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Welcome

The Institut d’Études Politiques (Institute of Political Studies), also known as Sciences Po Bordeaux, is one of the ten Institutes of Political Studies in France. Created in 1948, it is firmly established on the Bordeaux University scene by the multidisciplinary, broad-based curriculum, which calls on numerous academics and researchers working in the different fields of political and social science. The Institute is an establishment of human proportions (approximately 2000 students): admission is by rigorous selection, a guarantee of the quality of its training. In 2018, 287 students were selected from 4 777 candidates.

In recent years, Sciences Po Bordeaux has become more internationalized. With more and more partnerships and agreements, the school welcomed in 2018-2019 more than 400 foreign students coming from all over the world.

Please read this guide carefully, it will be of a great help. You will find most of the information you need. Don’t forget to print it and to bring it with you to France!

Welcome to you all and hope you will enjoy your stay with us!
Practical information
How to come to Sciences Po Bordeaux

By train
From Bordeaux Saint-Jean train station, 2 possibilities:

- **By bus (direct):** take the **bus 10** (toward “Gradignan Beausoleil”) and get off at “Montaigne-Montesquieu” bus stop (around 30 minutes).
- **By tramway (1 change):** take line **C** toward “les Aubiers” and get off at “Quinconces” tram stop. Take line **B** toward “Pessac centre” and get off at “Montaigne-Montesquieu” tram stop.

More information on the tram and buses website: [www.infotbm.com](http://www.infotbm.com), and page 34.

By car
Direct access from the motorway (A10/A62/A63). Once on the “ring road”, take the exit **sortie 16** “Talence-Domaine universitaire”. Then follow the signs indicating “Domaine universitaire”.

6
By plane
From Bordeaux-Mérignac airport, 3 possibilities:

1. **Take Jetbus** shuttle toward Bordeaux and get off at Victoire station. Then, take **tram B** toward “Pessac centre” and get off at “Montaigne Montesquieu”.

   More information on: www.bordeaux.aeroport.fr/acces-transports/navette-directe-aeroport-gare

2. **Take bus 1** toward “Quinconces”. Two possibilities:
   - Get off at “Lycées de Mérignac”. Then, **take bus 35** toward “Talence Peixotto”. Get off at “Montaigne Montesquieu” stop.
   - Get off at “Quinconces” stop. Then take **tram B** toward “Pessac centre”. Get off at “Montaigne-Montesquieu” stop.

3. By taxi, the price of a trip toward the campus or the city-center is around €40.

Good to know…
The school is situated on the Campus of Pessac-Talence, one of the largest in Europe with 235 hectares. It is 20 minutes away from Bordeaux city-center by tram, its natural landscaping and its equipment create a living & working comfortable space. Its numerous sports facilities allow the practice of many in and outdoor sports.

International Relations office

<table>
<thead>
<tr>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td><a href="mailto:l.renard@sciencespobordeaux.fr">l.renard@sciencespobordeaux.fr</a></td>
</tr>
<tr>
<td>Dr. Ludovic RENARD</td>
<td>Phone: +33 (0)5 56 844 153</td>
</tr>
<tr>
<td></td>
<td>Mobile: +33 (0)7 86 274 623</td>
</tr>
<tr>
<td>Incoming Mobility Coordinator</td>
<td><a href="mailto:g.stockman@sciencespobordeaux.fr">g.stockman@sciencespobordeaux.fr</a></td>
</tr>
<tr>
<td>Mrs Gabrielle STOCKMAN</td>
<td>Phone: +33 (0)5 56 844 143</td>
</tr>
<tr>
<td>International Exchange Students Manager</td>
<td><a href="mailto:e.duba@sciencespobordeaux.fr">e.duba@sciencespobordeaux.fr</a></td>
</tr>
<tr>
<td>Mrs Eléna DUBAA</td>
<td>Phone: +33 (0)5 56 844 308</td>
</tr>
<tr>
<td>Outgoing Mobility Coordinator</td>
<td><a href="mailto:d.gorostidi@sciencespobordeaux.fr">d.gorostidi@sciencespobordeaux.fr</a></td>
</tr>
<tr>
<td>Mrs Delphine GOROSTIDI</td>
<td></td>
</tr>
<tr>
<td>European Projects Administrator</td>
<td><a href="mailto:l.martin@sciencespobordeaux.fr">l.martin@sciencespobordeaux.fr</a></td>
</tr>
<tr>
<td>Mrs Lucile MARTIN</td>
<td></td>
</tr>
</tbody>
</table>
Nomination / Enrollment

Exchange student

Every student wishing to come to Sciences Po Bordeaux within an exchange program must be nominated by his/her home institution before the deadline: May, 31st 2019 (1st semester and academic year) or October, 31st 2019 (2nd semester).

Please contact the International Relations Office of your home institution for more information.

Free mover

If you want to come to Sciences Po Bordeaux as a Free Mover, you have to fill-in and send back the application form with all the requested documents before April, 30th 2019. You can download the application form on our website: www.sciencespobordeaux.fr/fr/international-student/candidature-individuelle.html

Please note Free Movers register for the whole year and for courses taught in French. If you are selected to enroll at Sciences Po Bordeaux as a free mover you will receive an email by June. You will be able to enroll either in the regular exchange program (free courses) or in the CEP (see p. 16).

