

## DOUBLE DEGREE FRAMEWORK AGREEMENT

Between

**L'INSTITUT D'ETUDES POLITIQUES DE PARIS**

And

**COLEGIO DE MEXICO**

### 1. INTRODUCTION

El Colegio de Mexico (Colmex) located at Camino al Ajusco 20, Tlalpan, Pedregal de Santa Teresa, 10740 Ciudad de México, D.F., Mexico, and the Institut d'Etudes Politiques de Paris (Sciences Po) located at 27, Rue Saint Guillaume, 75007 PARIS, France, wish to explore further collaboration with the goal of developing a broad-based strategic partnership.

Both institutions have decided to expand their current cooperation by initiating a Double Degree Framework Agreement in Urban Governance that involves the Centro de Estudios Demograficos Urbanos y Ambientales (CEDUA) at Colmex and the Urban School at Sciences Po.

### 2 GENERAL CONDITIONS

The aim of this Agreement is to create a double-degree framework offering students the opportunity to receive Master's level qualifications in Urban Governance focusing on Latin American cities.

This Agreement allows participating students to obtain in two years of studies a Master's degree offered by the Urban School at Sciences Po and a Master's degree offered by the Centro de Estudios Demograficos Urbanos y Ambientales (CEDUA) at Colmex.

Current specific degree offerings and combinations are specified in Appendix 1 and can be updated within this Agreement.

### 3. DEFINITIONS

- 3.1. Candidate:
- Any individual who has fully completed an application, who has submitted it and paid the submissions fees and who therefore, accepts his application to be reviewed.
- 3.2. Admitted student
- Any candidate who receives an admission offer for the program he has applied to.
- 3.3. Regular student
- Any admitted student who has accepted the admission offer, who has registered both administrative and academically according to the instructions rules and regulations and who is present at the host institution.
- 3.4. Host institution
- The institution where students are present.



## 4. FRAMEWORK OVERVIEW

### 4.1. Program scheme

The Agreement is at the graduate level and is designed to be balanced in instruction time and experience between the two partner institutions.

The normal duration of Sciences Po and Colmex Master degrees is two (2) years. The Double Degree Framework requires that each student participating in this program completes two full semesters at each institution and a total amount of four (4) semesters:

*Semesters 1 and 2* (Year 1) at Sciences Po/ Urban School corresponding to a total of 60 ECTS credits; *Semesters 3 and 4* (Year 2) at Colmex/ CEDUA, corresponding to a total of four (4) courses of three (3) contact hours each and a research seminar (cf. specific degree requirements in Appendix 3).

### 4.2. Languages of study

Languages of study are Spanish and English or Spanish and French and English, depending on the program students are enrolled in. At Sciences Po, students enrolled in the *Master Governing the Large Metropolis* (GLM) will take courses in English and students enrolled in the *Master Stratégies Territoriales et Urbaines* (STU) will take courses in French and in English. At Colmex, students enrolled in the CEDUA *Maestría en Estudios Urbanos* will take courses in Spanish.

### 4.3. Host institution status

Host institution will be Sciences Po for Semesters 1 and 2 (Year 1) and Colmex for Semesters 3 and 4 (Year 2) and onwards.

Host institution status transfer will be confirmed in writing between the two institutions before the start of semester 3. Host institution status can only be transferred when the students have met all study requirements for semesters 1 and 2.

When Sciences Po is host institution, Sciences Po's rules and regulation apply. When Colmex is host institution, Colmex's rules and regulation apply.

### 4.4. Student status

Students will be enrolled at both institutions at the time of admission to the program within this Agreement.

Both institutions will provide students with the necessary information so that they can be registered at each program. While at the host institution, students will have full degree standing including all rights and responsibilities, and will have access to all services offered to regular students such as libraries, computer network, career services, sports facilities and student associations and cultural life, except financial aid schemes.

