

BROWN PROGRAM IN PARIS, FRANCE 2009-2010
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PROGRAM CONTACTS



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RESIDENT DIRECTOR

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CALENDAR

January 14	Arrival at the FIAP. Meeting with Martine Corbière and Shoggy Waryn at the Fiap at 5:00 pm
January 15	Meeting at the Mayet Office at 10:30 am
January 18	Orientation for Sciences-Po students at Sciences-Po (tentative date)
January 18	IFE starts (end of the program: May 21)
January 18	Orientation begins for all other students at the Mayet office.
January 25	Sciences-Po: beginning of the Spring semester
February 4	Paris 3: beginning of the Spring semester
February 8	Paris 1, Paris 4, Paris 6 and Paris 8 : beginning of the Spring semester
February 7 – March 7	Winter break at Sciences-Po
April 24 – May 2	Spring break at Sciences-Po
April 17 – May 2	Spring break at Paris 1, Paris 3, Paris 4, Paris 6 and Paris 8.
End of the program	Check the full calendar based on your school of choice

PUBLIC HOLIDAYS (2010)

Lundi de Pâques	April 5 th (Easter Monday)
Le 1er mai ou la fête du travail	May 1 st (Labor Day)
L'Armistice de la deuxième guerre mondiale	May 8 th
L'Ascension	May 13 th

PRE-DEPARTURE CHECK LIST

- [] Prepare myself: That means having read this handbook and other appropriate OIP publications like the current editions of “The FAQs of Study Abroad” and the general Study Abroad Handbook-*Take it With You* and being mentally prepared for the challenge. Also read a book on France or French culture.
- [] Meet with my concentration advisor to discuss any credit that I want to count for my concentration and get pre-approval. General credit for graduation transfers automatically.
- [] Check that my passport is valid at least three months after the last day of my stay in France
- [] Check the French consulate about documents required for my country of citizenship. **Take with me to France all documents I had to provide to the consulate for my visa. Very Important!**
- [] Passport with student visa. Check the travel restrictions that apply to me.
- [] Health insurance information: policy number, reimbursement procedures and forms, list of medical procedures covered. **Proof of insurance with dates of policy clearly stating I am covered for the period of study must be brought with me to France.**
- [] Have had my medical, dental and eyesight check-ups as recommended.
- [] Supply of prescription medication if I am taking any. If I know that the medication is available in France, I will bring the original prescription.
- [] I will give to OIP and the Brown-in-Paris office my travel schedule for my arrival.
- [] I will not bring too much stuff!! I won't need it and it will just cost a lot to mail it back home. One suitcase ONLY and preferably not too big so I can carry it by myself!
- [] Check that all electric/electronic equipment that I bring to France is set for 220 voltage. Avoid bringing small appliances such as hair dryer as they will not work. Most computers, Ipods and rechargeable cameras are fine. Think about bringing back-up storage devices.

HEALTH INFORMATION

You should consult your own physician and dentist or other health care provider for a check-up to make sure there are no current health issues. If you have any specific concerns about your own personal health situation, please specifically ask your own health care provider about studying abroad. In the OIP Resource Library, we also have books about health issues in other countries which you may consult. The Center for Disease Control publishes a list of all the vaccines and health precautions it recommends for those planning a stay abroad. The CDC website is located at: <http://www.cdc.gov/>. Especially if you plan to travel outside Europe, to the Middle East or North Africa, please check what might be required for health preparations.

HIV infection, as in many parts of the world, is present in France. Please protect yourself if you are sexually active and use condoms.

Insurance

US Health Insurance

Be certain to consult your insurance provider for coverage overseas and remember that most care providers in France will ask for payment up front with the expectation that you will get reimbursed after you submit forms and receipts to your insurance provider. Make sure you bring your private insurance policy number and other relevant documents, including information on all medical procedures covered by your policy and the process for reimbursement. Contact your health insurance provider for reimbursement forms, and please take these forms with you when you go. This will save you time if you need medical assistance since you won't have to write to the office here in the USA for them while you're gone. And..... **Bring a letter of proof of insurance with the dates of coverage clearly stated for the period of study (the wallet-size card is not sufficient)**

If you are carrying Brown student health insurance, reimbursement forms are available from the Office of Insurance and Risk. If you have any questions regarding Brown student health insurance, you can call or write to:

Cheryl Moan
Brown University, Office of Insurance and Risk
Box 1848
Providence, RI 02912

Ph# 401-863-9481
Email: Cheryl_Moan@brown.edu

Emergency Health Coverage

In addition we provide you with a Brown Travel Assistance Plan which covers evacuation and repatriation as well as some other services. This plan is provided by International SOS (<http://www.internationalsos.com>) and the contact numbers in case of emergency are:

If calling from:	Call Alarm Center in:	At this number:
U.S. or Canada	Philadelphia, PA	1-800-523-6586 Call collect: 1-215-942-8226
Mexico	Philadelphia, PA	Call collect: 00-215-942-8226
South and Central America	Philadelphia, PA	Call collect: 00-215-942-8226

Europe, CIS, Africa or the Middle East	London	Call collect: 44-208-762-8008
Asia, Australia or the Pacific Rim	Singapore	Call collect: 65-6338-7800

When you contact them you must reference: Group membership #: 11BSGC000031

The services provided by International SOS range from telephone advice and referrals to full-scale evacuation by private air ambulance. The SOS network of multilingual specialists operates 24 hours a day, 365 days a year from SOS Alarm Centers around the world. However, International **SOS is NOT health insurance**. Requests for reimbursement for medical care received while abroad should be submitted to your health insurance provider.

