

Số: /ĐHQGHN-ĐT
V/v thông báo chương trình trao đổi sinh
viên tại Đại học Sciences Po, CH Pháp

Hà Nội, ngày tháng năm 2023

Kính gửi: Các đơn vị đào tạo

Đại học Quốc gia Hà Nội (ĐHQGHN) nhận được thông báo của Đại học Sciences Po, CH Pháp về chương trình trao đổi sinh viên/ học viên kỳ mùa thu năm 2023. ĐHQGHN thông báo tới các đơn vị về chương trình này như sau:

- Tên chương trình:** Chương trình trao đổi kỳ thu năm 2023
- Thời gian học:** Từ tháng 9 năm 2023 đến tháng 3 năm 2024
- Hình thức tổ chức:** Trực tiếp tại cơ sở đào tạo
(địa điểm tùy theo chương trình học mà sinh viên/ học viên đăng ký)
- Quyền lợi:** Được miễn học phí và hỗ trợ tìm chỗ ở gần cơ sở đào tạo.
- Chỉ tiêu:** Tối đa 2 chỉ tiêu trao đổi 1 năm hoặc 4 chỉ tiêu trao đổi 1 kỳ.
- Điều kiện tham dự chương trình:**
 - ❖ Đối với chương trình đại học:
 - Là sinh viên năm thứ hai hoặc năm thứ ba của ĐHQGHN.
 - Có điểm trung bình chung tích lũy đạt từ 2.8 trở lên (thang điểm 4).
 - Có chứng chỉ ngoại ngữ tối thiểu: tiếng Anh IELTS 5.5, tiếng Pháp B2 hoặc tương đương theo yêu cầu của từng chương trình học do sinh viên lựa chọn (xem chi tiết tại đường link dưới đây):
<https://www.sciencespo.fr/international/en/content/language-tests-exchange-students>
 - ❖ Đối với chương trình sau đại học:
 - Học viên đã hoàn thành tối thiểu một học kỳ
 - Có điểm trung bình chung tích lũy đạt từ 2.8 trở lên (thang điểm 4).
 - Có chứng chỉ ngoại ngữ theo yêu cầu của từng chương trình học do học viên lựa chọn .
- Hồ sơ đăng ký:**
 - Mẫu đăng ký của ĐHQGHN.
 - Bảng điểm tiếng Anh có xác nhận của đơn vị đào tạo.
 - CV cá nhân (bằng tiếng Anh hoặc Pháp).
 - Giấy khám sức khỏe có xác nhận của bệnh viện.

- Photo hộ chiếu.
- Kế hoạch học tập ở ĐH Sciences Po.
- Chứng chỉ ngoại ngữ đáp ứng yêu cầu tham dự chương trình trao đổi của ĐHQGHN và đối tác.
- *Các tài liệu theo yêu cầu của đối tác (xem chi tiết trong tài liệu gửi kèm công văn này và tại đường link bên dưới).*

<https://www.sciencespo.fr/international/en/content/exchange-programme.html>

*** Lưu ý:**

Sinh viên/ học viên cần lưu các tài liệu thành từng file PDF để hoàn thiện hồ sơ online khi có yêu cầu từ ĐH Sciences Po.

8. Địa điểm và hạn nộp hồ sơ: Các đơn vị đào tạo tổng hợp hồ sơ bản mềm của sinh viên/ học viên qua địa chỉ email: datpt@vnu.edu.vn và gửi bản cứng hồ sơ đến chuyên viên phụ trách (Phạm Tuấn Đạt, Ban Đào tạo, phòng B102 Khu Nhà Điều hành, Đại học Quốc gia Hà Nội tại Hòa Lạc) trước ngày **25/03/2023**.

ĐHQGHN thông báo để các đơn vị đào tạo gửi thông tin, tư vấn cho sinh viên/ học viên, xét chọn hồ sơ đáp ứng yêu cầu chương trình.

Trân trọng thông báo./.

Nơi nhận:

- Như trên;
- PGĐ. Nguyễn Hoàng Hải (để b/c);
- Phòng TT&QTTH (để đăng website);
- Lưu: VT, ĐT, Đ3.

**TL. GIÁM ĐỐC
KT. TRƯỞNG BAN ĐÀO TẠO
PHÓ TRƯỞNG BAN**

Lê Thị Thu Thủy

SCIENCES PO'S EXCHANGE PROGRAMME

STUDENTS GUIDE - HOW TO APPLY ONLINE?

GUIDELINES

You have begun an application to apply for admission to Sciences Po through the exchange programme. For an overview of the various steps required for the completion of your application, consult the guidelines and important recommendations below. Please read these carefully before you proceed with your application.