### 4.5. Study Pace and Maximum Period of Study

In accordance with Sciences Po and Colmex rules, students have two (2) years from admission to complete their studies. Students can apply for an extension of the maximum period of study if a valid reason exists. Demands will be evaluated by a joint committee which will review and decide in a case by case basis.

### 4.6. Validation of courses

At Sciences Po the validation of the Year 1 requires 60 ECTS minimum. At Colmex the validation of the



Year 2 requires the validation of four (4) courses of three (3) contact hours each and a research seminar.

During the first year at Sciences Po, students can enroll in the Master *Governing the Large Metropolis* or the Master *Stratégies Territoriales et Urbaines*, depending on the language requirements specific to each program (please check our website for more information).

Double Degree Students from both the Master *Governing the Large Metropolis* (GLM) and the Master *Stratégies Territoriales et Urbaines* (STU) must take all courses required in their *maquette pédagogique* / programme structure except for the "Capstone Project" (for the Master GLM) or "Group Project" (for the Master STU), which will not be offered to them.

During the second year, students will be at the Colmex, enrolled in the *Maestria en Estudios Urbanos* of the CEDUA. The first semester (August to December) will be dedicated to courses to be chosen among a recommended list. The second semester (January to June) will be dedicated to research through a research seminar. The validation of the second semester will depend on the quality of the research "memoire" students will have to write under the supervision of a Colmex Professor and a Sciences Po Professor if applicable.

Both Sciences Po and Colmex would like to explore the possibility of offering an internship to students during Semester 4. This would be discussed and agreed upon in writing case by case.

Both institutions recognize the full course load validated in the partner university and the total amount of credits obtained. The two partners will provide each other's academic authorities with transcripts summarizing grades and credits for each exam passed at the institution.

Courses completed will be accredited by each institution, in relation to the contents and the total number of credit points required for each of the standard master's degree.

#### 4.7. Degree requirements and graduation

During the course of their study at each institution, students must fulfill the requirements of the host institution and Master they are attending, at the same standard as any other regularly enrolled students.

In order to receive the Master of Sciences Po, students must meet the first year requirements of the Urban School master's degrees and meet the second year requirements of the CEDUA master's degrees at Colmex.

In case of a student failing to comply with the requirements set by one institution during Year 1 or Year 2, a joint committee will gather to evaluate the student's situation and decide on his/her status. Students who did not validate Year 1 at Sciences Po will not be able to continue to Year 2.

As the available courses, as well as the course content and structure may change over time, the exact requirements are to be reconfirmed by the institutions jointly in advance of each admissions cycle.

#### 4.8. Leaving the Double Degree Program

In case a regular student enrolled in the Double Degree decides to leave the program, academic advisors of both institutions should decide jointly on the student's status. The final decision should be issued in writing.

#### 4.9. Other student policies

For reasons related to curriculum and degree requirements, students enrolled in the Double Degree program as ruled by this Agreement, are not eligible to apply to an academic exchange program.



## 5. ADMISSIONS

**Note:** Admissions to this Double Degree will take place every two years. This means that the first cohort of students will be selected around mid-May 2018 to start on September 2018. And the second cohort will be selected around mid-May 2020 to begin on September 2020.

### 5.1. Number of students

A maximum of twenty (20) students are expected to be admitted per academic year. The admissions target for each year will be agreed upon mutually on a yearly basis. Admission targets exceeding the expected maximum number of students have to be mutually confirmed in writing.

### 5.2. Admission requirements and procedure

Within the Agreement, candidates must meet the admission requirements of the respective programs at each institution.

A joint committee will gather each year to evaluate applications and decide on admission. The joint committee will be composed by representatives from the CEDUA/Colmex, and from Sciences Po. The calendar for the meeting of the joint committee will be agreed mutually on a yearly basis

Students will be admitted with the following conditions: an excellent academic record and high level of Spanish and English for the Programme *Governing the Large Metropolis* and Spanish, English and French for the Programme *Stratégies Territoriales et Urbaines*. A detailed overview of the admissions and administrative requirements is provided in Appendix 2.