You will also be given a wallet size card with important information on how to access International SOS services. Please carry this with you at all times in case you need emergency assistance. **REMEMBER:** In case of emergency, contact the Brown-in-Paris staff as well, **first if possible!**

French Health Insurance or “Sécurité sociale”

French health insurance is required of anyone applying for student status in France. French legislation passed in July 2004 requires all students staying in France for longer than three months to also have French medical coverage or *sécurité sociale* which costs approximately 200 € per year, even if you already possess full US coverage. The *sécurité sociale* contribution will enable you to be partly reimbursed for medical and pharmaceutical costs. **DO NOT** suspend any American or other coverage, since if you become ill, then this may be considered a pre-existing condition when you need to re-enroll in coverage at home. Plus “Sécurité Sociale” does not kick in right away.

Health Care

We have lists of doctors, counseling services, etc... in the Paris office. Please contact us if you need any assistance making appointments or dealing with health issues.

For minor problems and medical advice, e.g., cold or flu symptoms, headaches, it is common to first consult a pharmacist in France. He or she can tell you if you need to see a doctor and also recommend appropriate over-the-counter medication. If you are accustomed to taking a specific brand of medication, such as Tylenol or Sudafed, it is best to bring some with you, as certain U.S. brands are not available in France. **MEDICATION CANNOT BE MAILED TO YOU.** If you are taking any prescription medication, you should therefore bring enough with you for the semester unless you plan to return to the U.S. during your stay. Prescription drugs have the additional problem of brand name changes from place to place. If you need prescription medication regularly and do not intend to bring a semester’s supply, bring a copy of your prescription along. Make sure it is clearly written and indicates the generic name of the drug. In some cases, a physician in France may not fill the prescription provided by your U.S. doctor without first doing an examination and confirming the diagnosis of your condition.

When you travel in Europe, make sure to label all medication clearly and to keep it in the original containers which show the prescription number. This will facilitate customs clearance in and out of the country. You should also carry with you a copy of the prescription script from your doctor as custom official have the right to confiscate medications as illegal drugs if you cannot prove it is a legal prescription.

If you need a doctor or a prescription on weekends or in the middle of the night, you can call SOS-Médecins: 01.47.07.77.77. They make house calls 24 hours a day 7 days a week.

VISAS

In order to study in France you must apply for a student visa. The OIP will provide you with the appropriate instructions and documents in order to complete this process. *By time of orientation you should have completed the campusfrance process and booked your visa appointment at the consulate.

CARTE DE SÉJOUR

Once all students have found permanent housing, we will help you fill out the application for a *carte de séjour* (resident's card). The following documents are required:

- Your passport with the *visa* stamped inside and a photocopy of the pages showing the passport number, the visa stamp and the stamp with your date of entrance in France.
- Proof of address in France: this may be a copy of the lease + a proof of renter's insurance in your name, or, if you are sharing an apartment or renting a room from someone, one of the aforementioned along with a letter from your roommate or landlord certifying that you are living with her/him (we will provide a form letter) and a copy of his/her passport or *carte nationale d'identité*.
- 1 passport-size photo.
- Your student card (from the French institution) and a copy of it.
- The document of the OFII stamped by the French consulate and completed with your address in France + visa/passeport numbers

As part of the application for your *carte de séjour*, you will have to undergo a physical exam at your own expenses (55 €).

The whole process will be clearly explained to you in Paris in due time.

European citizens do not need to apply for a *carte de séjour*.

MONEY ISSUES

Program Costs

In order to help you budget appropriately for your academic experience in France we have created a cost information sheet that is available on our website and included in your pre-departure packet. Airfare and living costs are based on our best information but these costs can change quickly with exchange rate fluctuations and price changes.

For the most up to date cost information, please visit the following website:

www.brown.edu/OIP/costs

Refund policy

Withdrawal Prior to the Start of the Program

Any expenses that have been incurred by Brown on behalf of the student once the student has made a commitment to the program (in writing and/or by submitting the program deposit), will be the

responsibility of the student (i.e., host institution fees, pre-payment of orientation housing, etc.) and charged to the student account.

Withdrawal After the Start of the Program

If a student withdraws from a study abroad program during the first five weeks of the program, he or she is eligible for a refund of Brown tuition payments based on the schedule below. Brown is not responsible for indirect costs paid directly by the student, including, but not limited to, passport fees, vaccinations, and transportation costs.

