

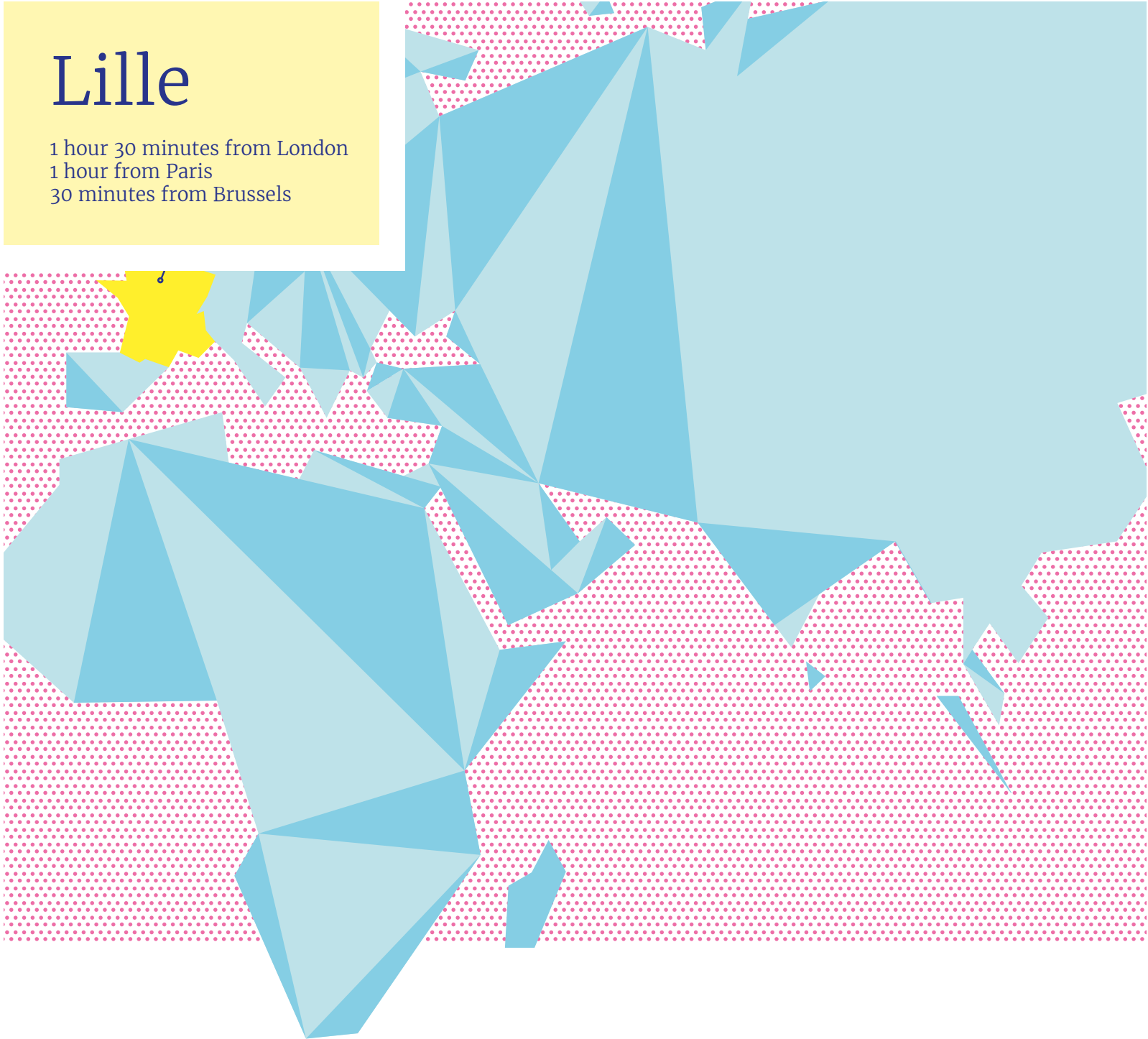
WELCOME TO THE ESPOL EXCHANGE PROGRAMMES

THE EUROPEAN SCHOOL
OF POLITICAL AND
SOCIAL SCIENCES



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DEAR STUDENTS,

Congratulations on your acceptance to ESPOL for your student exchange! We hope your time as exchange student here will be a success both intellectually and socially. ESPOL’s wide variety of classes offer you the possibility to discover new and exciting topics in politics, international relations and social science in a truly bi-lingual environment. Why not benefit from your time here and improve or even start learning French through our special language classes for exchange students. Beyond this, you can get involved in various student associations to make new friends from France and across the world. In particular, benefit from the “buddies system” organised by COSMOPOL our very own student society to help integrate foreign students arriving at ESPOL. With them, or on your own, we hope you will discover Lille, its’ delicious gastronomic specialities (le welsh, la carbonnade flamande; le potjevleesch, les gaufres and more), its’ unique culture and the French “Joie de vivre”. We hope you will enjoy your time at ESPOL and we are looking forward to welcoming you very soon in Lille!



Felix
VON NOSTITZ

Director of International
Mobility & Associate Professor
in political science

ENROLMENT CHECKLIST

What to do



1 be nominated by your Home University



4 Finalise your registration online



5 Find out if you need a visa to study in France



2 Read the email sent by the international mobility coordinator (Elise Millois)

To register, please prepare the following supporting documents:

- A recent photograph (in JPEG)
- ID Card or passport (for European countries) or passport for non-European Students
- Updated transcripts of records in English
- Language certificates of English or/ and French (only if you wish to follow classes taught in French)
- Birth Certificate translated into French (for non-European Students)
- European Health Card (for European Students)

You have to register before:

- June, 15th for FALL (1st) Semester and all academic year
- November 15th for the SPRING (2nd) semester.