The admissions requirements may change within this Agreement in accordance with any revisions done by each institution. Institutions must inform one another in writing of such changes.

The joint committee will also have the prerogative to discuss and decide on unexpected matters that will affect the implementation of activities during the duration of the agreement. Any alterations or amendments in the terms of the agreement should be considered as written addenda and shall become part of the agreement upon the signature of both parties.

### 5.3. Admission process

Applicants will be admitted through a coordinated process managed by Sciences Po with joint admission decisions taken by both institutions.

The admissions process will be administrated by Sciences Po. Applications are submitted via Sciences Po's admissions website and Sciences Po's Admissions Service will screen all submitted applications and determine whether they are admissible according to the guidelines that will be defined by both institutions beforehand. This process will be done every two years. This means that the first cohort of students of the Double Degree will start on September 2018 and the second cohort on September 2020.

Representatives of both Colmex and Sciences Po will independently review all the applications received. The best applicants will be selected during a joint selection committee (see above 5.2). Successful applicants will be notified by post and email by Sciences Po's Admissions Service.

Both Sciences Po and Colmex will make sure to provide the admitted candidates with all the necessary information and legal documentation they may need in order to successfully study both in France and in Mexico.

Sciences Po will hence make sure to provide the right documentation for students who need a student visa to study in France around May/June prior to Year 1 that starts late August and Colmex will do the same for students who need a student visa to study in Mexico around May of Year 1.

### 5.4. Admissions deferrals





There will be no admission deferrals, nor waiting list or conditional admissions for the Sciences Po-Colmex Double Degree students.

## **6. FINANCIAL ARRANGEMENTS**

### **6.1. Tuition fees**

Each institution's tuition rules apply for the time that the students spend at that host institution.

At Year 1 students will pay regular tuition fees to Sciences Po according to Sciences Po's regulation. At Year 2, students will pay regular tuition fees at Colmex according to Colmex's regulation.

These conditions might change within this Agreement in accordance with changes in regulation or at the institution level. Both institutions are committed in notifying in writing the partner institution whenever changes may occur.

### **6.2. Additional fees**

Administrative fees such as registration or graduation fees may be applied by either institution, in accordance with its own rules and regulation. Other compulsory student fees may apply according to national laws.

A special attention will be given to health coverage and insurance. When registered at Sciences Po students will have to pay for the French *sécurité sociale*. When studying at Colmex students will have to purchase a medical insurance.

Both institutions are committed to notifying in writing the partner institution about those fees and about the changes that may occur during the validity of this Agreement.

The partner institutions have no joint financial arrangements in relation to this Agreement. However, they agree on searching financial opportunities for students enrolled in the Double Degree.

## **7. ADMINISTRATION AND PROMOTION**

### **7.1. Administration and Coordination**

The Agreement will involve all relevant program directors and administrative units at each institution. For practical purposes, this Agreement will be coordinated ex officia by:

At Sciences Po:

Mr. Francis Verrillaud, Vice President for International Affairs at Sciences Po and Dr. Patrick Le Galès, Dean of the Urban School at Sciences Po.

At Colmex:

Dr. Laura Flamand, Vice President of Academic Affairs and Dr. Jaime Sobrino, Director of Center of Demographic, Urban and Environmental Studies.

Changes to degree offerings, and admission and graduation requirements specified in the appendices to this Agreement have to be agreed mutually by both parties and documented. For Sciences Po, the Dean of the Urban School or a higher-ranking officer has to approve the changes. For Colmex, Dr Jaime Sobrino, director of CEDUA or Veronica Crossa, Head of the Maestria en Estudios Urbanos or a higher-ranking officer has to approve such changes.

### **7.2. Promotion**

Both institutions agree to promote the study offerings enabled through this Agreement in their



school catalogues and on their websites at their own expense, unless otherwise agreed upon by both parties.