Withdrawal	Refund
prior to program start	100%
in the first 14 days	80%
in days 15-21	60%
in days 22-28	40%
in days 29-35	20%
after day 35	no refund

For students who leave because of a medical or family emergency, the same refund policy applies. A student who is suspended, dismissed, or withdraws while under investigation for misconduct, will not have tuition payments refunded.

Students who choose to withdraw from a program abroad and, subsequently, enroll at Brown during the semester that corresponds to their semester abroad will be responsible for all costs incurred by Brown up to the time they withdrew from the program.

If a student withdraws from a program, the deposit paid to confirm his or her place on the program is not refundable.

For housing or fees paid directly to the host institution abroad, the refund policy of that institution will be in effect.

Dismissal From the Program

The Office of International Programs in consultation with the Site Personnel and the Program Faculty Directors at Brown reserves the right to dismiss a student and require that they leave immediately if in our judgment the student behaves in a manner which endangers him/herself, others on the program or the program's continued operations. Illegal drug use is grounds for immediate dismissal.

Cost Of Living

Your biggest expense will be housing, followed by food. Electric heat and long distance phone calls are considerably more expensive than in the U.S. Local calls are not free (see section on phoning).

For a range of housing prices: see Housing Section.

Banking

Recommended bank: LCL (Le Crédit Lyonnais), with offices throughout Paris and France, helps our students open bank accounts faster and with less paperwork than other banks. We therefore advise you to open a checking account at the Sèvres-St Placide branch.

This branch is located at 47, rue de Sèvres, 75006 Paris (near the office). A representative from the bank will give a presentation and help students fill out applications at the very beginning of the orientation.

Branch hours are:

Tuesday-Friday: 9:00 am-1:00 pm and 2:00 pm-5:30 pm

(Thursday afternoon: 3:00 pm-5:30pm).

Saturday: 9:30 am-1:00 pm.

Note that this bank is closed on Monday and Saturday afternoon.

Checkbooks are much more widely used in France than in the U.S. in restaurants and supermarkets, for example. There is often a sign at the cash register specifying the minimum amount for checks and credit cards. If you apply for an ATM card from LCL, your pin number will be sent to you: you will not choose your own. The stores and restaurants now ask you to type in your pin number when you use your card. Most (but not all) ATM machines allow you to withdraw money with your American credit card, and you can usually use your card in stores and restaurants unless they do not accept cards at all.

It is not mandatory to open an account in a French bank. You can choose to use your American bank and your American credit card to get cash. It's up to you. But it makes things much easier, especially if your landlord wants to be paid by bank transfer. Note that LCL can provide you with the renter's insurance which is needed for your stay in France (see "Housing" section).

Money Exchange: If you have traveler's checks, make sure you change them into Euros before depositing them into your bank account.

Wire transfers can take up to one week depending on the bank issuing it and weekends, holidays, etc. Make sure you give the person making the transfer the full number on your bank statement (IBAN number).

The best way to make sure you have access to money as soon as you open your account is to deposit cash from your traveler's checks into it. You should come to France with sufficient funds in traveler's checks to pay for your first month's expenses. **DO NOT BRING US BANK CHECKS.** It takes too long. Wire transfers from account to account are faster and cheaper.

If you choose not to open an account in France and keep your US bank account opened, do check the cost of withdrawal overseas and your daily and weekly limits. Some US banks have French partners where you will not pay fees when using a debit card (for example: Bank of America with BNP-Paribas).

First Month Budget/Money (Suggestions)

- [] 1 meal a day while you're at the FIAP (as little as 6 € for a take-out sandwich+pastry+soft drink from a *boulangerie* or as much as 20 € for a full meal.
- [] Deposit for housing: one month rent.
- [] First month rent (500 € minimum, average 700 €).
- [] Around 57 € for the "Navigo" (monthly subway/bus pass).
- [] Around 50 € if you buy a mobile phone.
- [] Other (stamps, museums, movies, restaurants, groceries, laundry).

HOUSING

General

The housing situation in Paris is much like that in major US cities: demand and prices are on the high side and it can be a difficult and lengthy process. To facilitate the search for permanent housing, the Brown-in-Paris staff places an ad weeks before students arrive and compiles a listing of offers that correspond to students' requests, budgets and length of stay.

The three main categories of housing are: single studios, rooms in shared housing and a few apartments to share with other Brown students. All efforts are made to find a reasonable range of prices and locations and we often work with landlords that we know and have had good experiences with.

We recommend that students do not waste their energies on other, and usually more expensive solutions advertized in places such as magazines, rental agencies and the internet since they charge finder's fees, as well as exorbitant amounts for the security deposit for apartments similar to those we offer.

Range of prices:

Studio (single-room) apartment:	600 – 1000 €
One-bedroom apt:	800 – 1400 €
Two-bedroom apt:	1200 – 2000 €
Roommate situation:	450 - 700 €

The process of renting your own apartment

Step 1: On the first day of the orientation, you will be given a copy of the initial listing, along with an explanation of the pros and cons of each type of housing.

