# Les règles du jeu…LYON 2022-23

Congratulations on your decision to study in France and particularly in Lyon. You will remain a full-time student of the University of California but also be an invited student at our partner institutions here, with all the rights and responsibilities of both universities. Your pleasures may have now doubled, but so have the paths you must now carefully follow. Being aware of the requirements of both universities is important to your success and to your enjoyment of the experience here in Lyon. I am here to help you in every way I can.

You know the UC world and you are well acquainted with your campus and department requirements. It is Lyon, of course, that needs explaining. We have partnerships here with *two* institutions, *Lyon 2* and *Sciences Po*. There are two main parts to the world you are about to inhabit: the *university* and the *rest*. This document concentrates on the rules of the game at the *university*, with a nod or two to the rest.

# **THE UNIVERSITY. THE ACADEMIC YEAR. COURSES.**

***The University****.* The French university, like the American one, is built on programs leading to diplomas, but the university here is obviously designed to serve particular French academic, social, cultural and national needs. Hence it is a university different from UC. A great deal to which you are accustomed in California will not be the same here. Put the UC system in the back of your mind; you are in the French system now. We will work together to ease your transition to this system throughout the beginning of the year.

***Courses.***They are identified by three things: the degree programs of which they are a part (Letters, Psychology, Linguistics, etc…), their titles, and the number of lecture/contact hours they require. Courses have different numbers of hours overall. **Most classes meet once a week**. All courses are semester courses; you get a grade for your courses at the end of the semester, no matter how many hours they meet.

***Choices***. If selecting courses sometimes seems complex, remember that it is not so for French students, who have virtually no choice in the courses they take. French university students begin their studies with a major already chosen and a prescribed course of study. “Electives” are almost unknown; once enrolled in a “cursus”, which is like a “major”, they take the courses offered for their particular year in their program. The French system is similar to the British “single subject” system, and is coherent for a French student. Because you, however, have a much wider choice of courses than French students, the system may not always make complete sense to you.

***French courses most often do not have the detailed syllabi to which you are accustomed.*** They are generally not structured in the same way as UC courses. You will see that French students compensate for this with ***carefully structured notetaking***. French notes are the student’s record of the course, and the quality of the notes strongly influences the quality of the student’s final performance on the exam. French students have also spent years learning a system for listening carefully, and for taking detailed and well-structured notes. You should learn from your French classmates and ***get comfortable asking for their help and for their notes*** – this is much more common in France than in the U.S. If you are confused – and you are likely to be – about what is to be read and studied, then ask your classmates ***and*** the instructor. **Some courses may only have one assignment on which your final grade is based, such as a final exam. Additionally, you may not be informed of the date of your final exam until as late as one week beforehand.** If you have always depended on mid-terms and quizzes to discipline yourself, you will need to revise your methods of study.

At times a mid-term – if one is given –may be announced just a few weeks before the exam date. Please pay attention to these ongoing announcements, as every year a couple of students are surprised by the timing of a mid-term or by the time and place of a final. ***You are completely responsible for finding out and remembering the exact time and place of all examinations.***

It is not the custom in the French university to provide make-up examinations. A missed final examination will result in a failing grade for the course.

Please note that the French system assumes that you can organize your time and work independently. Sometimes UC students feel like they have too much time on their hands in the early weeks of the term. In France and elsewhere in Europe, good students stay completely on top of the lecture material and do additional reading and reviewing as seems necessary. You will need to learn to do the same.

**UCEAP REQUIREMENTS AND CREDITS**

You must complete 18 UC quarter-units a semester in order to be a fully-enrolled UC student and to maintain UCEAP status. Note that your pre-semester ILP course (the PRUNe stage) and your semester-long methodology course (the SLM) *do not* count towards this 18 unit minimum. (These courses *do* have UC quarter units assigned to them when you return to your home campus– 4.5 for university courses (apart from a very few exceptions), 3.0 to 4.0 for ILP, 4.0 for methodology

You may take more than 18 UC units per semester, though it is not advisable to overload yourself. You may opt for up to two P/NPs per semester.