If you want to apply for a Master program, please contact the Admissions Office for more information and for your application: www.sciencespobordeaux.fr/fr/admissions/etudiants-etrangers.html

Contact details:
admissions@sciencespobordeaux.fr
+33 (0)556 844 297

Registration

Exchange student

The exchange students will apply on-line. After the confirmation of his/her nomination by his/her home university, the student will receive the web link allowing him/her to register at Sciences Po Bordeaux by email.

Free mover

Registration will be during the Integration Week depending on your test results (CEP or free choice of courses). Thus, you will have to pay your registration fees (€2500 per year) to get your student card (Aquipass). Regarding CROUS (on-campus) housing, priority is given to students coming within an exchange program. More information about housing page 20.

NB: We do not acknowledge receipt of your application documents, please do not send us an e-mail or to call us. We will contact you if we have not received your documents or in case of missing documents. If you need an enrolment certificate before your arrival, please e-mail Mrs. Duba: e.duba@sciencespobordeaux.fr.
Student card

Once in Bordeaux and your registration completed, you will be given a student card called “Aquipass” and two enrolment certificates (please always give some copies, no additional certificate will be issued). With this card you can access internet, MOODLE and Sciences Po Bordeaux webmail. This card has also other uses:

- Library card
- Debit card in University restaurants
- Photocopy card (to be loaded at the library)
- Printing card (multimedia room)

You will need the student card if you want to eat in University restaurants. You can also get some discounts in various places: cinema, library, flight tickets (ask for the ISIC card “carte internationale des étudiants” on www.isic.fr); museums, theaters, sports, fast-food restaurants etc...

Library

To borrow some books at the Library you have to go to the Library with your Student card and register. How to print / copy a document? SPB offers you 100 printings on your Aquipass card at the beginning of the academic year. Then you can recharge your card to make more copies / printings at the library.

Internet

Once you get your student card you will be able to connect to Sciences Po Bordeaux Wi-Fi.

How to log-in:

Login: name.familyname    Example: pierre.dupont

Password: student number (Aquipass) followed by the 1st letter of your name, dot, the 1st letter of your family name (both in block capitals). Example: 1645236P.D. In case you have two family names, your login will be composed of your two names with a limit of 20 blocks (in total).

Every International student has got a Sciences Po Bordeaux email address: prenom.nom@scpobx.fr. To access your webmail, please go on: webmail.scpobx.fr. Your login will be: namefamilyname@scpobx.fr and your password will be the same as the one used to connect to Wi-Fi. In case you have any problem, please contact the IT service: technique@sciencespobordeaux.fr (Office B.206).
Erasmix Association

Created in September 2002, the Erasmix association is in charge of helping foreign students and organizing events for them. During all the academic year they will offer foreign and French students various activities (visits, tour guide, parties, wine/cheese tasting, etc.). The team aims to better integrate foreign students to the Sciences Po Bordeaux life. Thanks to the events it organizes, foreign students discover Bordeaux life and realize their projects.

You will meet the team during the Orientation Session and if you wish to, you can be part of the Erasmix team.

Meet the association on Facebook. You will find some useful information regarding your stay, arrival, and accommodation. You can also send them an email at this address: erasmix.scpo@gmail.com

Promote your University!

Every year, late November or early December, you will be asked to help the IR Office and the Erasmix association to promote your University during a meeting dedicated to studies abroad.

Thus, don’t forget to bring some promotional material with you (posters, students guide, pictures, etc.).
Courses & examinations
## Academic calendar 2019 / 2020

### Fall semester
From September 3 to December 18

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 3 - 6</td>
<td>Integration week (compulsory)</td>
</tr>
<tr>
<td>September 9</td>
<td>Beginning of 1st semester courses</td>
</tr>
<tr>
<td>September 20</td>
<td>Deadline for 1st semester courses / exams registration</td>
</tr>
<tr>
<td>October 26 – November 3</td>
<td><em>All Saints Holiday</em></td>
</tr>
<tr>
<td>December 7</td>
<td>End of 1st semester courses</td>
</tr>
<tr>
<td>December 12 – 18 (included)</td>
<td>1st semester exams</td>
</tr>
<tr>
<td>December 20 – January 6</td>
<td><em>Christmas Holiday</em></td>
</tr>
</tbody>
</table>

### Spring semester
From January 7 to May 13, 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 7 - 10</td>
<td>Orientation / Integration session for Spring semester students (compulsory)</td>
</tr>
<tr>
<td>January 13</td>
<td>Beginning of 2nd semester courses</td>
</tr>
<tr>
<td>January 24</td>
<td>Deadline for 2nd semester courses / exams registration</td>
</tr>
<tr>
<td>February 29 – March 8</td>
<td><em>Winter Holiday</em></td>
</tr>
<tr>
<td>April 18</td>
<td>End of 2nd semester courses</td>
</tr>
<tr>
<td>April 19 – 26</td>
<td><em>Easter Holiday</em></td>
</tr>
<tr>
<td>April 27 – May 13 (included)</td>
<td>2nd semester exams</td>
</tr>
</tbody>
</table>
Courses

French track or English track?

Since 2010 when the English Track program was created, the international exchange student can choose between two training programs: French track or English track. It is the Home university which nominates the student in one of the two tracks according to the student’s level of French language.

- French track

Students with a level of French equal to or greater than B1 according to the CEFRL will be nominated in the French track. The majority of the courses offered are in French and cover a wide range of subjects, including political science, international relations, European studies, law, social sciences, economics, etc. Students will be able to attend one or two courses in English if they want too.

