional coursework enabling the student to pursue additional language instruction or to obtain credit for certain student life activities.

Article 19: The core curriculum

The successful completion of core curriculum requirements in each academic year enables students to advance to the next year of study within the undergraduate programme and to obtain a considerable portion of the 180 ECTS credits required for the BA degree.

Every undergraduate must choose a major and complete coursework that contributes to the 180 ECTS credits required for the degree programme. Students are considered to have completed the requirements of their major if they obtain at least 35% of the total 180 ECTS credits in their chosen major during the three-year programme.

Undergraduate students may choose to pursue a regional concentration, which is deployed over the three years of study. This regional concentration is validated by:

The third year abroad:

- o For students completing their third year in the region studied on their home campus, no additional requirements are needed.
- o For students completing their third year outside of the region studied on their home campus, they must successfully complete two classes linked to the region studied on their home campus. Of these two classes, only one may be a language course.

Third year students must submit a compulsory Capstone Project, a written exercise representing a total of 6 ECTS credits. If the exercise is validated, the credits are applied to those credits earned in the context of the student's chosen major.

Article 20: Conditions for passing the First Year

The first-year curriculum consists of five fundamental disciplinary lecture courses, each of which includes both a lecture and a discussion session. A sixth fundamental disciplinary lecture course consists of a lecture and a reading section.

Students who have obtained a minimum of 60 ECTS credits and passed at least five of the six fundamental courses are deemed to have passed their first year.

Students who have obtained between 56 and 59 ECTS credits and passed at least four fundamental courses are deemed to have passed their first year in conditional status. They will be allowed to advance to the second year with the additional obligation to retake the fundamental courses they did not pass during the first year.

Students who have obtained fewer than 56 ECTS credits or have passed fewer than four of the six fundamental courses must repeat the entire first year.

Article 21: Conditions for passing the Second Year

The second-year curriculum consists of three fundamental courses - two advanced seminars within the major and one multidisciplinary lecture course within the major. The multidisciplinary course consists of a lecture and a discussion section.

Students who have obtained a minimum of 60 ECTS credits and passed at least two of the three fundamental courses are deemed to have passed their second year.

Students who have obtained between 56 and 59 ECTS credits and passed at least one of the three fundamental courses may retake the necessary fundamental courses before the start of their third year.

Students who have obtained fewer than 56 ECTS credits must repeat the entire second year.

Students must have fulfilled all conditions and requirements for passing the first and second years before being allowed to advance to the third year.

Students who have not fulfilled all conditions and requirements for passing the first and second years prior to the start of the third year must spend an additional semester of study at Sciences Po (the first semester of their third year) in accordance with the terms set forth by the jury.

In such cases, Sciences Po will propose a study programme to the student, subject to the conditions of the Academic Rules and Regulations, enabling the student to obtain the same number of credits at Sciences Po as a semester completed abroad. If the final semester does take place abroad, it can take the form of university study, subject to the availability of places within Sciences Po's partner university agreements, or of an internship. The duration of the internship, subject to the regulations of the host country, must be a minimum of fourteen consecutive weeks, at the same institution.

Article 22: Conditions for passing the Third Year

Except in exceptional circumstances (for example: decisions by public health authorities that prevent departure or stay in the destination country, etc.), the entire third year will obligatorily take place abroad.

It consists of either a full year of university study, or a hybrid year, made up of a semester of university study and an internship.

The student will pursue their concentration in the third year, as part of their university study stay.

The student must meet the academic requirements of Sciences Po as well as those of the host country.

In the case of a study exchange year, the student must validate courses equivalent to 60 ECTS credits and submit a mandatory study report. He or she should validate the study obligations associated with their major.

In the case of a hybrid year, the student should validate courses equivalent to 30 ECTS as well as 30 ECTS credits for an internship, which should last sixteen consecutive weeks within the same organisation subject to the regulations of the host country. Furthermore, the student must submit both a study report and an internship report.

Article 23: Foreign language instruction at the Undergraduate college

French and English are the two working languages of the Undergraduate college.