3 Receive an email from information@univ-catholille.fr with your username and password to do your registration online.



6 Join the Facebook page/group



7 List of courses (Bachelor Programme and Master Programme), our courses are not available yet, but you can have a look on our Courses List for 2018/2019 and :

LILLE

Benefits of studying in Lille



YOUR ESPOL CONTACTS



Giulia Sandri

Deputy Director of international mobility and Associate Professor in Political Science

giulia.sandri@univ-catholille.fr

Felix Von Nostitz

Director of international mobility and Associate Professor in Political Science.

felix.vonnostitz@univ-catholille.fr

Elise Millois

International mobility coordinator. She manages administrative aspects of your exchange (visa procedure once in France, registration...)

elise.millois@univ-catholille.fr

ESPOL's core faculty is made up of an experienced and interdisciplinary team of professors. Our professors have worked and been trained in the best universities across the globe, including, inter alia:

- Brown University,
- Harvard University,
- the London School of Economics,
- Sorbonne University,
- Science Po Paris,
- the University of California at Berkeley,
- the Université Catholique de Louvain,
- the University of Edinburgh,
- the University of East Anglia,
- the University of Oxford,
- and the University of Toronto.

Please consult the EPSOL website for more information on our teaching staff.

The core faculty is supported and complemented by high-profile external speakers from renowned universities and professionals from leading international organisations and companies, artists, diplomats and ambassadors, members of the armed forces, etc., who hold teaching positions in our study programmes or contribute as invited speakers.

The ESPOL team

Alexis MASSART,
Director of ESPOL, Associate Professor in political science

Oliwia BARAN
Head of Development

Zach BASTICK
Post-doctoral researcher in political science

Philippe BONDITTI
Associate Professor in political science

Anne-Sophie BONNEL
Academic officer

François BRIATTE
Academic Advisor

Oriane CALLIGARO
Associate Professor in political science

Thierry CHOPIN
Professor in political science & Associate director of the ESPOL-LAB Research Centre

Brendan COOLSAET
Associate Professor in environmental and development studies & Director of Masters programmes

Christian DE BOISSIEU
Professor in economics

Camille ETMANS
Communications officer

Janis GRZYBOWSKI
Associate Professor in political science & Director of Bachelor's degree in International Relations

Pierre-Yves NERON
Associate Professor in economics and social ethics & Director of the Bachelor's Degree in Political Science

Giulia SANDRI
Associate Professor in political science

Elise MILLOIS
International Mobility Coordinator

Christelle ROUSSEL
Academic Supervisor

Antonella SEDONE
Post-doctoral researcher in political science

Auréli SEILER
General Secretary

Alex TÜRK
Associate Professor in constitutional law, Senator for the Nord department

Agatha VERDEBOUT
Associate Professor in political science

Felix VON NOSTITZ
Director of International Mobility & Associate Professor in political science

Sabine WEILAND
Associate Professor in political science & Director of the ESPOL-LAB Research Centre

RECENT SPEAKERS



At ESPOL

**Thomas
J. BIERSTEKER**

Professor at the Graduate
Institute Geneva, Director
of the Global Governance
Centre

**Manon
GARCIA**

Writer, Assistant Professor
at the University of Chicago

**Gilles
PARGNEAUX**

Member of the European
Parliament

**Jean
QUATREMER**

Journalist at *Libération*

**Johan
VERBEKE**

Former Belgian Ambassador
to the USA, the UK and the
UN

**Paul
WATKINSON**

Head of the French
delegation to the UNFCCC

**Fernando
CARDERERA**

Spanish Ambassador to
France

**Cyril
DION**

Writer, film director

**Bernard
KOUCHNER**

Co-founder of Doctors
without Borders, former
French Minister of Foreign
and European Affairs

**Jeremy
RIFKIN**

Bestselling author, social
theorist, political advisor

**Muhammad
YUNUS**

Founder of the Grameen
Bank, 2006 Nobel Peace
Prize

ESPOL & LIVINFRANCE JOIN FORCES TO SIMPLIFY YOUR STAY !



Livin-France is the free international student's
platform which gives you the possibility to make
all of your administrative procedures, subscribe to
mandatory services and get helped before & during
your arrival in France within 3 clicks!

You will find services such as :

Administrative
procedures (CAF,
OFII, VISA...)

Accommodation
offers, French
guarantor,
electricity...

Job Offers, Buddy
in your school,
arrival pickup...

Online and
physical assistance
to support you
during all steps

LivinFrance team is here to support and guide
you during your stay and the whole settling
process in france

Subscribe now, it's FREE !

RESEARCH AT ESPOL

ESPOL-LAB, the ESPOL research centre, is composed of a team of professors and researchers who actively contribute to the development of knowledge in political science. Questioning of the boundaries of politics and its relationship to society is at the heart of ESPOL-LAB's scientific project. What is the scope of political decision-making? What are the drivers and who are the principal actors? What do new forms of violence and international conflicts, immigration policies and border controls, and transformations in international development tell us about our current times?

As they are at the core of academic intellectual work, ESPOL-LAB's activities are the scientific counterpart of the teaching provided within the School and make ESPOL a unique intellectual environment for students. ESPOL-LAB is member of the ECPR (European Consortium for Political Research), the primary political science research network in Europe. The team supports the *Revue Internationale de Politique Comparée*.

Their research focuses on three clusters that structure the laboratory's scientific activities

- Quality of Democracy
- Regulations
- International reconfigurations

ESPOL-LAB activities take various forms:

- a **general seminar** in which guest French and foreign researchers from other academic institutions present their work;
- **lectures and university colloquia**;
- more occasional **events** ('brown bag seminar') during which the laboratory researchers discuss their research themes;
- **reading groups** whose sessions are devoted to comparative readings of some major works in the discipline.