An official language certificate is not mandatory, but Sciences Po Bordeaux requires a certificate from a French-language teacher when registering online if the student does not have an official certificate.

More information:
www.sciencespobordeaux.fr/fr/international-student/programmes-d-echange/french-track.html

- English track

The English track is open to students who have little or no knowledge of French: a level lower than B1 according to the CEFRL is required. The majority of the courses is in English and cover a wide range of subjects. Students will be able to attend one or two courses in French if they want too.

Students will be required to provide both a French and English language certificates when registering online.

More information:
www.sciencespobordeaux.fr/fr/international-student/programmes-d-echange/english-track.html

Courses offer

Students can either register for 1st, 3rd or 4th-year lectures (“cours magistraux”). Students can attend neither 4th-year seminar courses, nor 5th-year courses. A regular student at Sciences Po Bordeaux has to obtain 30 ECTS credits per semester or 60 ECTS credits for one academic year.
Lectures

They aim at developing students’ methodological skills. There is no written material available for these courses. There will be a specific exam (oral or written exam) for all courses attended by exchange students. There are annual (exam in May) and half-year courses (1st semester: exams in December / 2nd semester: exams in May).

Guest lecturer courses

12 courses taught in foreign languages are offered to students, either in the 1st, 3rd or 4th year. Taught by guest lecturers, the topics covered, which are varied, and their schedules are known early September. Students will have to register once topics are known. These courses consist of 12 in-class hours are evaluated with a grade and are credited with 2 ECTS for incoming students. The teacher may choose between two assessment methods: an essay (“paper”) of maximum 4 pages (1500 characters) or a written exam based on the course contents.

Seminar courses (conférences de méthode) — only for French track students with a good level of French

They take place once a week, over 24 weeks (whole academic year), have a 90mn duration, and confer 8 ECTS when passed. Each group works in permanent interaction with the lecturer. Seminars emphasize different aspects of methodology. Attendance to the seminar courses is compulsory and considered in the student’s assessment. A regular work (readings, research, essays, attendance, oral participation) is compulsory to earn the 8 ECTS. A good knowledge of French Language (C1) is required and the registration has to be validated by the lecturer.

French Language Course (F.L.E.)

A French language course is available at Sciences Po Bordeaux for all incoming students: 1h30 per week, 20 students max per group, for either one semester or one year. One semester = 4 ECTS credits, one year = 8 ECTS credits. Free of charge.

Fee paying courses:

- at Bordeaux Montaigne University, at the “Département d’Etudes du Français Langue Étrangère” (DEFLE). More information on: [defle.u-bordeaux-montaigne.fr/fr/index.html](defle.u-bordeaux-montaigne.fr/fr/index.html)
- at the Alliance Française: [www.alliance-bordeaux.org](www.alliance-bordeaux.org)
**Foreign languages**

If you want to begin or keep-on learning one or more foreign languages and get ECTS credits, you have to register directly at Bordeaux Montaigne University. Be careful and make sure that your home institution recognizes these language courses, considering that these grades from Bordeaux Montaigne will not appear on your Sciences Po Bordeaux transcript of records.

To get more information about these foreign language courses:  

**Sports**

A lot of sporting activities are available: swimming, tennis, soccer, rugby, athletics, volleyball, handball, badminton, judo, karate, yoga, climbing, squash, etc. International students are welcome and do not need to register on Internet. To participate, go and see the instructor as an ERASMUS student (no credits needed) and ask if you can take part in his course. Some sports have a limited number of places available: Sciences Po Bordeaux students are given the priority because sport is compulsory for them. The SPB sports association organizes each year numerous tournaments in which you can participate.


**Courses list:** You can find most of our courses on our website

www.sciencespobordeaux.fr/fr/international-student/programmes-d-echange/french-track.html  
www.sciencespobordeaux.fr/fr/international-student/programmes-d-echange/english-track.html

The course schedule will be known only in early September. You will not be able to complete your learning agreement before the beginning of the semester.
C.E.P. / A.E.P.

► C.E.P.: Certificat d’Études Politiques à titre étranger – full academic year

The C.E.P., or Certificat d’Etudes Politiques à titre étranger is a program entirely taught in French and reserved for French track students with a good French level staying for the full academic year.

Enrolment in the CEP programme is not automatic. To be admitted, Incoming students must:

• be a nationality other than French
• have validated 2 academic years
• have a B2 French level
• mention it on the application form
• take (and pass) one written test: analysis of documents in French (3 hours)

• participate in and pass 3 seminar courses “conférences de méthode”: Contemporary Issues (Culture générale), Political Studies, French Language and Culture. Each of these seminar courses takes place over 24 weeks, from September to April (one seminar of 90 minutes per week per course). Validation is determined by evaluation of student participation (continuous assessment) and results of written and oral tests. 8 ECTS each (4 ECTS for one semester if A.E.P.). These courses are dedicated to foreign students.

• obtain 36 ECTS credits (choosing from general courses offered in the 1st, 3rd and 4th years). The compulsory course “Les Institutions Politiques Françaises” during the first semester is included in the 36 ECTS. Evaluation may take place in either December or April / May (written or oral exams) depending on the course.

The CEP is awarded to all candidates who obtain 60 ECTS, have passed the 3 seminar courses and have an overall average of 10/20. If a student did not pass one of the 3 seminar courses, he cannot be awarded the CEP.