Non-English-speaking students will take English classes. Non-French-speaking students will take French classes.

Non-English-speaking students must achieve level B2 in English before being able to choose another foreign language.

Non-French-speaking students must achieve level B1 in French before being able to choose another foreign language.

Only students who have validated levels C1 in English and B2 in French respectively are exempted from taking classes in these languages and should choose another language for their mandatory language classes.

Article 24: Compulsory Civic Learning Programme

The compulsory Civic Learning Programme represents 9 ECTS credits obtained over the course of the three-year undergraduate programme. To receive the Bachelor of Arts degree, students must validate 6 ECTS credits in the Civic Learning Programme prior to the start of the third year.

The Civic Learning Programme is comprised of the following components:

- A civic engagement letter, to be written during the first semester of the first year.
- A compulsory internship, lasting a minimum of four consecutive weeks and completed between the first and second years of study **or exceptionally between the second and third years of study**. The internship must have a civic focus and represents 3 ECTS credits if successfully completed.
- An independent project consisting either of a team project or an associative engagement within the institution or in the community. The independent project, completed during the first or second year, represents 3 ECTS credits if successfully completed. The project must be pre-approved by Sciences Po in order to be considered credit-bearing.

Article 25: Resitting exams

Students who have not validated a fundamental course at the end of each semester of the academic year may retake their exams. The resit exam will be scheduled at the earliest opportunity and, at the latest, before the end of the following semester. These resit exams are subject to the rules set out in article 7 of these Rules and Regulations.

The end-of-year jury may decide whether students who have been admitted with conditional status to the next year of study must resit one or more exams or to retake any fundamental course(s) they did not pass, in accordance with the terms established by the relevant academic office.

Resit exams may be organised in conditions different from the initial exams. The grade obtained on a resit exam is counted as the student's sole and final grade for the course or the Capstone Project.

Article 26: Conditions for repeating a year

A jury meets at the end of each academic year to determine if a student has satisfied the conditions necessary to pass to the next academic year, or if a student must repeat a year. Repeating a year may result in the suspension of grants awarded by the CROUS or Sciences Po.

Article 27: Conditions for degree conferral and designation of honours

To be awarded the Bachelor of Arts, students must have completed six semesters of undergraduate study and have complied with the academic rules and requirements set out in this document.

Summa cum laude honours are awarded to the top 2% of graduates with the highest-grade point averages, calculated on the basis of results obtained during the first two years at the College.

Cum laude honours are awarded to the next 10% of graduates with the highest-grade point averages, calculated on the basis of results obtained during the first two years at the College.

Article 28: Admission to the Master's programme from the College

Sciences Po College students must have obtained their undergraduate degree in order to be admitted to a Master's programme at Sciences Po.

Students may request a gap year at the end of their studies at the Undergraduate College. Gap year requests must be duly justified and submitted to the Office of the Dean of the College.

TITLE III: UNDERGRADUATE EXCHANGE PROGRAMME

Article 29: Admission to the Undergraduate Exchange Programme

Except in the instance of refusal to admit students from Sciences Po, or the absence of confirmation to admit students from Sciences Po within a reasonable timeframe by the international partner, candidates must have successfully completed at least two years in the same higher education degree programme outside France in order to be accepted into the Undergraduate Exchange Programme.

Applicants to the Undergraduate Exchange Programme are pre-selected by their home universities and then accepted for admission by Sciences Po. Students are admitted for one semester or for one year.

Students individually applying to the programme are selected based on their application file by a Sciences Po admissions committee.

Article 30: General guidelines for the Undergraduate Exchange Programme

So far as their studies are concerned, students enrolled in the exchange programme are considered as Sciences Po students in every respect. They must therefore comply with the duties and obligations outlined in Title I of these rules and regulations, except as otherwise expressly indicated in the present Title.

Article 31: Course registration for Undergraduate Exchange Programme students

Students wishing to obtain the Undergraduate Exchange Programme Certificate must register for courses totalling 30 ECTS credits per semester, within the curriculum of their academic programme.