Note that you must take *four* university courses to meet your minimum unit load. We do consider this a minimum load. **You need to think of your overall academic program when you are selecting courses, and make sure that the courses you pick also fit your academic and intellectual needs.**

**ENROLLMENT PROCEDURE**

As a UCEAP student, you will follow a different procedure for enrollment from that for French students. You will enroll in the courses of your choice by completing the appropriate forms in the UCEAP office, under the guidance of Shelby. *These forms identify courses in terms used in the French university, not in UC terms. UC equivalents (course numbers, unit values, etc.) will be assigned later by the Center*.

***Transferring Course Credits back to UC***

You are signing up for courses in the French university system. You will then be transferring the units you receive here back to UC. I am here to help you do this, but I need some detailed information from you.

***All Lyon 2 and Sciences Po courses are worth 4.5 UC quarter units****, or 3.0 UC semester units.* This will simplify unit transfer and reflects the overall workload of each course. There are one or two exceptions to this rule, but I will help you identify them.

Please familiarize yourself with this ***very important information:*** while UCEAP guarantees that all units completed abroad will be transferred back to UC as generic units towards graduation, ***UCEAP does not guarantee that a particular course taken at any university abroad can replace a specific course at UC. UCEAP does not guarantee that a particular course can count towards your major or specific GE requirement.***

For example, you may want to use the Sciences Po course, *French History after 1940*, to satisfy a requirement for your History major, in this case, “one course in 20th century European history.” You will need to petition that history department in order to get this credit. The history department in question has complete discretion as to whether to allow this transfer or not – as does each of UC’s 400 or so departments. The Lyon Study Center and UCEAP have *no* direct say over whether a department will accept a Lyon course as counting for a given UC major, minor, or distribution requirement.

To repeat, **you will need to go through a petition process upon your return to California** in order to transfer a course from Lyon back to UC as the equivalent of a specific UC *course* – as opposed to just applying the units toward graduation, which can be done automatically.

What I can and will do here is help you set up your study lists so that you can maximize your chances of a successful petition. I will start this process around the time that the French academic semester begins. I will be having academic meetings with each of you.

***Course Forms-la feuille rose***

You will need to complete ***one form for each course that you are taking, except for the methodology course***. On the form, it is important that you include:

⇒ instructor’s full name (spelled correctly!)

⇒ French title and start date *(very important)t****+ a full, detailed description of the course in English.***

⇒ level (1st, 2nd, or 3rd year or semester 1-2-3-4-5-6)

*⇒ Department for Lyon 2* (Histoire, Lettres, Arts du Spectacle, etc.) or *Sciences Po*+ host university course number if available

*. . . and last but not least, nothing counts without:*

⇒ the instructor’s signature.

You must submit all enrollment forms to me, *fully filled out*, **by the deadline.** This gives you three class meetings (one at Sciences Po) to decide whether to enroll and time to shop around for other options if necessary.

You must *also* tell the DRI at Lyon 2 and/or Sciences Po in which you are taking courses which courses you have decided to take. You do this through completing the Contrat Pédagogique that was mentioned at the Lyon 2 meeting at the beginning of your program.

***Summary of the registration process:* you will (1) have an academic meeting with me to orient your studies in Lyon within the framework of your studies at UC; (2) try out courses that are interesting to you; (3) get a signature from the professor- one for each pink sheet – for every course you decide to take; (4) bring each *completed* sheet to the study center for signing as noted above; (5) bring your completed Contrat Pédagogique to the DRI (Directions des Relations Internationales); (6) complete the online registration process of your study lists in consultation with me, as described below.**

***Limitations.*** Some French courses may have some enrollment limitations such as prerequisites, instructor permission, etc. which may prevent your taking them.

Though you are a third or fourth-year student at UC, you will be discouraged by UCEAP Center staff from taking some third, and most fourth or fifth year courses (European *Master* level). Some French advisors may recommend these courses. They may not understand the complexities of your transition to the French system, nor the fact that you are studying in a foreign language. You should consult with me before considering enrolling in an advanced course.