Passing the CEP does not mean the automatic admission to the 3rd year regular programme. Students wishing to apply for admission will have to go through a special selection process (ECTS obtained, marks for each course…) usually followed by an interview.

www.sciencespobordeaux.fr/fr/admissions/etudiants-etrangers.html

► A.E.P.: Attestation d’Études Politiques à titre étranger – one semester

The A.E.P. program is the same as the C.E.P. program. The A.E.P. is offered to students staying only one semester. Students must validate 30 ECTS for the A.E.P. and will receive a Certificate of Foreign Political Studies at the end of the semester. The AEP is awarded to all candidates who obtain 30 ECTS, have passed the 3 seminar courses and have an overall average of 10/20. If a student did not pass one of the 3 seminar courses, he cannot be awarded the AEP.

16
Exams

The lecturer is the one deciding at the beginning of the semester how he/she will evaluate the students. Exchange students have specific exams. They cannot take their exams with regular students.

<table>
<thead>
<tr>
<th></th>
<th>Deadline for exams registration</th>
<th>Deadline for exams registration</th>
<th>Exams Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st semester exams</td>
<td>September 20</td>
<td>End of November</td>
<td>December 12 – 18 (included)</td>
</tr>
<tr>
<td>2nd semester exams</td>
<td>January 24</td>
<td>End of March</td>
<td>April 27 – May 13 (included)</td>
</tr>
</tbody>
</table>

There is no re-sit exam. We recommend students to take more credits than necessary. Students cannot choose how and when they want to do their exams.

Warning: the exam procedure is determined by the host institution. For example: if the home institution requires an essay to validate a course, and if the SPB lecturer asks for an oral or written exam, the student will have to follow the SPB rule and will not be allowed to write an essay instead.

Courses / Exams registration

Students cannot register for courses before their arrival in Bordeaux. Students will have to register for courses before September 20, 2019 for 1st semester courses and exams and January 24, 2020 for 2nd semester courses and exams by returning their course registration form to the IR office. Registration for courses is definitive. After these dates, no add and drop will be allowed.
Exam procedures

To evaluate the students, lecturers can either choose between:

- Written exam
- Oral exam
- Paper

The lecturer will inform the students at the beginning of the semester about the type of exam for his/her course.

The transcript of records will be sent by email and directly to your home address after your study period: early-mid February for 1st semester students, early July for 2nd semester and one-year students.

Grading scale and ECTS credits

<table>
<thead>
<tr>
<th>Grading scale</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (outstanding performance with only minor errors)</td>
<td>Excellent</td>
</tr>
<tr>
<td>B (above the average standard but with some errors)</td>
<td>Very good</td>
</tr>
<tr>
<td>C (generally sound work with a number of notable errors)</td>
<td>Good</td>
</tr>
<tr>
<td>D (fair but with significant shortcomings)</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>E (performance meets the minimum criteria)</td>
<td>Passable</td>
</tr>
<tr>
<td>F (some more work required before credit can be awarded)</td>
<td>Fail</td>
</tr>
</tbody>
</table>

Equivalence of ECTS credits for lecture and seminar courses

<table>
<thead>
<tr>
<th>36 h</th>
<th>8 ECTS credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seminar course</td>
<td>8 ECTS credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>18h</th>
<th>4 ECTS credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guest lecturer course</td>
<td>2 ECTS credits</td>
</tr>
</tbody>
</table>
Housing
It is quite hard to find housing in Bordeaux, whether you are a French or a foreign person. Students are responsible for finding their own accommodation. There is no housing service at Sciences Po Bordeaux. **We recommend students to look for and to book accommodation as soon as possible before arrival.**

Do not hesitate to contact the Erasmix association which aims to help you: erasmix.scpo@gmail.com

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**CROUS: On-campus accommodation**

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**Reservation procedure**

Foreign students wishing to stay in a university accommodation should follow the following steps:

1. **In order to get the whole procedure,** please email Mrs. Dubâa (e.dubaa@sciencespobordeaux.fr) who will give you all the details in a tutorial. Please follow every step in the guide and follow the described procedure until the very end, otherwise the CROUS de Bordeaux will not authorize us to give you a room.

2. **Apply on-line** (Click to “Demande de Dossier social étudiant”):
   www.messervices.etudiant.gouv.fr/envole

3. **After this procedure, go to:** trouverunlogement.lescrous.fr / Rechercher un logement / Passer à la recherche de logement / Mon logement Crous pour la rentrée 2019/2020 - Location: choose Pessac (33600). And you choose the type of accommodation you want among “Village 3 rénové”, “Village 5 rénové”, Emile Durkheim or Pierre-Gilles de Gennes. No more village available for International Sciences Po Bordeaux students.

4. **Send an e-mail to Mrs. Dubâa** (e.dubaa@sciencespobordeaux.fr) with: your INE number, date of birth, approximate dates of your arrival / departure and your residence choice.

5. You need to follow all the steps as indicated and send the required documents to Lille, France, by regular post.

6. **You then wait for the CROUS’ answer** (by email and SMS). If the answer is positive, you will have to pay the reservation fee + first rent + fill the rent folder (and send it to selected residence).

---

We receive an important number of housing demands from the students and the number of rooms is very limited.

We suggest you to look at the same time for some private housing, on websites like www.leboncoin.fr, www.pap.fr, etc.
Your application will be considered only if you apply on trouverunlogement.lescrous.fr and e-mail Mrs. Dubâa.
An application on CROUS website does not mean an automatic assignment of a room.
Applications will be treated on a first come first served basis.