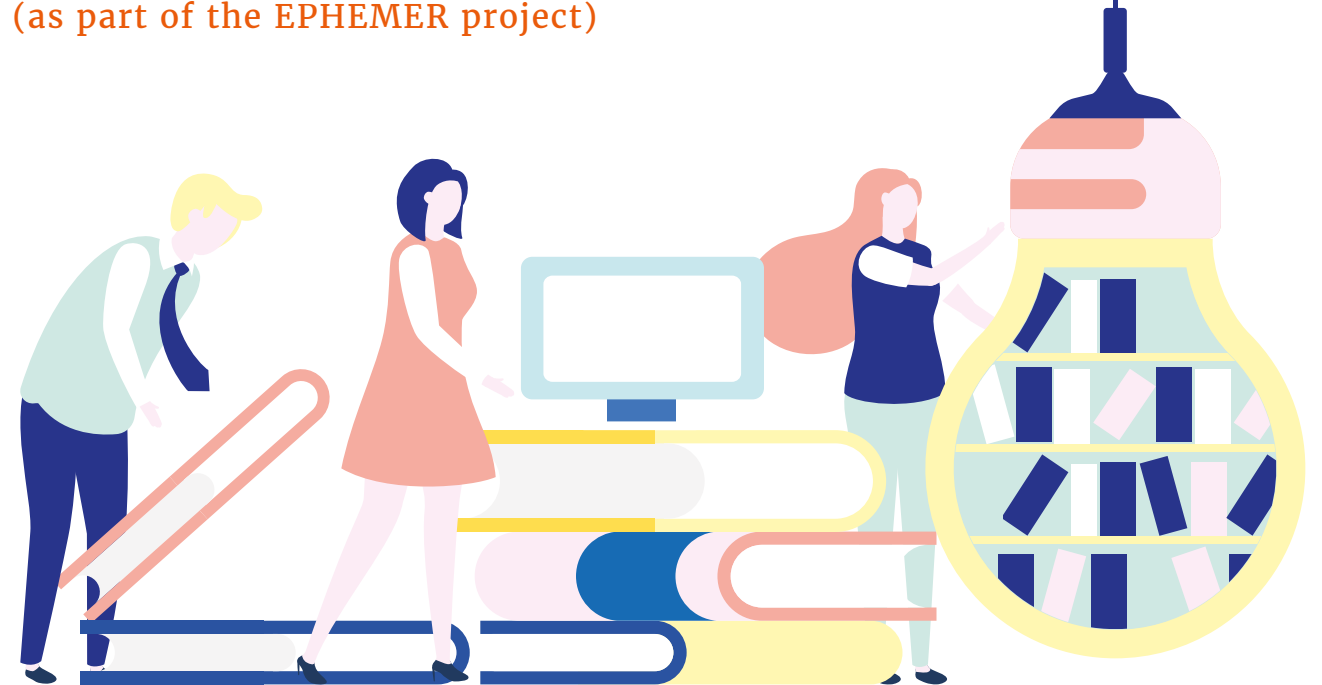


Sabine Weiland

Associate professor in political science & Director of the ESPOL-LAB Research Center

SOME PROJECTS SUPPORTED BY ESPOL

Digital technology and democracy: a research project supported by the National Research Agency (as part of the EPHEMER project)



EPHEMER

ESPOL-LAB participates in the EPHEMER (Ethique et Pédagogie Holoptique pour un Enseignement en Réseau, Ethics and Holoptic Pedagogy for Network-based Teaching) project, piloted by the Lille Catholic University within the framework of the Future Investment Plans (Plans d'investissement d'avenir, PIA) of the French Ministry of Higher Education and Research. Awarded funding of €1 million by the French National Research Agency, this project consists of both, a mechanism of pedagogical transformation and a research project based on experimental data and simulations. ESPOL-LAB's contribution focusses on the potential of digital democracy, in particular on the transformative effects of new information and communication technologies on political representation.

RECONNECT

ESPOL-LAB is a partner of RECONNECT (Reconciling Europe with its Citizens through Democracy and the Rule of Law) (<https://reconnect-europe.eu/>). This is a 4-year multidisciplinary project funded by the European Commission under the H2020 programme. The consortium of 18 academic institutions from 14 countries, coordinated by KU Leuven, seeks to analyse the challenges facing the EU today, in particular with regard to democracy and the rule of law. ESPOL-LAB members are more specifically participating in work package 6 Practices of Democracy and work package 11 Counter-terrorism.

O.C.T.A.V.

O.C.T.A.V. (The Collaborative Observatory on Terrorism, Anti-Terrorism and Violence) is a research network supported by four universities: ESPOL-ICL, Université Paris 8 (CRESPPA-LabToP-CNRS), CERI-Sciences Po, and Université Libre de Bruxelles (ULB-REPI). Its researchers analyse contemporary transformations in violence and politics in light of issues related to 'terrorism' and 'anti-terrorism'. They carry out their studies in two formats: a research seminar in which academics from various disciplinary backgrounds participate, and 'practitioner meetings' in which security, defence, intelligence, justice, education and social work professionals are invited to express their views on the difficulties they encounter in their work.

WHO STUDIES AT ESPOL GRADUATE PROGRAMMES?

70%
of students come from
abroad: Afghanistan, USA,
Nigeria, Germany, Russia,
etc.



50%

25%
of ESPOL
students are
scholarship
holders



50%

Success rates of ESPOL graduate students

Master in Global and European Politics: 80%
Master in Food Politics: 78%
Master in International Security: 90%



Bachelor's degrees held by our students:



Social
sciences



Political
science



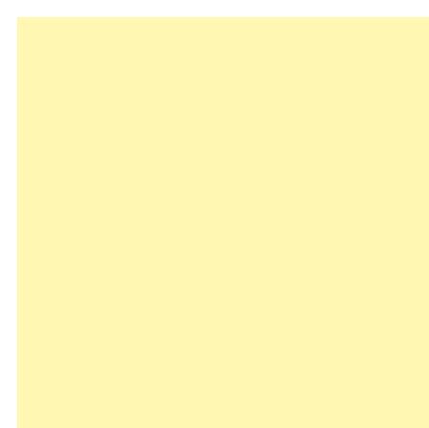
International
Relations



Law



Economics



A THURSDAY IN MY LIFE AT ESPOL



**Farhad
Ahmad**
ALUMNI student of the
Masters programme in
International Security



7:00 AM

I wake up, take a shower, prepare and eat my breakfast – and most importantly do my 5 minute daily meditation



9:00 AM

I go to school – the first seminar of the day is “Armed Conflict and Peace Building”

I really enjoy the way the class is structured. The class is divided into two groups; one advocating the author(s) of the assigned articles – the other group criticising the article. Two students are assigned to take the lead on each side (each week two different students). This kind of practice is crucial not only for acquiring analytical and public speaking skills but also to get to the crux of the argument from both sides.