Step 2: If you see an offer that interests you, call the contact person as soon as possible (and keep calling until you reach someone) to make an appointment to visit the place. You should expect to visit several places before finding one you like. Don't get discouraged and don't give up! Nearly all students find what they're looking for by the end of the first week of orientation.

Step 3: Once you have found something that seems suitable to you, we will accompany you to the apartment to sign the contract with the landlord or apartment-mate, in order to make certain that everything is in order, that you understand all the costs (electricity, phone, etc) and that there is no misunderstanding.

Throughout orientation, we receive new housing offers. You are invited to consult with the staff on an on-going basis to keep reviewing your options until you find the appropriate place for you. **A word of caution, however: don't forget that finding short-term housing in Paris is not an easy matter and it is important for you to stay flexible and to have reasonable expectations.**

Rooms at the foyer have been reserved for two weeks, which is more than enough time to find a place and move in.

Things to keep in mind

There are a number of costs that may or may not be included in the rent: gas, electricity, telephone, cable, internet, insurance.... Most of the ads will tell you a certain number of details but you should not hesitate to ask questions when you are checking out a place.

If you are renting a room in an apartment, you need to make sure that you have access to the kitchen, find out under what conditions you can use the common space and whether you can have overnight guests. Sharing apartments is not very common in France and you should not base your expectations on your US experience. You need to discuss all the living arrangements in detail before signing up.

Landlords usually ask for the first month's rent and a one-month deposit that they give you back when you move out (note that landlords have the legal right to wait two months after you leave the place before returning your deposit). Deposits in France cannot count as your last month's rent. You should therefore expect to pay the equivalent of two months' rent when you find a place you like. You need to have the money wired to your French bank account (this can take a few days) or in traveler's checks (which you will have to cash in advance).

Parisian apartments are typically smaller than US apartments and are not well suited to sharing with a large group of friends, especially if you expect a lot of visitors.

Do not rent an apartment sight unseen through the internet or have a friend make a choice for you. Finding a place is a very personal matter that is best done while you are in Paris.

Rental agencies make a living of renting short term furnished apartments to tourists: they will charge a fee proportionate to the length of stay and often ask for large security deposit and ask for pre-payments up to several months. If you go through such an agency, the Brown-in-France staff will not be able to help you.

Renter's insurance and Responsabilité Civile

You are required to get insurance, even if you rent a furnished apartment and even if you're renting a room in an apartment. It's the « *Assurance Habitation et Responsabilité Civile* ». LCL can provide you with this insurance at a very good price. This will be explained to you by the bank representative at your arrival in Paris.

In addition to the Renter's insurance, there is a specific insurance policy called *responsabilité civile*, which covers you in case of any damage you may accidentally inflict on other people or their property, e.g., their apartment. This type of insurance is mandatory when you rent property in France and is also required for internships, or, in some cases, for courses involving labs, field trips, etc.

ARRIVAL IN PARIS

The **Brown-in-Paris program starts on the date stated on the calendar** (see Calendar page 3). During the first 2 weeks, you will be housed in a foyer situated in the 14th arrondissement, the FIAP. You should plan to arrive in Paris on **the stated date in the early afternoon** at the latest. A brief group meeting will be held at the FIAP at **5 p.m.** that day and a longer informational session is scheduled the next day at the Brown office. Rooms have been reserved at the FIAP where you will share a double room with another program participant. A *foyer* is neither a hotel nor a dorm; it resembles both in some respects, albeit with certain constraints. Rooms and bathrooms are cleaned daily by housekeeping staff who have access to rooms and generally clean in the morning, and there is a 2 a.m. curfew which is standard in most *foyers*. All rooms are equipped with a telephone to receive and make outside calls. There are laundry facilities on the premises, as well as a travel office, café, internet access and numerous vending machines. As for meals, breakfast and one additional meal are included in the plan. The FIAP is conveniently located near a metro stop (M° Glacière or M° St Jacques) and within easy subway distance to the Brown office. The address is:

FIAP Jean-Monnet - 30, rue Cabanis - 75014 Paris
tel: 0.11.33.1.43.13.17.00 - Fax: 0.11.33.1.45.81.63.91
email: fiapadmi@fiap-paris.org

Note: If you are planning to arrive prior the stated date and wish to stay at the FIAP, you should **get in touch with them directly as soon as possible**. The FIAP will bill you directly for the extra days.

ARRIVAL IN PARIS: DIRECTIONS TO FIAP

From Charles-de-Gaulle airport (Roissy):

- 1. by RER (suburban metro) and metro:** Take the RER line B (blue line) - direction Paris (you might have to take the shuttle to change terminals, depending on the airline you use). Cost: around 9€. At the Denfert-Rochereau stop, change to subway line 6 (CDG-Etoile-Nation), direction Nation, and get off at the 2nd stop, Glacière. As you exit the station, go straight ahead for a block or so and turn left on rue de la Santé. Take the next right: rue Cabanis. The FIAP is at the end on the right.
- 2. by taxi:** Cost will be approximately 60€ (including fee for luggage).
- 3. by bus:** Air-France bus to Charles-de-Gaulle-Etoile metro stop. Easier than the RER, less expensive than a taxi. A ticket costs 14€. From Etoile, either take a taxi to the FIAP or subway line 6 (CDG-Nation), direction Nation and get off at Glacière.