***Study List through your UCEAP Portal****.* Your study list is how I transfer your courses back to UC. You complete it through your UCEAP Portal. I will prompt you when it’s time to do this.

**TWO REQUIRED UCEAP COURSES**

Since you will be enrolled in most courses exactly as if you were a French student, it is important that you understand the forms of French academic discourse. You will find that French students arrive at the university with extensive practice in the conventions of various writing methods and forms, which often have no exact equivalent in the American system. The French lay great emphasis on the form of a paper, the systematic presentation of a subject, and the appropriateness of a response to an exam question. Obviously, if your response is “hors sujet” you will be graded down severely, no matter the extent of your knowledge. As in the U.S., students can receive poor grades on badly organized or argued term papers or on examinations that provide intelligent answers to questions that were not asked. Moreover, all French academic written and oral expression honors established structures in the presentation of ideas, which vary according to academic discipline. Whether you are writing a term paper or examination in France or California, the requirement to present research and ideas in a disciplined, coherent, logical manner is the same. What you must learn rather quickly, however, are the ***particular*** writing conventions that prevail at the French university.

The Lyon UCEAP Center offers two courses to help you within the French university. These are mandatory courses, taken by the entire group***. Attendance at all sessions of these courses is mandatory. More than two absences, not justified by medical documents, will affect your grades in these courses:***

**1**. ***FR 100***: ***ILP (Intensive Language Program)***. This 40-hour course is taught by the **International Center of French Studies of Lyon 2 (CIEF) and is** designed to get you off to a quick start in French and also to help you throughout the semester. It will review essential matters in French grammar and writing to reinforce what we hope you have already learned. In addition, you will be introduced to at least some of the conventions of formal academic writing in French (such as *dissertations* or “papers” and *exposés* or oral reports). This course will meet during the first two weeks of September. ***You can take the course for a minimum of 3.0 units or a maximum of 4.0 units. Keep in mind that these ILP units do not count towards the 18 units for the semester/36 units for the year.***

***2. FR 184 (French Methodology)***4.0 units, 36 hours (3 hours a week)*.* The Study Center organizes its own Methodology Course that lasts for the entire semester. This course is designed to help you make the transition from the American to the French university system. You will be introduced to the essential techniques for succeeding in the typical French university class.

**COURSES IN ENGLISH**

Sometimes interesting courses, especially at Sciences Po, are offered in English by regular or guest professors, and you may want to take such a course. But remember that you are here to immerse yourself in French.

The grading scale we use to convert your French grades to their UC equivalent is more generous for courses taken in French.

**FINAL EXAMINATIONS**

***You should not plan to leave Lyon before you know your academic responsibilities.*** Furthermore, when deciding to enroll in any course, it is your responsibility to find out when the final examination is scheduled. **Remember that it is always your responsibility to know when the final exam is to occur. Exams do not necessary take place at the same day and time as the course itself.**

Examination dates may change unexpectedly, and you cannot be excused from any final examination even if it is postponed by the professor (not unknown to happen). You must take all examinations, obviously including the final, in all your courses, just as French students do.

**In case you experience difficulties with the exam dates, please let us know immediately!**

An instructor may invite you, as a foreign student, to submit *additional* work and take it into account in determining your final grade; this is permissible—at the instructor’s discretion—provided that the work is indeed *additional* to regular examinations.

***Rattrapage***. You will learn of the French system’s option of *rattrapage* which is a second chance for French students who have failed a course’s final examination. ***It is not an option available to you****.*  UCEAP policy is clear: “Although the practice in some countries permits retaking of final exams, UCEAP students are not permitted to retake exams . . ..”

**EVALUATION**

Not surprisingly, French methods of evaluating student work vary greatly. In smaller classes, a system similar to that at UC exists (mid-terms, term papers, orals, class participation, final exam). **In large classes, a course can be evaluated solely on the basis of a 4-hour final examination with no choice of questions (and sometimes the obligatory questions will seem to have little to do with the course content).**

***Grading/equivalencies:*** Once again, the French and American systems differ radically. In France, there is no equivalent to the GPA, and French students think differently about grades. In general, as long as they maintain the *moyenne*, 10/20, they remain enrolled in their program (this differs from institution to institution and from program to program). You will receive French grades which will then be translated into the American system.