Good to know…
Bordeaux-Pessac campus is NOT like an American campus! Our campus is spread out, but on a human scale, close to the city center and there are a lot of activities offered but there are few shops. At night, during the weekends or holidays: most of the restaurants and universities (and thus libraries) are closed. You will have to go downtown or into Pessac.

Type of accommodation
Please note that in all CROUS Residences, linen and crockery are NOT provided. All the rooms are on campus – within 2-10 minutes walking distance from school and 8km from Bordeaux city center (20-25 minutes by tram). Sciences Po Bordeaux doesn’t have any rooms or studios situated in Bordeaux city center.

We can ONLY offer to our students rooms in the following dormitories (It is IMPOSSIBLE to get a room in another CROUS de Bordeaux dormitory):

- **Village 3** | renovated rooms
- **Village 5** | renovated rooms
- **Emile Durkheim** | studio flats
- **Pierre-Gilles de Gennes** | studio flats and one T5 flat (to be shared between 4 students)

**Refurbished/renovated rooms in residences on campus (9-12m²)**
The rooms are furnished and have shower and toilet. Kitchen might be shared with 4 other rooms (depends on building and dormitory).

**Average price: €250 per month, service charges and internet connection included.**
Studio flats manager by the CROUS (18m²) – very limited number of places.

These flats are located in Emile Durkheim or Pierre-Gilles de Gennes residences, very close to the school. Rooms are around 20m². **For students staying the full academic year only.**

**Average price: €370 – 415 per month, service charges included.**

To do before your arrival

If you are given a room at CROUS you will receive your housing notification by the end of July / November.

1. **Book your room online** – you will have to pay reservation fees (= one month rent) and the first rent (if you can’t pay online, don’t worry, you will be able to pay upon your arrival – you will not lose your room because of it).

2. **Get in touch with your CROUS residence hall** – confirm your reservation and inform them about the date and hour of your arrival in order to make an appointment to get your keys – make sure that your residence hall will be open the day of your arrival, because most of them are closed in the evening and during weekends.

3. **Print your “Notification du logement” and school certificate** and bring them with you to your CROUS residence.

4. If you don’t have a French “guarantor” or you won’t be able to pay the rent for the whole stay upon your arrival, you have to apply for “Visale” on: [www.visale.fr](http://www.visale.fr).

---

**If you do not have a French “guarantor”, and do not apply for Visale before arrival, you will not get your keys.**

---

Check-in at the residences’ halls

Upon arrival, to get your keys, you will have to go the residence reception desk (to Résidences Campus-Pessac for Village 3 and to Résidences Campus-Centre for Village 5, Emile Durkheim or Pierre-Gilles de Gennes) with the following documents:

- “Notification du logement” from CROUS (sent by email by the IR office)
- School certificate
- ID photo
- Proof of your online payment: one-month rent + one-month damages deposit + €4 (administrative fees)
- Either French guarantor or “Visale certificate” (or you pay the rent for the whole stay)
Residences Halls contact details

Please refer to the map page 37 to know the exact location of your accommodation.

| Village 3 - Rénové | Village 5 - Rénové
|--------------------|--------------------|
| Résidences campus Pessac  
Domaine universitaire  
9, esplanade des Antilles  
33608 PESSAC Cedex
| Pierre-Gilles de Gennes | Emile Durkheim  
Résidences Campus-Centre  
Domaine universitaire  
25, av. Léon Duguit  
33608 PESSAC Cedex
| Phone 05.56.04.63.70  
residences.campus-pessac@crous-bordeaux.fr
| Phone 05.57.35.56.40  
residences.campus-centre@crous-bordeaux.fr
| Check-in for students at Village 3, from Monday to Friday, from 9 am until 4 pm.
| Check-in for students at 25 avenue Léon Duguit (black building next to Restaurant Universitaire n°2) from Monday to Friday, from 9 am until 4 pm.

Private housing

Cheap hotels

**Auberge de Jeunesse:** Phone +33 (0)556 330 070 | auberge.bx@wanadoo.fr

**Hôtel Boulan:** Phone +33 (0)5 56 52 23 62

**Hôtel Studio:** Phone +33 (0)5 56 48 00 14

**Hôtel Saint-Rémi:** Phone +33 (0)5 56 48 55 48

**Hôtel de la Boétie:** Phone +33 (0)5 56 81 76 68

**Hôtel Choiseul:** Phone +33 (0)5 56 52 71 24 | www.hotelchoiseul.com

**Hôtel Regina:** Phone +33 (0)5 56 91 66 07

**Hôtel Huguerie:** Phone +33 (0)5 56 81 23 69

23
Room in a family

► **Homestay:** It is easier to be in Bordeaux to look for a homestay accommodation since you will have a wider access to ads (CROUS announces, free newspapers, Internet, shops, etc.).

► **The “Alliance française de Bordeaux”** also offers homestay. Tell them you will be a Sciences Po Bordeaux student to have access to these offers without having to register for their courses. More information on their website [www.alliance-bordeaux.org/fr/hebergement.htm](http://www.alliance-bordeaux.org/fr/hebergement.htm) or by email af@alliance-bordeaux.org

Room in a hostel

► **For girls**

- **Foyer Jeunes Travailleuses Le Levain**
  33, rue Paul Louis Lande - 33000 Bordeaux. Minimal renting: 1 month.
  Phone: +33 (0) 556 336 666; [www.habitatsjeuneslelevain.org](http://www.habitatsjeuneslelevain.org)
  Furnished room with breakfast €352 per month – Possibility to get housing benefit.

