



### Semester Program Study Abroad Credit and Grade Translation Memo

**PROGRAM:** EDUCO – Sciences Po (Paris, France)  
**DATE:** November, 2015

When studying abroad, students should be aware that there are different credit and grading systems overseas that vary by program. The information contained in this memo is correct to the best of CIPA's knowledge as of the date posted above. This memo has been created using information provided by the study abroad program, in consultation with colleagues at other institutions utilizing the same study abroad program, and/or per guidelines or commonly used practices in the field of international education and education abroad. Students should also be aware that changes are possible at any time, and CIPA will notify students of any changes as soon as possible.

Regarding Emory "Semester Online" courses while abroad, students must petition to Study Abroad Programs to add one Semester Online course to the required course load for study abroad. Study Abroad Programs will consider the nature of the study abroad program and the student's ability to manage the extra course load in reviewing petitions.

#### **CREDITS**

Students can participate on the EDUCO program at Sciences Po for the Fall semester, the Spring semester, or the entire academic year.

- Students who qualify for EDUCO (at least five semesters of college-level French or the equivalent [FREN 310 required and FREN 314 highly recommended]) **MUST** take either the all French programme or the English / French programme.
- The all English program is not available to Emory students.

Course registration takes place on-line through the Sciences Po website prior to arrival in Paris. There is no add/drop period, so the courses students choose at that time are the courses the student will have to take – please consult with Jeremy Billetdeaux for further information about the process.

#### **The different types of courses at Sciences Po:**

- Cours magistral or Lecture: 48 contact hours / semester
  - *1 course by a professor in an amphitheater, approximately 150 to 300 students*
  - *1 tutorial taught by a lecturer in smaller groups of 20 to 24 students*
- Seminars: 24 contact hours / semester
  - *groups of 60 to 100 students*
  - *6 tutorials led by a lecturer*
- Electives: 24 contact hours / semester
  - *groups of 20 to 24 students*
- Workshops or Ateliers de pratique artistique
  - *groups of 15 to 18 students*
  - *feature the practice and analysis of an art through the prism of the social sciences*
  - **Please note: Emory students who choose to take a workshop must take the course as S/U due to the different grading structure of this course by Sciences Po. Students, of course, have to obtain an Emory equivalent and cannot take any other class as S/U – please refer to the S/U policy below for more details.**

### SCIENCES PO – EMORY REQUIREMENTS AND CREDIT TRANSLATION FOR ALL FRENCH PROGRAMME

Number and type of classes	ECTS credits	Emory credits
1 lecture course in French	10	5
1 seminar or 1 elective course in French	5	3
1 seminar or 1 elective course in French	5	3
1 seminar or 1 elective course in French	5	3
1 French language course	5	3
<b>Total (full work load)</b>	<b>30</b>	<b>17 Emory credits</b>

### SCIENCES PO – EMORY REQUIREMENTS AND CREDIT TRANSLATION FOR ENGLISH AND FRENCH PROGRAMME

Number and type of classes	ECTS credits	Emory credits
1 lecture course – <b>Emory requires this to be in French</b>	10	5
1 seminar or 1 elective course – <b>Emory requires this to be in French</b>	5	3
1 seminar or 1 elective course – <b>Emory allows this to be in English</b>	5	3
1 seminar or 1 elective course – <b>Emory allows this to be in English</b>	5	3
1 language course – <b>Emory requires a French language course</b>	5	3
<b>Total (full work load)</b>	<b>30</b>	<b>17 Emory credits</b>

*Students who opt to take the English and French programme can take up to two courses in English only.*

**STUDENTS SHOULD NOT PLAN ON TAKING ANY OF THE OPTIONAL FRENCH CIVILISATION COURSES. THESE COURSES WILL NOT COUNT FOR CREDIT AT EMORY!**

#### **COURSE APPROVALS**

Students must obtain approval for ALL courses taken abroad and must consult with the appropriate departmental Faculty Study Abroad representative at Emory for course approvals that are **NOT** already blanket approved. Once the overseas transcript arrives at the Study Abroad office, the transcript will not be processed until ALL of the approvals have been submitted. Students will be notified via email if there are any courses still needing faculty approval.

**Blanket-approved courses:** A list of “blanket-approved” courses for the EDUCO program, including Sciences Po courses, can be found at on the Study Abroad website. If students want to take a course that has been blanket-approved, they do not need additional approval unless they have specific questions about how the course may be applied towards a major or minor. For questions regarding credits towards the French major or minor, students should contact Professor Lilia Coropceanu in Emory’s Department of French & Italian.

**General course approvals:** For any other courses at Sciences Po, students need to contact the appropriate Faculty Study Abroad Representative with a course description (translated into English, of course) and ask that if an Emory equivalent can be assigned that the faculty member email Jeremy Billetdeaux (Study Abroad Programs) with the course number. A list of Reps can be found on the Study Abroad website.

**History Courses:** Study Abroad Programs maintains a list of study abroad courses that are pre-approved for credit in the History Department. These courses are credited as either History 285 or History 385. If students wish to enroll in a course not on the pre-approved list and have it count for credit in the History Department, it must meet the following criteria:

1. The course must be in a history department in an approved study abroad university.
2. To be considered for upper-level (HIST 385) credit, students must complete a 3000 word research paper with proper use and citation of sources. To be considered for lower level (HIST 285) credit, students must complete 2000 words of written, graded work in the form of one or more short essays or some other appropriate form (not in-class exams or journals).

- Upon return to Emory, students must submit all written work and course syllabus to Becky Herring, Undergraduate Program Coordinator, who will forward to the Director of Undergraduate Studies for approval and evaluation of credit.

**Anthropology, Psychology, and/or English or American Literature:** Students must consult with the Faculty Study Abroad Representative in those departments BEFORE enrolling in a specific course, as not all such courses will be approved by Emory faculty.

**Course Load and S/U:** Students must enroll in the required number of courses based on the requirements of the particular programme option, and ALL courses must be taken for a letter grade at Sciences Po. However, Emory College allows students to designate up to one course as S/U per semester while abroad (note: only 20 graduation hours may be taken S/U at Emory). Please note: Most students on the EDUCO / Sciences Po program do NOT take advantage of this option. The French grammar course or courses intended to satisfy a GER cannot be taken S/U. Most courses needed for major requirements cannot be taken S/U, so students should consult with their Emory faculty academic advisor before making the decision to take a class for their major as S/U. If students want to take a semester (or year-long course) S/U, they must notify Jeremy Billetdeaux in Study Abroad Programs in writing within *16 days* of the official first day of classes. After this period, no S/U election or changes can be made. Students must receive a confirmation email from Jeremy to finalize the S/U request. Please keep copies of all such emails. The grade for the course will be changed to “S” or “U” upon receipt of the EDUCO / Sciences Po transcript; students must earn a grade of “D” or better for the class to receive the “S” grade.

**Transcripts:** Spring semester students must take final exams which extend into June at Sciences Po. Sometime after the conclusion of the program, Sciences Po will provide EDUCO with a grade report form for each student. Students should note that final grade reports are usually not available for several months after a session ends, and ***occasionally the grades from the French universities can take up to 6 months to arrive at Emory.*** French grades are translated into the U.S. system by EDUCO, the French Department, and Study Abroad Programs.

**Grading Scale:**

French mark	EMORY translated letter grade
14 – 20	A
13 – 13.9	A-
12 – 12.9	B+
11 – 11.9	B
10 – 10.9	B-
9 – 9.9	C+
8 – 8.9	C
7 – 7.9	C-
6 – 6.9	D
0 – 5.9	F