From Orly airport:

- 1. by RER/metro:** Same directions as above.
- 2. by taxi:** Cost will be approximately 45€.
- 3. by bus:** Take Orlybus to Denfert-Rochereau and follow subway directions above. Cost is approximately 10€.

METRO-BUS-RER-TRAIN

Transportation in and around Paris is easy and safe. You should buy a monthly pass (*Pass Navigo mensuel*) that can be used on the metro, bus and RER and covers a large number of areas (« zones »). Within Paris, you'll need only zones 1-2 which costs 56.60€ per month. In order for us to provide you with the required card at your arrival, we will need **2 photos (passport size)**. (See <http://www.ratp.com/> for more information on lines and schedules).

Trains

The French Train company SNCF has a monopoly over the sales of tickets but you can get reduced tariffs by buying various forms of passes. Note that you can reserve tickets easily on the web through their web agency or go to any train station. A train pass such as EURAIL, purchased in the US, is only useful for long vacation periods.

Traveling outside Paris

IMPORTANT: when you leave Paris to travel, Brown requires that you inform the Brown in France program staff of your detailed travel plans. In case of emergency they need to know where you are.

COMMUNICATING

Mail

You must have your mail sent to the program address even when you are settled in your apartment. That way, we will be able to forward it to you in the US at the end of your stay. Do not forget to have your correspondants include "Brown University" or "Brown-in-France" specified after your name and before the street address on the envelope for it to be delivered.

Beware that if you or your parents ship packages by mail, you will owe import duties on them if the declared value is above \$20. For personal belongings, in order to minimize these fees, ship items clearly marked "Used Personal Goods" and place a low value on the customs declaration. Please also remember that often, you may be able to purchase the item for the cost of shipping (a sweater in a box costs \$30 to ship....).

Telephone

Public phones are no longer coin-operated in France. You will need to buy a phone card (*télécarte*) sold in tabacs, post offices, metro stations, newspaper stands.

To call abroad from France: 00 + country code (USA code is 1) + area code ... To call France from the US: 011 + 33 (France code is 33) + local number (omit the 0 at the beginning of the 10-digit local number)

Telephone rates are higher in France than in the States. Calls are least expensive from 7 p.m. to 8 a.m. and on weekends from 7 p.m. on Friday to 8 a.m. on Monday. Itemized bills are not the rule; you need to request them even though the service is free. A good alternative is to use a prepaid calling card (you might have your parents and friends call you instead...!).

Note: Due to recent deregulation, there is an increasing number of less expensive long-distance services and plans available in France; check out newspapers, magazines and billboards for ads and inquire with the office staff, French friends or roommates. Toll-free numbers or *numéros verts* start with 0800.

Cell Phones

The French cell phone market has not reached the level of competition of the US market and therefore most cheap offers are for a long term commitment (12 months minimum).

Long-term contracts vs. rechargeable cards: contracts in France usually last 12 months (or even more), cannot be broken and require a valid bank account (not a credit card) since the money is taken out directly (which can lead to some really bad surprises). You are responsible for the account, you cannot sell it to anyone else, nor break the contract early.

We recommend you to buy rechargeable phones: you buy a phone and you prepay the units. Mobicarte rechargeable (Orange), SFR La Carte and Carte Bouygues Telecom are the three recommended solutions. You can buy units in kiosques, cafés and even at the ATM, you do not need to close the account and you can sell or give the phone to a friend when you leave. The coverage differs from company to company but they roughly cover most of Europe and will not work in the U.S.A.

Basic Phone: around €50 with some prepaid units.

Calling costs: phone calls are still fairly expensive in Europe. To call the US, call from a phone box or a home line. You can find a large choice of prepaid cards in most stores.

What to do with your phone when you leave? Since the chips inside the phones and the electrical chargers do not work in the US, there is nothing much you can do but give your phone to a friend in France, leave it behind for the next group of students or keep it for later use .

Computers and E-mail

There are currently 3 computers available for student use at the office: 3 iMac. They all have internet access. In addition, we have WiFi access at the office which can be used by students bringing their own laptop. **So if you have a laptop, we urge you to bring it with you, with the necessary transformers or adapters, of course.** We also recommend you to buy your own version of Antidote RX so you can work on your papers at home. Be aware that if you have a brand that is not sold in France, you will probably not find anyone to repair it if something goes wrong. Unlike the Providence campus, there are no free computer services or experts available in Paris, so make sure you know what you need to bring to use your computer overseas. Do not forget to bring the proper equipment to back up your data on a regular basis (usb key, external drive, Cds).