- **Foyer d’Accueil Sœurs Franciscaines**
  38 bis, rue Kyrie - 33000 Bordeaux.
  Phone: 33 (0)5 56 91 78 09.
  Rent: €470 per month (breakfast and one meal included)

- **Foyer Doctrine Chrétienne**
  9, rue Bigot - 33000 Bordeaux.
  Phone: +33 (0) 556 336 380.
  Rent: €380 to €460 per month – Possibility to get housing benefit.

► **For boys**

- **Foyer pour Tous** (up to 25 years) – Pre-registration form to ask 3 months before arrival.
  1, rue Jean Descas, 33800 Bordeaux. Phone: +33 (0) 556 487 030
  Furnished room at €377 per month (no meal), linen and crockery not provided. Possibility to get housing benefit.

► **Foyer mixte (for both)**

- **Foyer des Acacias**
  194 ter, boulevard Albert 1er - 33000 Bordeaux (1-month deposit + administrative costs).
  Phone: +33 (0)5 47 471 996.
  Rent: €304 per month
A studio flat in an “apart-hotel” residence

Whether it is for one night, one week, one month or more, alone or in flat-share, these residences offer you the possibility to rent a furnished studio in Bordeaux city center. Sometimes expensive, these studios can be very useful.

<table>
<thead>
<tr>
<th>Teneo</th>
<th>Citéa Bordeaux</th>
</tr>
</thead>
<tbody>
<tr>
<td>28, rue Marc Sangnier</td>
<td>1 bis, rue Jean Renaud Dandicolle</td>
</tr>
<tr>
<td>33400 Talence</td>
<td>33000 Bordeaux</td>
</tr>
<tr>
<td>Phone: +33 (0)5 56 362 975</td>
<td>Phone: +33 (0)5 56 56 18 00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Résidence Gambetta</th>
<th>Les Lauréades</th>
</tr>
</thead>
<tbody>
<tr>
<td>13, avenue du Maréchal de Lattre de Tassigny</td>
<td>340, cours de la libération</td>
</tr>
<tr>
<td>33400 Talence</td>
<td>33000 Talence</td>
</tr>
<tr>
<td>Phone: +33 (0) 5 56 35 30 60</td>
<td>Phone: +33 (0)825 332 332</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.icade-immobilier.com">www.icade-immobilier.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Studotel</th>
<th>Les Estudines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rue Frédéric Sévène</td>
<td>183, cours de l’Yser</td>
</tr>
<tr>
<td>33400 Talence</td>
<td>33000 Bordeaux</td>
</tr>
<tr>
<td>Phone: +33 (0)5 56 84 59 59</td>
<td>Phone: +33 (0)5 56 943 206</td>
</tr>
<tr>
<td><a href="http://www.studotel.fr">www.studotel.fr</a></td>
<td><a href="http://www.estudines.com">www.estudines.com</a></td>
</tr>
</tbody>
</table>

**Flats / Flat-share**

**Rent a flat**

If you want to rent a flat we recommend you not to say that you come for a short stay, but for one academic year or even longer. Once you get the flat, you will just have to give a three-month notice before leaving by registered letter with acknowledgement of receipt.

**Rough guide to prices:**

*Studio/T1 (20 - 30 m²): around €450 per month
*T2 (35 - 45 m²): around €600 per month
*T3 (55 - 70 m²): around €700 per month

**Requested documents**

- ID card
- Erasmus grant certificate
- Parents tax notice
- 3 last salary statements
- Bank account details
  (Basic bank account number)
Good to know before signing your rental contract

- Rental agreement: 3 years (but can be terminated)
- 3-month notice to be sent by registered mail (compulsory to break the contract without penalties)
- Deposit: one-month rent
- Agency fees: around 7% of the annual rent
- First rent to be paid when the rental contract is signed (do not pay anything before having the contract signed or getting the keys)

Landlords generally ask for a French person with a sound financial record, often a parent, to act as a guarantor for rent payments. It is almost impossible for non-EU student to rent a flat through an agency; furnished flats are also difficult to find.

It is quite hard to get private housing. For more information, please contact the ERASMIX association.

On arrival you will need to pay one month’s rent + one-month’s damages deposit altogether with the insurance cost...

We advise you to look first for private individual owners’ flats, on the following websites:
Studapart: sciencespobordeaux.studapart.com/fr
Carillon 33: www.le33carillon.fr
Paru Vendu: www.paruvendu.fr
Also: www.sudouest-immo.com and www.leboncoin.fr

Be careful: do not pay any agency fees before getting your flat!

You can also have a look at the Sciences Po Bordeaux students website:

Other useful addresses:
- Centre Information Jeunesse Aquitaine: www.jeuneabordeaux.fr/me-loger
- Agence Nationale pour l’Information sur le Logement: www.anil.org
- VISALE, which helps students with guarantee issues: www.visale.fr

Some room, studio or flat addresses are available at CROUS:
18 rue du Hamel, CS11616, 33080 Bordeaux Cedex
Phone: +33 (0)5 56 339 200
www.crous-bordeaux.fr
You can also contact estate agencies as: Foncia, Century 21, 4% Immo, Lamy, Logeka… You will have to pay agency fees and one or two month rent deposit.