Article 32: Evaluation of Undergraduate Exchange Programme students

Students on the exchange programme are assessed according to the same methods and procedures as Sciences Po students. Except in exceptional circumstances, assessments cannot be deferred or postponed for exchange programme students.

Article 33: Undergraduate Exchange Programme Certificate

To be eligible for the Certificate of Studies in Social Sciences and Humanities, exchange students must validate 20 ECTS credits during a semester (and attempt 30 ECTS credits) or 45 ECTS credits during an academic year (and attempt 60 ECTS credits). They must also follow two courses from the disciplinary core curriculum (5 ECTS each) or a lecture course ("*cours magistral*") combined with a methodology tutorial ("*conférence de méthode*") (10 ECTS). Students may choose 20 credits from other types of course (seminars, languages, methodology workshops, artistic workshops). A Default in one or more courses (absence, coursework not submitted) will make them ineligible for the certificate.

Students not wishing to obtain the Certificate of Studies in Social Sciences and Humanities are free to choose the number of credits they wish (between 5 and 30 credits per semester), after verification of the requirements of their home university.

TITLE IV: THE MASTER'S PROGRAMME

Article 34: Master's degree preference for the students from the Undergraduate college

During their studies at the Undergraduate college, students are invited to follow the guidance available from Sciences Po Careers, with the aim of expressing their preference of Master's in line with their academic and professional projects.

Students graduating from the Undergraduate Programme should express their preference for their Master during their third year, in accordance with the schedule provided.

Article 35: Change of Master's

Once students have chosen a Master's programme, they must see it through to completion.

Any student from the Undergraduate college wishing to switch Master's programme or change track within his or her chosen Master's programme must obtain the approval of the Director of the School for both the original and prospective Master's programmes. The final decision rests with the Department of Education and Student success, in accordance with the schedule provided at the time of the choice of Master's.

No request to change the programme can be authorised before the end of the first semester. Students switching Master's programme after courses have begun are required to recommence their studies in the first year of the new programme. In such cases, with the exception of credits obtained through the validation of common academic curriculum courses and modern languages, the student will not retain the benefit of validated ECTS credits. This exceptional change is subject to double validation by the academic teams concerned.

Article 36: Academic organisation of the Master's programme

The Master's programme consists of four compulsory semesters, unless an exception is made for the programme concerned, as mentioned in article 15 on the duration of studies.

Students must follow the modules defined by the chosen Master's programme. The curricula include common academic courses, specialisation and elective courses, language courses (both mandatory and optional), an off-campus semester, which can take various forms. Students must enrol for a minimum of 24 compulsory ECTS credits and a maximum of 36 compulsory ECTS credits per semester, giving a total of 60 to 72 ECTS credits over the year, plus credits for any make-up courses.

Students practising sports or cultural activities undertaken through courses offered by Sciences Po can earn one additional ECTS credit per semester and per activity, or two additional ECTS credits for a university or federation competition sport, to a maximum of two ECTS credits per semester, irrespective of the number of activities undertaken, or three ECTS credits if one of the activities is a university or federation competition sport. Excepting competition sports, the validation of credits is subject to no more than 2 absences per semester and per activity.

Article 37: Common academic curriculum

All Sciences Po students must successfully complete at least two common academic curriculum courses during their Master's programme, save in exceptional cases. Exchange students may take up to two common academic curriculum courses each semester.

Article 38: Off-campus semester

Certain Master's programmes include an off-campus semester. This semester may take the form of an internship, study abroad, a Master's thesis or a specific project related to the programme in which the student is enrolled, approved by the relevant academic staff. The off-campus semester does not apply to apprenticeship students.

Internship

The internship must be at least 14 consecutive weeks at the same organisation or institution, except as otherwise authorised by Sciences Po Careers and the academic advisor of the Master's programme. The internship must be undertaken during the first or second semester of the second year, depending on the programme. It may begin in the inter-semester period.