11:00 AM

Coffee
Break



7:00 PM

I eat dinner at the university canteen.



5:30 PM

I go to the gym.



5:00 PM

I go to my dormitory and take a 15-min power nap.

I eat a fresh snack and prepare for the gym.



2:30 PM

I go to the library to prepare for the next day’s classes:

I do a critical reading of the assigned article for the international development class and take notes

I do the homework exercise for my French language course. Our class is made up of international students from different schools of the University.



1:00 PM

I eat lunch with classmates at the University canteen. Most of the time the unfinished discussions/ debates continue in the canteen. Other times we discuss major events around the globe.



11:10 AM

The next seminar “Theories of Security” begins

The class starts with a presentation by one of the students – which he/ she is graded on (it counts for 40% of the grade)

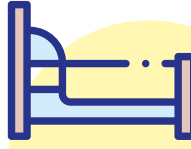
At the end of the presentation the class turns into a discussion session; everyone shares their insights – moderated by the professor

The professor wraps up the discussion and makes his/her final remarks about the topic discussed.



8:00 PM

I go to my weekly Language Exchange (Lille blabla language table) event that I run.



11:00 PM

I go back home and prepare my schedule for the next day. I read for 30 minutes before going to bed.



Our partner
universities

ESPOL'S VIBRANT INTERNATIONAL COMMUNITY



150

partner
universities



3

degrees fully
in English



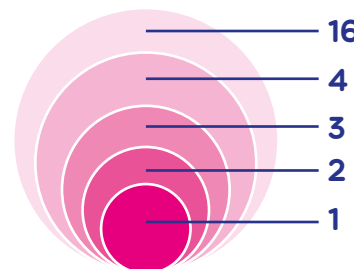
86%

of all ESPOL students
study abroad

Outgoing ESPOL students

1 16

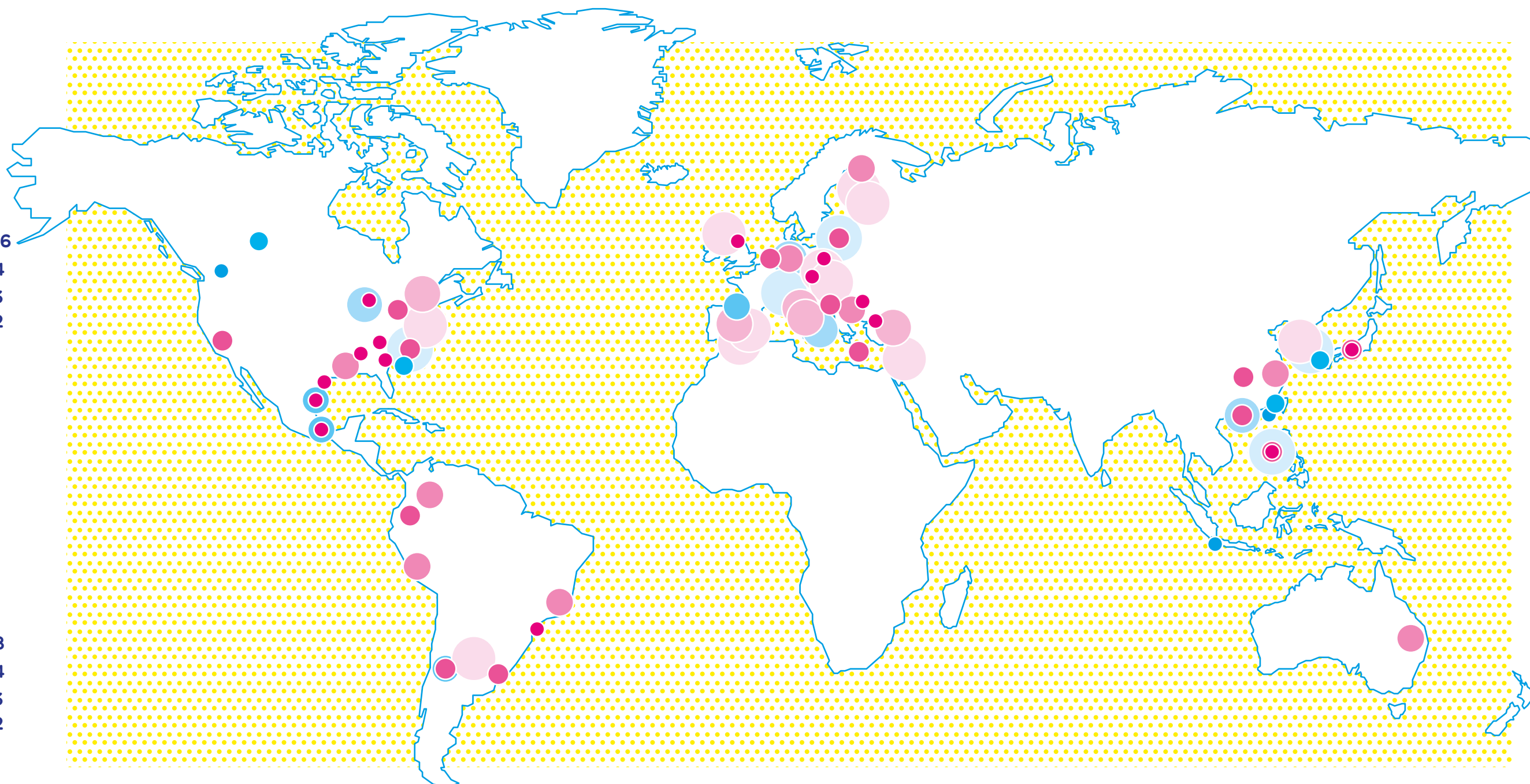
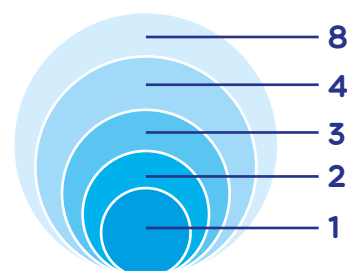
3.30 AVG
The number
of students



Incoming International Students

1 8

2.75 AVG
The number
of students



ACCOMMODATION

It is very difficult to find housing once in Lille, so we strongly recommend making sure that you have accommodation arranged before your arrival in France.