▶ Flat-share

Some French students, back from their exchange period, offer to share their flat with an exchange student. We will send you their proposal directly by email.

You can also visit flat-share websites:
www.appartager.com | www.paruvendu.fr/immobilier/colocation |
www.lacartedescolocs.fr/colocations/aquitaine+limousin+poitou-charentes/bordeaux |
www.immojeune.com/colocation/bordeaux-33.html etc.

Intergenerational housing

Share a flat with an old person. The principle is simple: from one side, a senior citizen living alone, and from the other side a student looking for accommodation. In between, associations create the link. A partnership agreement is signed between the two parties, in order to settle the rules and avoid problems.

RESEAU COSI (Cohabitation Solidaire Intergénérationnelle) - 25 rue Francis Martin, 33075 Bordeaux Cedex. www.reseau-cosi.org | VIVRAVEC: www.bordeaux.fr/o25870/vivre-avec

Other websites:

Either you get on-campus or private housing, housing insurance is compulsory (see page 30).

The French Residence Tax has to be paid by the occupiers of a property in which they were resident on January, 1st (except for on-campus rooms).

More information:
www.impots.gouv.fr/portail/questions/theme/taxe-habitation/87
Administrative formalities
Health

You are a European Union citizen

You must have the European health insurance card. **Warning:** a copy of this card is compulsory to complete your administrative registration at Sciences Po Bordeaux.

You are not a European Union citizen

Every non-European student has to register for the French Health Care system (Sécurité Sociale) through CPAM: www.etudiant-etranger.ameli.fr. It is free and you will do the registration by yourself and upload the proof when you register online (MoveOn) before arrival.

Emergency numbers

SAMU (Emergency Service): 15
Firefighters: 18
Police: 17

On campus, the « Centre de Santé étudiants » welcomes you from Monday to Friday, from 9 am to 5 pm.

22 avenue Pey Berland
33600 Pessac
Tramway B | Station: Doyen Brus
Phone: 05 33 51 42 00

Opening a bank account

Opening a bank account in France is required to receive the housing benefits (APL from CAF - Caisse d’Allocations Familiales, www.caf.fr).

To open a bank account, you need the following documents:

- Student card or copy of your school certificate
- Copy of your passport
- Proof of residence

Sciences Po Bordeaux has a partnership with HSBC to facilitate administrative procedures for foreign students. For more information, please contact Erasmix.
Housing insurance

You must take out an insurance coverage through an agency of your choice (€30 to €60 depending on the size of your accommodation). The landlord is entitled to ask the tenant to provide proof of insurance within a week of signing the tenancy agreement.

Different policy options are available through insurance agencies. Read the proposed conditions carefully: an excessive coverage is often expensive and may not necessarily meet your needs.

Housing benefits (APL / ALS) – “la CAF”

Individual and/or joint tenants may be entitled to housing benefits whether living in an unfurnished or furnished flat, home-stay, or student hall of residence. The accommodation must correspond to decent home standards (offer a minimum comfort: water, toilet, heating installations) and have a minimum floor area of 9 m². The tenancy agreement must be in your name. The calculation of your housing benefit will consider your income, type of accommodation, location and rent amount.

For an estimate of your benefit entitlement please visit the CAF website: www.caf.fr

Supporting documents to provide:

- Bank details or RIB (for a commercial, savings or postal French bank account)
- Declaration of incomes (delivered by CAF)
- Photocopy of the tenancy agreement or housing certificate from CROUS
- Photocopy of residence permit for non-EC students
- School / University registration certificate
- Photocopy (front and back) of identification document
Residence Permit / Visa

As an international student at Sciences Po Bordeaux, you will need to go through mandatory administrative formalities. Non-EU students will have to apply for a VISA (a student one) at the nearest French consulate or embassy before coming to France. You can submit your visa application online, through the CEF (Centre pour les Études en France). CEF procedure is compulsory for the following countries: Argentina, Brazil, Canada, Colombia, South-Korea, USA, Japan, Mexico, Russia, and Turkey. More info on: www.campusfrance.org. Students studying for a full academic year will first get a VISA to enter France and will then have to apply for a residence permit. Useful websites:
www.campusfrance.org/fr/visa-long-sejour-etudiant
www.u-bordeaux.fr/Profils/Etudiants-internationaux/Carte-de-sejour-Etudiant

File to obtain from September until December at the Résidence SAUTEYRON, 42 rue Sauteyron (B line – Victoire tramway stop)
Registration online is compulsory before obtaining a file:
www.u-bordeaux.fr/Profils/Etudiants-etrangers/Carte-de-sejour-Etudiant
Residence permits will be available at the “prefecture” upon notification. Esplanade Charles de Gaulle (Mériadeck area), 33000 Bordeaux - Mon-Fri, 8:30am to 1:30pm.

Supporting documents to provide:

- 1 ANAEM stamp (€ 60)
- 4 ID pictures
- Photocopy of passport and Student Visa
- 1 birth certificate translated in French
- 1 schooling certificate
- Photocopy of the tenancy agreement or housing certificate from CROUS
- Declaration of incomes (financial aids certificate or a taken care by a parent/relative certificate)
- Health Insurance Certificate
- ANAEM medical certificate (free)
Useful information
**Lunch time**

**University restaurants**

Several university restaurants are available on the campus or downtown. They’re good and cheap! (see map enclosed).