The field of activity of the host organisation or institution and the nature of the tasks and responsibilities to be performed must be closely related to the Master's programme in which the student is enrolled. Internship agreements must be submitted for approval at least ten working days before the start of the placement.

At the end of the internship, an evaluation form is sent to the internship supervisor to assess the quality of the work carried out. The internship is validated or not on the basis of this evaluation form.

In accordance with the regulations governing internships, internships must take place during the student's administrative enrolment at Sciences Po, i.e. no later than 31 August of the year of graduation.

In exceptional cases and for compelling reasons, a student may ask to have one semester of their gap year validated as their off-campus semester. Approval is given by the Department of Education and Student Success and implies payment of the corresponding tuition fees.

Study abroad

Students may request to spend the whole of their off-campus semester on a study abroad programme. Approval for study abroad is given by the academic advisor of the Master's programme in which the student is enrolled. Students must then submit their applications to the International Affairs Office.

Master's thesis, Capstone, personal project

The off-campus semester may take a different form, with the authorisation of the academic advisor: namely, a Master thesis, personal project, or a Capstone.

Article 39: The Grand Oral exam

Aside from any exceptions, Sciences Po's emblematic "Grand Oral" examination draws on the students' experience during their off-campus semester, whether it be an internship, a study period abroad, a Master's thesis, a personal project or any one of the specific projects in place in certain Schools. Students must select one issue with a connection to the core subjects studied during their Master's.

Article 40: Foreign languages

English is the main language common to all Master's students. If a student has not yet achieved C1 level, registration for an English language course is mandatory. If a student demonstrates a proficiency level of C1 based on acceptance in an English-speaking Master's programme at Sciences Po, external certification or validation by the Language department, he or she may take up to two modern languages per semester, unless exempted by competitive exam preparation, and as required by his or her Master's programme.

International students who wish to benefit from the "non-French speaking" designation on their exam papers must be registered in a "French as a Foreign Language" class.

Progress from one level to another depends on the student achieving the required language proficiency skills, as validated by their teacher. Students in their second year of Master's cannot change language between their first and second year if they have not achieved C1 level in the first year, unless exempted by competitive exam preparation. Furthermore, they cannot begin another language in their second year.

Article 41: Completion of the first year of Master's

Students who have obtained 60 ECTS credits and have met the requirements of their programme's curriculum validate their year and move on to the second year.

Students who have obtained at least 48 ECTS credits may advance conditionally to the next year and must make up the credits they are missing.

Students who have obtained fewer than 48 ECTS credits must repeat the first year of their Master's programme. In this case, they may or may not be allowed to retain the benefit of those courses validated during their first year, according to the decision of the end-of-year jury.

Article 42: Conditions for obtaining the Sciences Po Master's degree

In order to receive a Master's degree from Sciences Po, students must have met the following conditions:

- hold a Bachelor's degree or equivalent, or have obtained their Bachelor's diploma from the Undergraduate college;
- have been registered as a student throughout the period of their programme of study (see article 15);
- have satisfied all academic requirements;
- have validated two common academic curriculum courses;
- have validated all specialised courses required by the Master's programme in which they are enrolled;
- have validated the off-campus semester, an internship for apprenticeship students, or a research thesis;
- have attained English proficiency at least equivalent to C1 on the Common European Framework of Reference for Languages;
- have validated the Grand Oral examination;
- have validated at least 120 ECTS credits.

Article 43: Awarding of *Summa cum laude* and *Cum laude* honours

Honours for Master's degrees are awarded within each respective programme. If applicable, it is included on the final year diploma of the *Institut d'études politiques de Paris*.

The *Summa cum laude* honour is awarded to Master's students graduating with grade point averages in the top 2% of their programme.

The *Cum laude* honour is awarded to Master's students graduating with grade point averages in the next highest 10% of their programme.

ANNEXES

- Annexe 1: [Academic Integrity Charter](#) (2023)
- Annexe 2: [Charter for the use of Sciences Po's information systems](#) (2020 in French)