Stay in a university dorm

If you wish to book a room in a university dorm, all the information you need (list of dorms, description, rent price, housing application procedure, etc.) is available on the website of ALL (Housing Office):

How to apply for accommodation

- 1 Complete the application form on the ALL website (or ask for a paper form at the Admissions Office).
- 2 Confirm your application by paying the fee (either by card, bank transfer or cheque).
- 3 Your application will be processed (you will receive a response within 8 weeks).
- 4 Your application will be either:
 - Successful: you will be sent a commitment contract (this should be returned before the date stated on the contract)
 - Unsuccessful: your application fee will be reimbursed.

IMPORTANT:

Your accommodation reservation is not confirmed until your contract is received along with the first rent payment. Any incomplete forms will not be processed.

Other housing options:

These are some websites for students who wish to find housing outside the campus:

The University offers offers the possibility of finding an accommodation through a dedicated platform:

Information and Contact:

Logement (Housing Office) – All logement

47 Boulevard Vauban (second floor) Lille

Open from Monday to Friday
8.30 am to 6.00 pm

Tel: +33 (0)320 159 770

Moreover, the All sport offers many sports activities, in group (team sports, classes...) or alone (fitness room). For more information: www.all-lacatho.fr

VISA



EU/EEA citizen

Citizens from the European Union, the EEA or Switzerland are exempted from the visa procedure. You can enter, stay and study in France with a national identity card or a valid passport.

Non-EU/EEA citizen

You must contact the French Consulate of your country to obtain a long-stay visa (for any stay in France exceeding 90 days). A tourist visa is not sufficient and students will face being expelled from France after 90 days and any diplomas or credits obtained will not be recognised.

You need to have received the acceptance letter before starting the visa application procedure.

The ‘Studying in France’ procedure

Students who reside in one of the 42 countries¹ concerned by the “Studying in France” procedure must make a specific request for enrolment in an institute of higher education.

You must enrol in your degree program through the online “Studying in France” application procedure before applying for a visa. Set up by the Ministry of Foreign Affairs, the procedure is completely dematerialised and manages all of the enrolment procedures for an institute of higher education up to the visa request. Following the “Studying in France” online application is mandatory to obtain a student visa.

Your local Campus France office

For further information on visa requirements, you may also visit the local office Campus France in your country.

¹ Algeria, Argentina, Benin, Brazil, Burkina Faso, Burundi, Cameroon, Chile, China, Colombia, Comoros, the Republic of the Congo, South Korea, Ivory Coast, Egypt, United States, Gabon, Guinea, Haiti, India, Indonesia, Iran, Japan, Kuwait, Lebanon, Madagascar, Mali, Morocco, Mauritius, Mauritania, Mexico, Peru, Senegal, Democratic Republic of Congo, Russia, Senegal, Singapore, Taiwan, Togo, Tunisia, Turkey and Vietnam.

Once you are a student at ESPOL, you will have access to a various IT support systems:

Agora account

Agora will be useful throughout the semester, be sure to connect regularly and particularly to check the “News” section. There you will find information about academic matters, special events taking place at ESPOL, last-minute information about the schedule, a change of room, or a professor’s absence.

iCampus/Moodle account

iCampus is a platform on which your professor will upload documents concerning the courses. To log in to the website, you need to use your student ID as username. The password is the same as the one you use to log in to Agora.

lacatho email account

Once you are a student at ESPOL you will get a personal e-mail address within the university account. This address will be the one you have to use for all communication with professors and the academic team.

Your student badge

You will receive a personal badge giving you access to all University buildings and the Library.

Hyperplanning

This website is a tool to check your schedule, classroom numbers and professors’ schedules.

Library account

This account will let you use the Library online catalogue. You will be able to create one, once your registration is finalised.

TRAVELLING TO LILLE



Important

If you arrive in Lille between Saturday 31 August and Sunday 1 September 2019, please know that there will be a huge public event in Lille: “la Braderie de Lille” (the largest flea market in Europe) which can cause some logistic difficulties. Some places and streets in Lille will not be accessible by car. For more details, please check:

By plane



Lille Lesquin International Airport

This airport is small but convenient for entering Lille or travelling on to nearby areas across the border in Belgium. Both major and budget airlines operate scheduled services. Unlike larger airports there is hardly any walking as the check-in desks are directly inside the entrance and the security gates are directly behind the check-ins. A direct coach connects to central Lille (stops outside the main railway station) in 20 minutes, and runs once an hour costing €7 one-way, while a return ticket is €9. A taxi into the centre costs about €20.

Brussels South Charleroi Airport

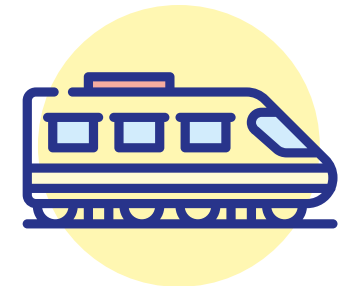
Located some 120 km (75 miles) from Lille, BSCA offers a wide range of European destinations through low-costs giants Ryanair and Wizzair, as well as a few other LCCs. It is a popular option with Lille’s student population. Reaching the Belgian airport can be tricky without a car, though Flibco offers an hourly service to the airport. The journey lasts 1 hr 40 min and can cost as little as €5. Otherwise, you can take a train from Lille-Flandres train station to Charleroi, then hop on the bus to the airport. This journey should take you a little more than 2 hr.