First and foremost, in order to ensure that the application file you have opened corresponds to your profile, we strongly advise you to consult the conditions of eligibility and the specific prerequisites for the programmes to which you intend to apply on the following link:

<https://www.sciencespo.fr/international/en/content/exchange-programme>

What documents do you need to attach to your application?

The exchange programme requires the following documents:

1. Curriculum Vitae ou CV (in English or in French)
2. Cover letter outlining your study plan at Sciences Po - to be completed directly online without exceeding 1000 words
3. ID photo
4. Academic transcript for all semesters of higher studies you have taken so far (gathered in one document)
5. Proof of language ability (French and English) must be included in your application at the same time as the other documents. We strongly advise you to consult the language requirements on the [Sciences Po International website](#).

How to activate your applicant account?

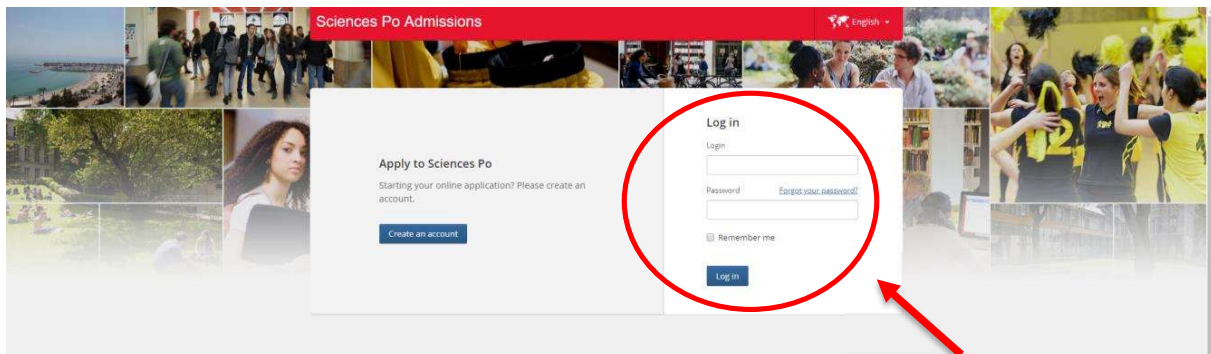
You have received an email from *candidature.echange@sciencespo.fr* with an **activation link**.

You may activate your « applicant » account at any time by clicking on this link and use your email address as ID connection. You'll be asked to create a password.

How to connect ?

Once your account activated, you will have the possibility to log in and access to the exchange admission platform. **Pay attention to clicking on "log in" and not "apply to Sciences Po" on the homepage of the platform.**

- In English <https://admission.sciencespo.fr/applicants/login?lng=en>
- In French <https://admission.sciencespo.fr/applicants/login>



Use your email address as ID connection and the password you choose previously. If you lost your password, click on the link "Forgot your password" on the connection screen.

HOW TO COMPLETE YOUR APPLICATION?

By when does your application need to be completed?


The deadline is mentioned on your application «Dashboard» page. A complete application is one that contains all requested documents, including attached documents.

Do you have to complete your application all at once?

The online application is composed of several fields. Each field can be saved by clicking on the **«save changes»** link at the bottom of the page. This allows you to save your information as you are completing your application. It will be saved until the next connection. Thus, you can complete your application in several steps.

Application Summary section

The screen shows your nomination information (provided by your advisor)

Sciences Po Admissions		 English ▾	Laure SYNRO ▾
Exchange Procedure Application			
Incoming Students Collège			
Application summary			
Your university :	TEST ne pas supprimer	Your advisor(s) :	GEST Christophe
Your department :	STY / ECO	Mandatory disciplines :	Economics
Semester of entry at Sciences Po:	Incoming Exchange - Fall 2019	Does your university pay for the welcome programme fees?:	Not paid by your university
Level :	Bachelor		
Duration of study abroad :	1		

Language levels section

Firstly, kindly consult Sciences Po's International website:

- [the language prerequisites for the « Collège Universitaire » \(Bachelor programme\)](#)
- [the language prerequisites for the Master's programmes](#)
- [the list of language tests accepted](#)

You can complete your level in English and French:

Evaluation of your language levels

Your language levels are required to match you to the proper programme

Language level : English	Language level : French
<input type="radio"/> Test	<input type="radio"/> Test
<input type="radio"/> 2 years of study in the language	<input type="radio"/> 2 years of study in the language
<input type="radio"/> Certificate delivered by your university	<input type="radio"/> Certificate delivered by your university
<input type="radio"/> Mother tongue	<input type="radio"/> Mother tongue
<input type="radio"/> No level	<input type="radio"/> No level

- 1 Select the 'Test' option to provide your official language evaluation test
- 2 Select the second option if you have studied **exclusively in this language** for at least 2 years
- 3 Select the "certificate" option if your university provides you with a language certificate (minimum B2 level for undergraduate exchange applicants) - it doesn't replace an official test, please [consult the requirements](#)
- 4 Select the fourth option if the language is your mother tongue
- 5 Select 'No level' if you don't practice the language

Please be informed that if you select « 2 years of study* », « Mother tongue », or « No level », you will not have to upload a justificative document for this choice in your application.

