

## **Regulations for students studying for the CEPa and the AEPa at the Institute of Political Studies**

*Adopted by the Board on 05/23/2016*

The Institute of Political Studies (IPS) in Rennes has adopted the European Credit Transfer System set out by the Bologna Process. The workload of one full academic year represents 60 credits; one semester represents 30 credits.

Non French-speaking foreign students who come to study at the IPS are automatically enrolled in the **Certificat d'Etudes Politiques (in English) (CEPa)** if they register for a full year, or the **Attestation d'Etudes Politiques (in English) (AEPa)** if they register for a semester.

All students, be they enrolled in the CEPa or AEPa (first semester), attend an intensive course of around 24 hours in French language during the first two weeks of September. The same courses are organised during the first two weeks of January for the students who are enrolled in the AEPa in the second semester. There is no assessment for this course. A certificate testifying that the student attended it will be issued by the student office.

### **I – Study programmes for non French-speaking foreign students**

Students who do not speak French when they join the IPS, or whose French is insufficient to allow them to follow the AEP or CEP programmes (level B1 is required), may enrol in either the CEPa or the AEPa, which are open to around 30 students. Students who wish to enrol in these programmes should state their intention to do so at the point when they submit their application to the IPS. Students are selected by an *ad hoc* committee nominated by the Director of the IPS.

#### **1.1 The Certificat d'Etudes Politiques (in English) (CEPa) (full academic year)**

The CEPa takes the form of 5 compulsory modules per semester over two semesters. Each of these modules is worth 6 credits per semester and is composed of one 20-hour course (6 ECTS) or two 10-hour courses (2x3 ECTS) or a 24-hour course in French language (3 ECTS) with a class taught in a small group (3 ECTS) or a 48-hour course in French language (6 ECTS).

Within these five modules is a compulsory French course – French as a Foreign Language (FLE) – which comprises:

- 4 hours a week over 12 weeks (48h) in each semester for the A and B groups.
- 2 hours a week over 12 weeks (24h) in each semester for the C and D groups (and potentially E). The latter will then choose a class taught in small groups in French (English classes excluded) in the IPS programme that is compatible with their schedule. This class will account for 3 ECTS per semester.

The remaining four modules (2 hours a week over 10 weeks each) are within the relevant field in the social sciences.

Students may also choose a lecture or a third language course, if it is compatible with their

schedule. These classes are to be picked among the lectures or third language classes offered to first, second and fourth-year students (first year of Master's Degree). No ECTS will be given for this course but if the student gets a mark that is above 10/20, the points above this limit will be validated (this calculation is the same as the one for optional courses).

If students enrolled in CEPa obtain satisfactory results in French at the end of the first semester, they may request a transfer to the AEP programme in semester 2. It will be granted by the persons in charge of the programme.

## **1.2 The Attestation d'Etudes Politiques (in English) (AEPa) (one semester)**

The AEPa takes the form of 5 compulsory modules per semester: each of these modules is worth 6 credits per semester. Each of these modules is worth 6 credits per semester and is composed of one 20-hour course (6 ECTS) or two 10-hour courses (2x3 ECTS) or a 24-hour course in French language (3 ECTS) with a class taught in a small group (3 ECTS) or a 48-hour course in French language (6 ECTS).

Within these five modules is a compulsory French course – French as a Foreign Language (FLE) – which comprises:

- 4 hours a week over 12 weeks (48h) in each semester for the A and B groups.
- 2 hours a week over 12 weeks (24h) in each semester for the C and D groups (and potentially E). The latter will then choose a class taught in small groups in French (English classes excluded) in the IPS programme that is compatible with their schedule. This class will account for 3 ECTS per semester.

The remaining four modules (2 hours a week over 10 weeks each) are within the relevant field in the social sciences.

## **II - Learning Agreement**

At the beginning of each semester, a learning agreement listing the five compulsory modules is given to the student.

If the student is registered in the groups A or B for French language classes, the number of courses listed corresponds to 30 ECTS per semester.

If the student is registered in the groups C, D or E for French language classes, he or she has to add to the agreement the class taught in French in a small group (language classes excluded) he or she picked within the courses offered at the Institute of Political Science to reach 30 ECTS per semester.

With this learning agreement, the student commits to attending the classes listed and to being assessed for each one of them.

The student has to sign the learning agreement and to hand it in at the student office within the first three weeks of classes so it can be validated and signed by the coordinator of the program. With this learning agreement, the student is registered to take the exams.

## **III – Regular Attendance**

Regular attendance in class is compulsory and will be subject to verification. After the second unjustified absence (acceptable reasons for non-attendance include illness, *force majeure*, or bereavement) one point for each unjustified absence will be deducted from the student's final mark for the course concerned.

#### **IV– Examination and Assessment (Methods)**

The student undertakes to comply with the examination and assessment procedures for the courses which make up the programme in English. The nature of the examination or assessment (written or oral) will be decided by the Institute of Political Studies.

The FLE course will be subject to continuous assessment.

For the other 20-hour courses studied, assessment will be based on:

- continuous assessment whose elements will be defined by the course instructor
- a final exam (written or oral) whose nature will be defined by the tutor.

For the 10-hour courses, the assessment will be either a written or an oral final examination, as defined by the course instructor.

#### **V – Awarding of the Certificat d'Etudes Politiques (in English), the Attestation d'Etudes Politiques (in English), or the Certificat d'Etudes Politiques (bilingual)**

The CEPa is awarded to students achieving an overall average mark greater than or equal to 10/20.

The AEPa is awarded to students achieving an overall average mark greater than or equal to 10/20.

Students who do not achieve an overall average mark of 10/20 will only be awarded the credits for those courses in which they have achieved the average mark.

Students may be awarded distinctions as follows:

- “Assez bien” for those who have achieved an average mark between 12/20 and 13.9/20;
- “Bien” for those who have achieved an average mark between 14/20 and 15.9/20;
- “Très bien” for students achieving an average of at least 16/20.

Students will receive a mark transcript in English indicating the number of credits awarded for each course.