Paris Charles de Gaulle

The average journey time between Lille-Europe and Paris Charles de Gaulle Airport is 1 hour and 16 minutes and the fastest journey time is 49 minutes. On an average weekday, there are 17 trains per day travelling from Lille-Europe to Paris Charles de Gaulle Airport. The average price is €50 (one way ticket).

By train

Lille has two major train stations:



Gare de Lille Europe

Lille Europe lies at the heart of the Brussels-Paris-London high-speed rail corridor. TGV and Eurostar trains stop here; the TGV/Thalys journey from Brussels takes little more than 30 minutes, the TGV from Paris about an hour, and the Eurostar from London an hour and 22 minutes through the Channel Tunnel. Check the SNCF website to see train timetables

If you are travelling from the United Kingdom, Eurostar is the best option to reach Lille through the Channel Tunnel. The journey time to Gare de Lille Europe is 1hr 22 mins from London St Pancras International, 1hr 8 mins from Ebbsfleet and just 56 mins from Ashford. Train connections run regularly by ferry from Calais.

TGV trains to Lyon (3 hours), Nantes (4 hours), Strasbourg (3 hr 20 mins), and Marseille (5 hours) also link to Lille.

Gare de Lille Flandres

This station is mostly served by regional TER trains. Another option is to take the TER, slower moving regional trains, offering fairly cheap journeys to many locations in France and Belgium. The transit bureau for the Nord-Pas-de-Calais offers weekend “Trampoline” passes, with which a round trip on TER trains between Lille and several Belgian cities can be purchased for a set price of €20-€40, with the freedom of choosing your own train times. Be careful though: depending on the train, cities may be referred to by either their French or Dutch names, which can get confusing.

Getting around

A stylized illustration of a bicycle with a yellow background. The bicycle is black with a red seat and a white bell. It has two large wheels and a smaller front wheel. The background is a solid yellow circle.

For full details, visit [Ilevia Public transport](https://ilevia.com/en/public-transport)



The map illustrates the layout of the University of Lille campus, highlighting various buildings and their proximity to parking areas. Key buildings include the IESEG building, HEI, Hotel Académique, FMM, BUV, Rés. St Michel, Rés. St Omer, Rés. St Augustin, Maison de l'Étudiant, Campus St Raphaël Espol, and Salle Omnisport N. Ségard. Parking areas are marked with 'P' in blue squares. The map also shows the surrounding streets, including Avenue Architecte Cordonnier, Rue de Boulogne, Rue du Port, Rue de Saint-Omer, Rue de Calais, Rue de Toul, Rue de la Digue, Rue Solferino, Boulevard Vauban, V. Charondière, Rue du Port, Rue Colbert, Rue Meurein, Rue de Boulogne, Rue Adolphe, Rue Beaucourt Decourchelles, and Place Catinat. Landmarks like 'Vers Port de Lille' and 'Vers Cormontaigne' are also indicated.

Rizomm
(41 rue du Port)

COST OF LIVING IN LILLE

According to the national student’s union in France, students in Lille have an average cost of living of just over €800 a month, with an average rent of €467 a month. All in all, €800 might be a little bit tight if you want to really enjoy yourself, eat out sometimes and make the most of the Lille nightlife, but it’s not a bad estimate.



Housing and food costs

The average rent is about €470, but could be as high as €600 or low as €350, so it’s a matter of finding the right place for you before it disappears off the market. In terms of utility bills, you’ve got:

Electricity
Around €40 per month (total)

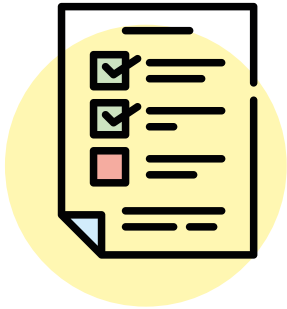
Landline and Wifi
Around €40 per month (total)

Eating out in Lille is as expensive as you make it; there are great pizza and burger joints for a pittance, but also fine dining establishments that will cost as much as your rent. All in all, you will be able to afford eating out fairly regularly as long as you’re not desperately trying to minimise costs.

Cinema ticket €6-10	Restaurant dinner €20-€35	Coffee €1€-€2	Wine (small glass) €2-€4
Haircut €20 - €35	Baguette €1	Beer (pint) €4-€8	1 load of laundry in a laundromat €5
Restaurant lunch €10-€15	Sandwich €3-€5		

Social life costs

PRE-DEPARTURE CHECKLIST



Health

- Arrange your health, travel and liability insurance. For European students : get your EU Health Card
- Contact the public health organisation in your own country to check whether you need to take any specific precautions.

Financial

- If applicable, complete the form to open a French bank account or complete all the required Erasmus documents (check with your home University)
- Make sure you have cash in euros to cover your costs in the first two weeks.

What to pack

- Passport, visa and entry clearance papers
- Travel insurance documentation
- Cash, travellers’ cheques, credit cards
- Contact details and directions for your accommodation
- Power converter and/or adapter
- Clothes for all weather conditions

Accommodation and travel

- Complete the immigration process (if required).
- Book your accommodation.
- Book your travel tickets; if you need an entry visa, do not book your tickets until you have received your entry visa.

Courses

- Check out the courses list validated by your home university
- Research the course guides for the options available for your programme

INCOMING STUDENTS ESPOL GRADES AND EXAM RULES

Indicative grading system

Grade (out of 20)	Courses grades			
	French Grades	International Equivalence	ECTS Grading Scale	GPA out of 4.50
Under 10 out of 20	Ajourné	Fail	FX, F	0.00–1.99
10/20	Passable	Pass/Sufficient	E: grades obtained by the final 10	2.00
From 10.1 /20 to 11.99/20	Passable	Satisfactory	D: grades obtained by the next 25%	2.01–2.99
From 12/20 to 13.99/20	Assez bien	Good (cum laude)	C: grades obtained by the next 30%	3.00–3.99
From 14/20 to 15.99/20	Bien	Very Good (magna cum laude)	B: grades obtained by the next 25%	4.00–4.25
Above 16/20	Très bien	Excellent summa cum laude	A: grades obtained by the best 10% of students	4.26–4.50

Version: July 2019 –Disclaimer: The contents of this handbook is subject to change. Please make sure you have the latest version.