** Your transcript required in another session will be sufficient*

“Options” section

You can select the following options:

- Obtain an exchange certificate
- Take a French language course
- Follow a specific area studies focus

Your options

Do you wish to obtain a Sciences Po exchange certificate? (Only in Reims and Paris)

Yes
 No

French course option :

Yes
 No

Area studies focus:

No
 North America and Africa
 Latin America, Spain and Portugal
 Asia and Pacific
 Central and Eastern Europe
 Franco-German area
 Middle East and Mediterranean

“Our programmes” section

The choice of programmes is determined by:

- your English level and your French level
- the options you selected in the previous section
- the Sciences Po campus to which your university has assigned you if the agreement has a restriction.

Our Programmes

- Collège - Campus de Dijon - 1 semestre
- Collège - Campus de Menton - 1 semestre
- Collège - Campus de Nancy - 1 semestre
- Collège - Campus de Paris - Coursus en anglais - 1 semestre
- Collège - Campus de Paris - Coursus en anglais et français - 1 semestre
- Collège - Campus de Paris - Coursus en français - 1 semestre
- Collège - Campus de Poitiers - 1 semestre
- Collège - Campus de Reims - Coursus en anglais - 1 semestre
- Collège - Campus du Havre - 1 semestre

Choose a programme and click on Submit button to reach the dashboard and complete your application.

DASHBOARD

What information does the «Dashboard» page provide?

While you are compiling your application, it will give you alerts and notifications as well as remind you of programme deadlines.

Once you have submitted your application, you can track its administrative processing.

We therefore encourage you to check your application dashboard page regularly!

1. Application being compiled

The dashboard displays the following information:

- Navigation:** Incoming Students Collège | + New procedure
- Application ID:** Your application (N° 201911800005) | Actions
- Choice:** 1st choice | Collège - Campus du Havre - 1 semestre | Collège universitaire | Deadline: Wednesday, 15 May 2019
- Status:** 1 Application being compiled | Application submission deadline: Wednesday, 15 May 2019
- Progress:** 1 / 6 FIELDS remaining to complete. No alerts.
- Time Remaining:** 56 days
- Action:** Complete your application

The 'Actions' menu includes the following options:

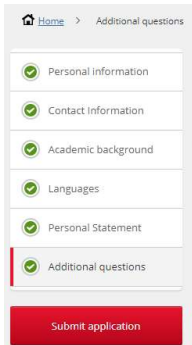
- Change my choices
- Help
- Withdraw my application

From the “Actions” menu, you can modify your choice of programme as long as your application has not yet been submitted.

Complete your application:

Click on [Complete your application](#) to complete the 6 sections and upload the required documents.

You must complete your application form and upload the required documents by the submission deadline; failing to do so will disqualify you!



Submit your application:

Once you have completed all sections and uploaded all the required documents, the "Submit application" button becomes active. Click on it!

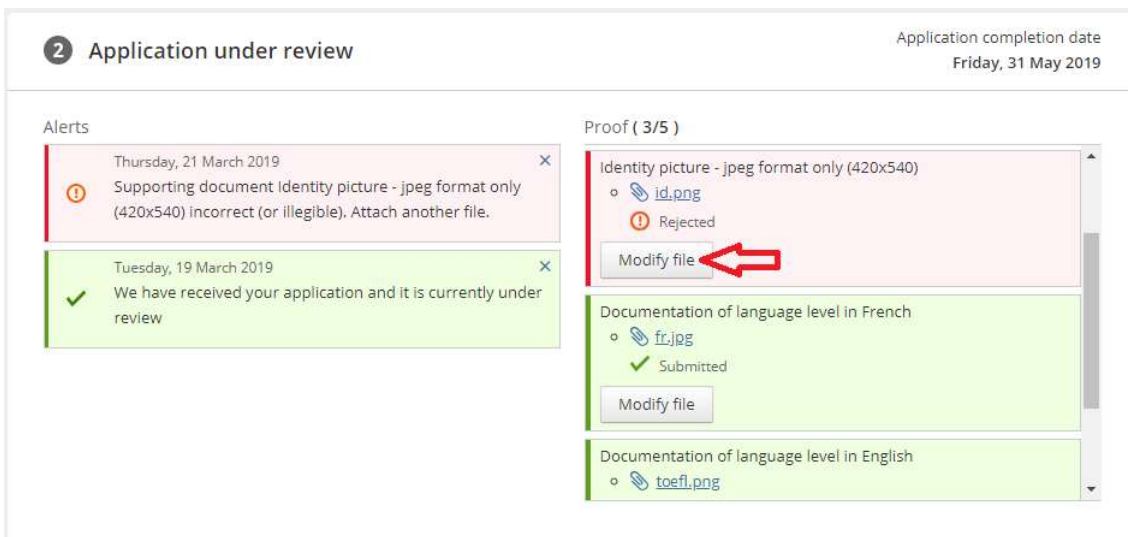
Once your application has been submitted:

- you will receive an email confirmation
- your application will be sent to the Sciences Po administration and it will no longer be possible to modify it.

2. Application under review

If one of your documents is incorrect, you will be notified by email.

In this example, the photo ID. was rejected by Sciences Po administration. You will be prompted (by email) to upload another by clicking on the "Modify file" button in your dashboard.



3. Results

3 Results

The results of the admission process are now published.

Important: The admissions jury may decide to assign you to another programme or campus.

EXCHANGE PROGRAMME PROCEDURE & APPLICATIONS FAQ

- ❖ **English/French is my mother tongue. Do I need to hand in an English/French proficiency certificate?** In this case, please select the corresponding selection “mother tongue” on the language tab of the application, there is no need to upload any supporting document proving your English/French level.
- ❖ **English/French is the language of instruction at my home university. Do I need to hand in an English/French proficiency certificate?** If you follow the courses from 2 years minimum in this language, you can select the corresponding selection “language of instruction” on the language tab of the application, there is no need to upload any supporting document proving your English/French level.
- ❖ **I would like to take exclusively English-taught courses. Do I need to upload a French proficiency certificate?** If you do not intend on taking any classes in French, no test result is required. You may leave this section blank or upload a blank document instead
- ❖ **I studied English/French for more than 2 years. Can I upload my transcript showing the relevant language course as proof of exemption?** No - if your academic programme’s language of instruction is not English or French, you are required to submit a valid language proficiency certificate. The language class followed is not sufficient.
- ❖ **What is the difference between "Documentation of language level in English/French" and the "English/French language test"?** There is no significant difference between the two fields, you should just upload your language certificate once and leave the second field empty.
- ❖ **What should be included in the cover letter/personal statement?** Your personal statement should reflect your motivation and explain why you wish to participate in Sciences Po's exchange programme. You may also include your study plan. Please note that you will need to type it directly into your application on the Personal Statement tab.
- ❖ **Is my CV different from the cover letter?** Your CV should be a detailed document highlighting your professional and academic history. You may add extracurricular activities you think might be relevant.

- ❖ **How should I answer the question « Number of semesters of university study »?** In this section, please enter the number of semesters you have already completed at your home university.

SciencesPo

- ❖ **My official transcript is not available yet. What should I do?** You can upload a screenshot with your results / an online transcript (please note that your full name must appear on the document).
- ❖ **I am a Master student, may I select courses from different Master's programmes?** Once admitted to the master programme of your choice, you will be requested to choose courses offered within this programme. There is no possibility to take classes from other programmes' course lists.
- ❖ **Additional question: Do you want to follow a language class?** This question is optional and gives to Sciences Po teams information about your intent to follow one of the [language classes offered](#).
- ❖ **Which year of Bachelor will I be enrolled in?** You will be enrolled in the 2nd year of this 3-years programme. You will have the possibility to follow courses from the 1st and the 2nd year (depending on the specificities of the campuses). There are no 3rd year courses offered, because at Sciences Po the 3rd year is a year abroad.
- ❖ **Which year of the Master programme will I be enrolled in?** You will be enrolled in the 1st year of this 2-years programme. You will have the possibility to follow courses from the 1st and the 2nd year of Masters (depending on the specificities of the schools).
- ❖ **When will the course catalog be updated?**
The course catalog is updated one or two weeks before the course registrations. You will receive information by email from the academic team.
- ❖ **Who will validate my learning agreement?**
The learning agreement is to be sent completed to : centreeurope.daie@sciencespo.fr (for European students)
and to [the assistants of the regional centers](#) (for other areas students)