PRACTICAL FACTS

- Dates: 03/05/09 is May 3, 2009 and not March 5, 2009.
- Time of day is expressed using the 24-hour clock: 8am=8h00 and 8pm=20h00
- Numbers: commas and periods are used differently
1.240,80€= mille deux cent quarante euros et quatre-vingts centimes d'euro
2.500€ = deux mille cinq cents euros
- **Electric current: France = 220 volts; US = 110 volts**
- Beware Electrical devices besides computers DO NOT WORK IN FRANCE. Don't bring them! You can buy a hairdryer cheaply anywhere in Paris....

ACADEMIC ISSUES

Carte d'étudiant/Registration

You will receive your student card in Paris after all dossiers have been sent to each university where students will be enrolled. This is handled by the Brown-in-France staff; thus, you will not have to stand in line at each university. We will need 1 or 2 passport-size photos with your name written on the back for each institution where you will register (2 at most). You can get these at any photo booth found in subway stations, supermarkets or department stores and it is cheaper than going to a photographer's.

Transferring Credits

While in France you will take a full load of courses, which will be defined for each of you by the academic advisors (On-Campus and Resident Directors). French universities use the European Credit Transfer System (ECTS) and all courses are assigned a value in ECTS (5-6 on average, with a 2-12 range). For all European and French students a full semester load is defined as 30 ECTS but since you will be taking courses in more than one department, and probably in 2 institutions, we have found that the weekly number of contact hours is a better, more consistent way to evaluate the load. In order to receive 4 Brown credits, you will have to take enough courses to correspond to roughly 15 contact hours per week, usually 5 courses. In some cases, 4 will be sufficient and in others 6 or even 7 courses will be necessary. If you pass all of your courses, your credits will automatically transfer to Brown as 4 Brown credits for the semester or 8 for the year. With 12-14 contact hours per week you will receive 3 Brown credits. In any case, you will receive no more than 4 credits per semester.

No letter grades will appear on your Brown transcript for courses taken abroad. Your French grades will all be transferred as "S". Course titles will be translated and listed on your transcript. However, graduate schools and certain employers will ask to see the original grade reports from France and these will show your results. When you are back on your campus, the program director can provide a description of the French system or an equivalency of French grades should you need such information, e.g., to send to graduate schools.

Note to Brown students:

Because all your classes are in French, the Department of French Studies will give you credit for all the courses you take (and pass!) that are related to French civilization: history, political science, economics, art. However, it does not accept more than 4 courses taken outside the department towards concentration credit (6 if you are a transfer student). As a general rule, other departments will not accept more than 2 or 3 courses for concentration credit. Since each department has its own rules, it is imperative that you check with your concentration advisor before you leave about the number of courses--as well as specific courses--that may be counted toward your concentration requirements. We will assist you if you need to contact your concentration advisor while in France.

About French universities

You will be able to choose among *Licence* courses, referred to as L1, L2 and L3 (first, second and third-year courses) in some departments and LS1, LS2, LS3...LS6 (for Licence, Semester 1, 2, etc.) in others.

French students take most of their courses in one department or *UFR* (*Unité de Formation et de Recherche*) and have very few electives. For example, all second-year students preparing a Licence in history have to take a certain number of specific courses chosen from the LS3 and LS4 History lists. Since students are not free to choose their courses, no official catalogue is printed, there is no such thing as "shopping", and each UFR determines its own schedule for only those courses offered within the UFR. In effect, UFR's are independent from one another even within the same university, unlike in the US. In some cases, they start and end classes on different dates, which may or may not correspond to the "official" starting date announced by the university. Some UFR's print or edit on

their website course lists, brief descriptions and class schedules, others don't. If they don't, they communicate such information to students via bulletin boards near their *secrétariat*.

Because French students deal with only one UFR, they do not need detailed information beyond their main subject, but you will, since you will most likely take courses in two universities and several UFR's. The Paris office, as well as at the OIP at Brown, has a list of courses offered the previous academic year; since course offerings do not change drastically from year to year, this list is fairly reliable. Furthermore, information is now available on the web (more for certain universities than others), at least course listings if not schedules and rooms.

All this is why we ask you to pre-select more courses than you will need to take, for there is a chance that courses or schedules will change at the last minute. We also urge you to go to the different UFR's before classes begin in order to find your way around, locate the bulletin boards, peek into classrooms and get a lay of the land before the classes start. We will organize such group visits at the end of orientation.

If you have taken equivalent prerequisite courses, we strongly recommend that you check out L3 before looking at L1 or L2 offerings. Classes at that level tend to be smaller, somewhat less impersonal and expect more student participation than introductory courses. M1 classes may also be open to you if you have taken the adequate prerequisite courses.

Choosing Courses

Before leaving Brown:

http://www.brown.edu/Departments/French/undergraduate/brown_in_france.php

- Pre-select at least 10 courses. Use the OIP resources (paper brochures/schedules in the Library), but also web info: the France program pages on the OIP site have bookmarks to all the French institutions' sites, some of which now have detailed and complete information.
- Discuss selected courses with Brown-in-France Campus Director.
- Discuss your choices with your academic advisor (or the concentration advisor) if you want any of these courses to fulfill concentration requirements.