French grades are given on a scale of 0–20. Grades are lower than in the US, in terms of strictly numerical equivalents. For example, a 14/20, which would be 70%, or a C at UC, is a very good grade in France. Anything above 12/20 is generally good. A grade of 7/20 or 8/20 can indicate failure or it could fall somewhere in the middle of the “curve”! Try not to be alarmed at what may seem to be low grades. Your instructors will grade you as they do their French students, on the French scale, but I will translate your French grades into UC letter grades. In this process I take many factors into account: your “raw grade,” the grade-distribution for the course, the average grade in the course, your results compared to those of other UCEAP students (if any) in the course, the course level, instructor comments, instructor history, and an external review of any written work available from the course.

We have four things in mind in translating grades: fairness, your best interests, the integrity of the UCEAP program at Lyon, and the integrity of education offered by the University of California. We weigh the differences between the two systems in order to give an appropriate *UC* grade for each course. The difficulty of doing courses in a foreign language is, to an appropriate extent, taken into account, but remember that you are doing university work and are expected to do work equivalent in quality to that which you would do at UC. You are working in a foreign language. You will need to plan for additional time and effort.

**ACADEMIC PERFORMANCE IN GENERAL**

***French is key***! Statistics show that in general UCEAP students maintain or slightly improve their GPA during their year in France; some drop a little, and fewer than that drop more***.*** You, of course, are not a statistic: an overall result does not guarantee a particular one. The single most important factor leading to satisfying or disappointing academic results is competence in French. Though instructors normally make allowances for foreign students, that leeway disappears when linguistic inadequacy interferes with serious academic work—from understanding lectures and taking class notes to doing assigned reading to expressing ideas. In general, our students, despite a disappointing grade now and then, do well. But real weakness in written or oral French signals the need for special effort.

***Visits from friends and family members.***Please remember that your studies take priority over travel and visits. Your professors here will make absolutely no accommodation for your private life, so schedule accordingly.

**MORE SUGGESTIONS**

***Academic advice*.** I will be happy to give you all the advice I can!

***Professors and politeness***. Most French professors do not have office hours—they sometimes do not even have offices. You may find French instructors, from assistants to professors, more formal than your instructors at UC. Consequently, when youcontact a French professor about a potential course, for example, the professor expects you to show up if an appointment was made. Offer thanks for the help and follow up with your decisions, even if you do not take her or his course; not doing so may be considered impolite and may hurt future UCEAP students.

Despite some formality in manner, most French instructors are easily approachable and will willingly talk with and advise you. Do not be shy, and do not imitate French students who tend to be more stand-offish towards their professors than their professors are towards them.

***Pacing****.* As noted above, pacing yourself is vital to your academic success. You may find this difficult, given that you will have fewer regular assignments than at UC. You may also be tempted to postpone reading and other study. Do not postpone! When you find yourself scrambling to catch up you’ll wish you had not. Pacing can be made easy if you form study groups with other UCEAP students—or better yet, with French students in your classes. Each student in a group might be made responsible for presenting a given number of required pages per week, or for leading a discussion, or for comparing class notes, or . . ..

***Integration into the Community.*** . .. aside from your coursework, this is why you are here!

in class:

⇒ ask to borrow or share notes

⇒ ask about the French system

⇒ form study groups

⇒ go out for coffee

⇒ form “tandems” for exchanging English and French

⇒ speak French!

If you make a concerted effort to integrate yourself into the Lyon community, it will greatly enhance both your overall experience and your academic performance.

Congratulations on having embarked on a unique, exciting, and life-changing experience. I will do everything we can to enhance its value and diminish its difficulties. I sincerely hope that the time you spend here in Lyon will be a time both of rewarding work and great enjoyment.