- **On-site**
  - “Crous’ Cafet” (inside Sciences Po Bordeaux)
  - “RU 1” (near Village 1)
  - “RU 2” + cafeteria “Le Vent Debout” (near Village 2)
  - “RU 3” (près du village 6)
- **In Bordeaux City Center**
  - “Restaurant ABC, Le Central” 42, rue Sauteyron (near the Place de la Victoire)
  - Cafeteria “Le Vera Cruz” (near Village 3)
  - Cafeteria “Le Forum” (near Bordeaux 4)
  - Cafeteria “Le Sirtaki” (near Bordeaux 3)

**Restaurants in Bordeaux City Center**

<table>
<thead>
<tr>
<th>Cassolette Café</th>
<th>La Raclette</th>
<th>Le Ptit du gourmand</th>
</tr>
</thead>
<tbody>
<tr>
<td>20, place de la Victoire</td>
<td>18, rue Fernand Philippar</td>
<td>12, rue des Bahutiers</td>
</tr>
<tr>
<td>Phone: 05 56 92 94 96</td>
<td>Phone: 05 56 48 05 63</td>
<td>Phone: 05 56 81 24 60</td>
</tr>
</tbody>
</table>

Nightlife is good in Bordeaux! The city offers many bars, pubs and nightclubs. There are several neighborhoods: la Victoire, Saint Pierre, les Chartrons, les quais de Paludate, le Bassin à Flots … Visit: [www.petitfute.com/v1524-bordeaux-33000/c1165-restaurants](http://www.petitfute.com/v1524-bordeaux-33000/c1165-restaurants)
Public transportation

▷ Tramway

Bordeaux’s fast and modern tram really facilitates travelling. There are three different lines (A, B and C). A lot of buses also serve the city-center and the suburbs. Sciences Po Bordeaux is 8 km away from Bordeaux City-Center and is very well served by the tramway line B (Bassin à flot / Claveau – Pessac Centre).

Price:

One ticket (bus or tramway):
€1,40; Tickartes (Books of tickets) 10 trips full price:
€11,30; Tickartes 10 trips reduced rate: €6,60.

Travelcard « Passjeune » for people under 26:
€28,90 per month; €204 per year.

TBM (Transports Bordeaux Métropole)
Information points:
Arts et Métiers, Gare St Jean, Place Gambetta, Place des Quinconces
Phone: 05 57 57 88 88. Online: www.infotbm.com.

▷ VCub

It is a self-service bike system: the service consists of a network of 175 stations, available all year round 24/7, covering the entire Bordeaux area and surrounding cities (CUB). To access the service, buy a 1-day or a 7-days ticket online or at any VCub station or sign-up for a long-term subscription: www.infotbm.com/fr(mode/v3. Allo VCub : 09 69 39 03 03.

▷ BATCub

This boat transport service allows you to cross the river. www.infotbm.com/fr(mode/bat3.)
Budget

Estimated monthly budget: €450 – €700

- Housing: €200 - €600
- Food: €200 - €400
- Transports: €30
- Other: €100 - €400

Prices examples:
- 1 coffee: €1.50
- 1 baguette: €0.90
- 1 on-campus meal: €3.50
- 1 liter of gas: €1.50

How to earn money?

Some ideas:

- **Give private language lessons** (€10 - €15 per hour). Do not hesitate to put up a notice at Sciences Po Bordeaux or in the shops near your home.
- **Have a look at the job offers on the CIJA website**:
  jobs.pourlesjeunes.com

Students cannot work full time and need to follow the regulation explained here: www.service-public.fr/particuliers/vosdroits/N110

Weather

Weather in Bordeaux is oceanic and temperate, with a quick and mild winter (rarely minus 0°C), a pretty warm summer (more than 30°C), a nice fall and a high humidity rate due to the proximity of the Atlantic Ocean.
Sum up

Before leaving home

1. Complete your on-line registration before June 20, 2019 (students staying the whole year or the 1st semester) or November 20, 2019 (students staying the 2nd semester).

2. Book your accommodation:
   - First night: hostel, hotel...

   If you wish to ask for an accommodation in a residence hall, you should register online (www.messervices.etudiant.gouv.fr/envole) as soon as possible and inform the IR Office (e.dubaa@sciencespobordeaux.fr) regarding your choices and dates of stay.

   If you look for private accommodation, collect all the supporting documents (see p. 25).

3. Health insurance certificate, European Insurance Card to collect.

4. For non-European students:
   - Complete all the visa formalities (see p. 31)
   - Collect all the requested documents in order to obtain the residence permit.
   - Register for the French Health Care system (Sécurité Sociale) through CPAM: etudiant-etranger.ameli.fr/#/ (compulsory and free) (see page 29)

5. Have a look at the courses offer on the website.

6. Print the International Exchange Students Guide, read it and bring it with you! Do not forget to bring ID photos!!

Upon arrival

1. Obtain your student card at the IR office.

2. Open a bank account (see p. 29).

3. Buy a tramway / bus card (see p. 34).

4. Obtain the housing benefits application (CAF) (see. p. 30).

5. Obtain the residence permit application (see. p. 31).

6. Choose the courses you want to take and set up your schedule.
Crous map
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facebook.com/SciencesPoBordeaux
twitter.com/ScPoBx
instagram.com/sciencespobordeaux

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sciencespobordeaux.fr

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