The French grading scheme has its own peculiarities, but the descriptions below will fit most undergraduate courses.

Any grade below 8 / 20 is a clear fail (in French: *‘très insuffisant’*). Most of the time, grades below 6 / 20 are quite rare – except in one case, plagiarism, which is mentioned in the (undergraduate) student rulebook. Plagiarism means 0 / 20 and possible additional sanctions, at ESPOL’s discretion (the harshest being, getting expelled).

Grades 8-9 / 20 are marginal fails (in French: *‘insuffisant’*). Either one big thing about the assignment was wrong (e.g. no clear research question or relevant

bibliographical references), or an accumulation of little things (structure, spelling, examples) were missing or wrong enough to bring the grade below average. Because both of these conditions are often met (again, at least at the undergraduate level), those two grades are relatively common.

Grades 10-11 / 20 are described as ‘passable’ grades in the French system – enough to make a student pass a course, but definitely not in any remarkable way. According to the same grading scheme, **grades 12-13 / 20 correspond to ‘somewhat good’** (*‘assez bien’*) or ‘good’. Generally speaking, 95% of above-average grades will be in the 10-13 range.

Last, **grades 14-16 / 20 mean ‘very good’**, and 18+ / 20 is ‘excellent’. Very few (undergraduate) students get to that level, because many lecturers and professors will never let a student with more than two spelling mistakes per page get a 14+. An essay graded 18+ / 20 can legitimately be used as a template to show what is expected from the students, but no lecturer or professor will grant a grade of 17 / 20 or 18 / 20 more than once or twice a year, and the top grades (19 / 20 and 20 / 20) are even more rarely used.

In short: the passing grade at ESPOL is always 10 / 20, and grades in the 8–9 and 10–13 ranges are most frequent, while it is almost impossible for a grade above 16 / 20.

ESSENTIAL CLASS RULES



- **Attendance to all classes is compulsory**, even though we do not check for student ID at the entrance.
- **You are not required to come to tutorials or seminars:** you are only required to attend the lectures.
- **All absences need to be excused**, either by providing admin with a medical certificate, or by providing any other appropriate explanation by email.
- **If absent on a final exam or a mid-term exam**, you will awarded a 0 / 20 grade.
- Always **catch up with the classes that you miss:** get the class notes/materials, and ask for coursework.
- **All readings are distributed in class or can be found on “ICampus” (Moodle).** Further instructions to access teaching materials might be delivered in class.
- **To drop or to add a class after the deadline**, you must ask for permission by sending an email to espoli-ri@univ-catholille.fr.
- **Frequently check your academic calendar** to learn about rooms and class reschedulings.
- **Do not go back home before your final exams!!!** Those happen in December and in May of every year, and the re-sit session happens at the end of June (if you stay for the whole academic year or the Spring/2nd semester).

EXAMS AND MID-TERM RULES

Before the exam



- Students should be present 15 minutes prior to the beginning of the exam.
- Mobile phones must be switched-off and kept in handbags (use of other electronic devices is forbidden).
- Students must avoid bringing beverages contained in plastic glasses to eliminate the risk of toppling them over desks or documents.
- Students must store their documents in their bags, except allowed documents.
- Students must observe **silence** while entering and leaving the classroom.
- To be allowed to take part in the exam, students must present their student card or their official identity cards with ID pictures and to leave them on their desks during the exam.
- Students may not put items on their desks other than a pen, pencil, identity card...
- Handbags, purses, coats and other clothing items should be placed in the designated area.
- Students must take their seats where their names are displayed.
- **Students are not allowed to touch the documents on their desks.**
- Exam topics are not visible as they are positioned upside-down in the exam sheet on the students' desks. Students may see the topics only when they are told to do so.

During the exam

	Restroom use during the exam	Leaving the classroom at the end of the exam
<ul style="list-style-type: none">• No student is allowed to take an exam if he/she arrives after the beginning of the exam.• Each student must contact the academic officer immediately if he/she is late.• Students are invited to raise their hand to request additional sheets or paper.• No communication is permitted during the examination.	<ul style="list-style-type: none">• No student is allowed to leave the classroom before the end of the 1st hour of the examination.• Students are not allowed to leave the classroom if the exam lasts 1 hour or 1h30.• Students are not allowed to leave the classroom during the last 30 minutes.• Official records of students leaving the classroom are provided to the academic supervisor.• Only ONE student at a time.	<ul style="list-style-type: none">• No student can leave the classroom within the first hour of the exam.• The Supervisors shall inform the students when only 10 minutes are left before the end of the exam.• Once the termination of the exam is announced, students must stop writing. <p><i>Students disrespecting the rules described here shall be expelled from the exam.</i> <i>Students misbehaving or disrespecting the procedure of discipline during the examination are subject to the Director's subsequent measures and sanctions. Such sanctions will also be supervised by the Disciplinary Board (Conseil de Discipline).</i></p>

Re-sit sessions / retake exams



For the Fall/1st semester :

If you fail an exam and need to retake it, and you are staying at ESPOL only for the Fall / 1st Semester:

In order to be allowed to sit a retake examination, you need to ask your home university to send us a written, official request by email to

espol-ri@univ-catholille.fr

Once we receive the written request by your home university, we can ask the lecturer/instructor of the course whether they agree to organize a special resit session for you. If the lecturer(s) agree(s), ESPOL will provide the necessary information to the exchange student and their home university about which kind of work the student will have to do for the resit session: write an essay or research paper to be submitted electronically, sit through a written examination to be supervised and organized by the home university.