Your preliminary list of courses will be forwarded to the Paris office.

Once in France:

- Review your list of pre-selected courses with the Resident Director. Check with him/her what constitutes a full semester load. Some courses may not be acceptable as they are only lectures without any papers.
- Check the schedule for the courses you have selected. If timetables are not available at the office or on the web, you will need to go to all the relevant UFR's to check bulletin boards. For each course, you should note the total hours for both the *cours magistral* and the *travaux dirigés* (TD), or discussion section, if there is one. When there are TD's, they are usually scheduled at a number of different times, thereby minimizing the risk of scheduling conflicts.
- Confirm your finalized list of courses with us, with the names of the instructors.
- Check that the total number of contact hours corresponds to the number of Brown credits sought.
- For each course provide the exact description of the assessment method: list exams, papers, exposés, etc... with dates and topics when available.

NOTE: Since you will not be taking courses towards a French degree, your name does not have to appear on the university's official registration or exam lists. All institutions now require an *inscription pédagogique*, however. After a couple of weeks of classes, you or the Brown office will give your name and student number to the UFR's so that you are officially enrolled. All this will be explained to you step by step when you start classes.

Professors / Assignments / Grades

It is your responsibility to make sure that the TD instructors (usually the ones who correct papers and give grades) know who you are and understand your status as an international student. As much as possible, you should ask them to specify final assignments and request or agree on a topic early in the semester so that you won't have a major paper due in every class during your last month in France. Professors in France rarely distribute a detailed syllabus; rather, they expect students to organize their own reading and work schedule. You should think about this early on and know what the expectations and assignments are in each course by mid-semester. Also, if you sign-up for an *exposé* during the first class session, it is imperative you notify the professor if you decide to drop the class.

Depending on the type of courses you are enrolled in and the professor's expectations, you may have to take a final in-class exam; the professor may agree to let you write a paper at home or perhaps do an oral exam instead. In most courses, you can expect to be asked to write papers or to do oral or written reports. (The format of these assignments will be explained during orientation.) Occasionally, a professor insists that international students do exactly the same work as French students, including in-class exams, but this isn't necessarily a disadvantage. At Sciences-Po, all students must take final exams.

Grades in France are based on a scale of zero to twenty, with ten (*la moyenne*) considered a passing grade – and an acceptable one. It is extremely rare for French students to get over 16, and a grade over 12 is considered a good grade. For this reason, it is difficult to accurately “translate” French grades into American ones, but rough equivalents are as follows:

9-10	is equivalent to C
11-13	is equivalent to B
14 and above	is equivalent to A

According to the above scale, we consider a 9 to be a passing grade, and you will receive credit if your final course grade is a 9. If you receive a final grade of 8, you may request that your written work be reviewed and evaluated by a professor in that discipline once you are back at Brown, and, if your work meets minimal standards, you might receive an S for that course. If, once a course has started, you find yourself struggling with content or know that the professor is a tough grader and you may get less than 9, make sure that you keep a copy of all your work for that course. Indeed, we strongly advise you to keep notes, drafts, and final copies of all of your papers in all courses until you have received your final grades. In addition, you should bring back to Brown all syllabi, bibliographies, notes, etc. from your courses in Paris so that, if asked, you can show what you did in specific courses, e.g., to obtain concentration credit.

Teacher and student roles are different in the French and American systems. You will observe many differences in teacher and student behavior in the classroom compared to the US: teachers lecture more in France while students listen and take notes; French students rarely ask questions, much less express their views. In most traditional French classrooms, it is assumed that the teacher is the one with knowledge to transmit, and students get that knowledge directly from the instructor, not from anyone else. Moreover, many French professors consider one of their main roles to be to criticize students so that they will learn from their mistakes. They sometimes do so publicly, e.g., after a student oral presentation, if they think that the whole class could benefit from the comments. Similarly, in their written remarks on your papers, professors will most likely stress ways in which you could improve your work and you may feel that they are overly negative. Try not to take such criticism personally and remember that in France, such feedback is the norm, which is why French students don't get upset about it. Some professors simply do not give grades above 14, in which case a grade of 11 or 12 is really good. Learn to take a comment like "pas mal, mais..." as a real compliment! As a former student put it "You must remember that there is no comparison between the French system and ours at home, grades vary from professor to professor because not all grades are created equal."

MAKE SURE THAT YOU MAKE COPIES OF ALL YOUR PAPERS BEFORE YOU GIVE THEM TO YOUR PROFESSORS. Always try to hand in your papers directly to your professors along with the evaluation form and envelope we will provide. Do not leave them with a secretary at the UFR office; some professors never go to the UFR because they do not have private offices at the university--and therefore no office hours. It is virtually impossible to contact a French professor through the UFR, and the best time to talk to a professor or try to make an appointment is usually right after class, unless he or she appears rushed. More and more professors accept to give their e-mail addresses to students, however. This is very precious information you should store carefully (and share with the office).

There are two writing tutors hired by Brown who are available throughout the year (by appointment) to give feedback and help you correct language errors or help you prepare for an oral exposé, for example. The tutorial system will be explained in greater detail during orientation. You are expected to use the spell checker and grammar editor before showing a first draft to a tutor. We recommend you equip your laptop computer with "Antidote RX", a Druide informatique software product which contains a relatively intelligent spell-checker, a dictionary, a thesaurus, a grammar and a conjugation guide.

Sciences-Po

You must take each semester (30 ECTS):

- two full courses (*cours magistral + conférence de méthode*).
- one elective course (*enseignement d'ouverture*) from the courses offered for French students.
- a French language course or a second elective.
- another language course or another elective.

For additional information on Sciences-Po: Consult their Web site at <http://www.sciences-po.fr/> Click on: *International* and then on: *Programmes pour étudiants internationaux* and read *Undergraduate Exchange programme* for general information about the curriculum. Under *Admissions*, <http://admissions.sciences-po.fr/> Click on *Candidats internationaux* and then *Programme international à Paris* and *plus d'information*.

Registration at Sciences-Po

The registration process (*inscriptions administrative et pédagogique*) will initially be handled by the On-campus Director and the *Secrétariat des Étudiants Étrangers* of Sciences-Po, but once in France, you will need to go in person to finalize the process. You will receive a letter (*lettre de convocation*) directly from Sciences-Po informing you of specific registration dates and times. You will need two passport-size photos, your *convocation*, a proof of health insurance (translated in French and mentioning the dates of your stay), and it is a good idea to bring all documents sent to you by Sciences-Po.

Academic terms

UFR or *Unité de Formation et de Recherche*:

Equivalent of a department in the U.S. French students usually take all their courses in one UFR. Because of your special status, you can take courses in several.

UE (Unité d'enseignement)

A course or set of courses.

ECTS (European Credit Transfer System)

A European credit

CM or Cours Magistral

A lecture course. Usually taught in large lecture halls or *amphis*; has several TD's attached to it.

TD or Travaux Dirigés

A discussion section or lab. Meetings in smaller groups (about 30 students) to expand on a lecture topic. TD professors are full-time professors, not graduate students or teaching assistants. The TD is where you will do nearly all the written work, oral exposés and get your grades.

Module

The combination of a *cours magistral* + a TD or sometimes an *option*.
All courses do not automatically have both, a course can combine the two.

Conférence de méthode: (at Sciences-Po only).

A section for foreign students attached to a regular course, the equivalent of a TD.

Option or cours optionnel

Optional class within a module (usually several are offered on various themes).

USEFUL WEB ADDRESSES

The American Embassy of Paris

<http://france.usembassy.gov/>

Please note that you will have to register on-line once in France in order to have access to all the services of the embassy, including passports.

Schools:

Brown University – French Department (Brown in France: list of courses)

http://www.brown.edu/Departments/French/undergraduate/brown_in_france.php

Paris I: <http://www.univ-paris1.fr/>

Paris III: <http://www.univ-paris3.fr/>

Paris IV: <http://www.paris-sorbonne.fr/fr/>

Paris VI: <http://www.upmc.fr/>

Paris VIII: <http://www.univ-paris8.fr/>

Institut des Sciences Politiques: <http://www.sciences-po.fr/>

IFE : <http://www.ifeparis.org>

Travel:

SNCF: <http://www.voyages-sncf.com/>

Eurostar <http://www.eurostar.com/>

Thalys <http://www.thalys.com>

Eurail : <http://www.eurail.com/>

Opodo <http://www.opodo.fr/>

Kelkoo <http://voyages.kelkoo.fr/c-169901-voyages.html>

Voyages Wasteels <http://www.wasteels.fr/>
Nouvelles frontieres : <http://www.nouvelles-frontieres.fr/>

Paris:

Tourist Office <http://www.parisinfo.com/>
Ville de Paris <http://www.paris.fr/>
Infoparis : <http://www.infoparis.com/>
<http://www.sortiraparis.com/>

Vie Pratique

Yellow Pages <http://www.pagesjaunes.fr/>

Weights, Measures, Money conversion tables

Online Conversion <http://www.onlineconversion.com/>
Exchange Rates <http://www.xe.com/ucc/>
Cooking Converters <http://www.hintsandthings.co.uk/kitchen/oventemp.htm>

CHECK LIST: GOING HOME

- [] 1 month before departure: make sure you cancel all your direct debit services (France Telecom, Internet provider, EDF-GDF...etc.)
- [] 1 month before departure: send notice to your landlord, if no end date was agreed upon
- [] Let the Brown-in-France staff know when you leave as soon as you can
- [] 1 week before departure: go to or call your phone service provider to close your phone account
- [] 1 week before departure: go to your bank to close your account and notify them of your change of address
- [] 1 week before departure: fill out a change of address form at the post office if necessary (there is a charge to have your mail forwarded)
- [] 1 week before departure: send a copy of any pending paper / homework to the program director in case your professor has not received it
- [] Notify your friends of your change of address
- [] Do some of the fun activities that you kept putting off for later in your stay