For the Spring / 2nd Semester AND for students staying for the whole academic Year :

The re-sit/retake sessions will be organized at ESPOL, usually during the last two weeks of June. So, if you need to retake an exam AND you stay for the whole academic year or ONLY for the spring/2nd semester the only opportunity to retake an examination is to take part in the resit sessions planned at the end of June (check the academic calendar).

General information



Student card

For security reasons, all students must wear their ID/Student card in a visible place.

You will receive a student card at your arrival. This card allows you to access to the different buildings of the Catholic University of Lille campus, including the library. This student card works as an ID; it proves that you are a student from ESPOL. It is forbidden to lend it to anybody.

If you lose your card, please go to the security lodge (PC Sécurité) of the main building (Hôtel Académique) to receive a one-day temporary badge, in exchange of any photographic ID document, such as your passport or driving license. If you cannot find your student card after one week, please ask for another one at the general welcome service located in front of the main entrance of the Catholic University de Lille, 60 Boulevard Vauban. It costs 10€.

Your student number is also your username to use the different platforms: Agora, Moode (called I-Campus), etc.

Suitable dress and correct behaviour are of the utmost importance at ESPOL and in all the Catholic University of Lille campus. All interactions with University administration, teaching staff, other employees and fellow students must be carried with respect.

The buildings and equipment must be treated with the greatest care and attention. Smoking is forbidden in all the building of the Catholic University of Lille.

All students must arrive on time. Once the course has begun, the student might not be allowed to enter into the class. The cell phones must be turned off in class.



Plagiarism

Plagiarism is total or partial, literal or veiled use of a text that is someone else's intellectual property without acknowledging the source, and leading people to think that it is one's own, for an examination, an assignment or assessment. Any assessed work identified as plagiarism will be considered as a fraud and will be punished as such. Verifications are made through IT solutions: all written material, essays and assignments are analysed through an anti-plagiarism software).

Any text considered as a fraud will be given a grade of 0/20. Moreover, the student could have to re-submit the written assignment/essay/coursework again, and the submitted work could be rejected or the student could be excluded from sitting the final examinations session.

Plagiarism and other forms of fraud will be judged upon by a disciplinary board, which can decide to adopt stricter measures such as permanent exclusion from ESPOL.



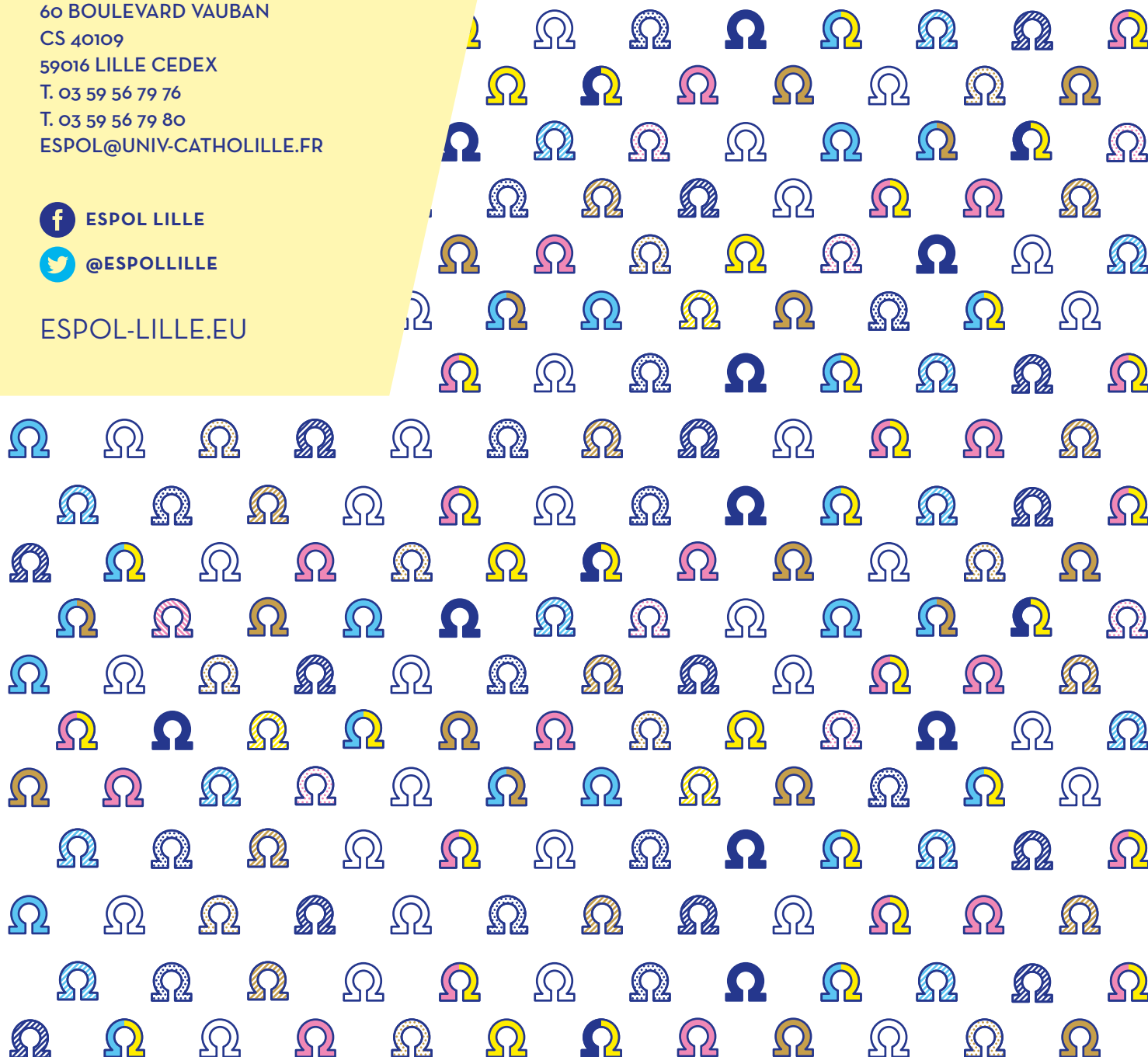
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