All communication or documentation related to the promotion of the program will be approved jointly.

## **8. VALIDITY OF THE AGREEMENT**

This Agreement is valid for a period of five (5) years starting from the day of the signature. It will be tacitly renewed for the same period of time, unless revoked in writing by either party one year prior to expiration. This Agreement may be terminated by either party, provided that a one-year notice is given to the other party in writing.

The first admission of students for the program will be in 2018, with studies commencing at Sciences Po in the academic year 2018-2019 and at Colmex in the academic year 2019-2020.

In the case of revocation of this Agreement, the rights of students already enrolled in the program will be fully guaranteed.

This Agreement is signed in two copies, of which the parties each receive one.

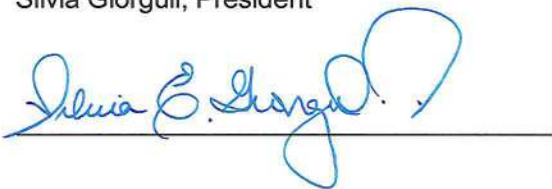
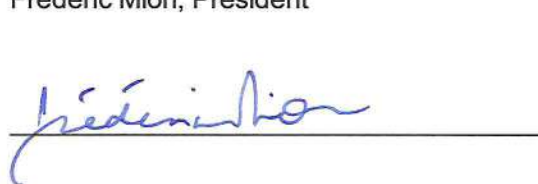
Mexico and Paris, 11 July 2017

El Colegio de Mexico

Sciences Po

Silvia Giorguli, President

Frédéric Mion, President

A blue ink signature of Silvia Giorguli, written over a horizontal line.A blue ink signature of Frédéric Mion, written over a horizontal line.A blue ink signature of Francis Verillaud, written over a horizontal line.

Francis Verillaud, Vice President for International Affairs

A blue ink signature of Francis Verillaud, written over a horizontal line.

Patrick Le Galès, Dean Urban School

A blue ink signature of Patrick Le Galès, written over a horizontal line.

## Appendix 1: Degree Offerings and Double Degree Combinations

### Degrees at Sciences Po – Urban School

Master *Governing the Large Metropolis*

Master *Stratégies Territoriales et Urbaines*

### Degrees at El Colegio de México - CEDUA

Maestria en Estudios  
Urbanos



## Appendix 2: Admission Requirements

Admission/Eligibility requirements are presented and updated jointly by Sciences Po and El Colegio de Mexico respectively. At the time of signing the current admissions requirements are:

**According to both institutions requirements for the Double Degree may be as stated below:**

### 1- Eligibility Criteria

The admissions procedure of this Double Degree will be open to applicants having completed their university education in an institution outside of France and having obtained any of the following:

- an undergraduate level degree (Bachelor of Arts/Bachelor of Sciences /licenciatura /licence) at the time of entry to Sciences Po.
- a Masters level degree (magister or magistracy, for example) for countries in which universities do not award undergraduate qualifications.
- applicants having attended German or Austrian universities: a Vordiplom /Zwischenprüfung /Diplomprüfung (the equivalent of 120 credits) and a complete year of students at postgraduate level/second cycle (Hauptstudium - the equivalent of 60 credits).
- applicants having attended Russian universities: a Bakalavr or Specialist qualification.

### 2- Language requirements

- **For the Programme *Governing the Large Metropolis (Year 1) and CEDUA (Year 2)***
  - (a) **In English:**
    - TOEFL 100
    - IELTS 7 (no sub-score under 6,5)
    - Cambridge English: Advanced
    - TOEIC "Listening and Reading": 945/990 and "Speaking and Writing": 360/400
    - PTE Academic 68
  - (b) **In Spanish:**
    - Applicants holding a Spanish proficiency test of the Cervantes Institute (C1 level)
    - Applicants holding a high school diploma from a Spanish-speaking country/institution (C1 level)
    - Applicants holding a Spanish-speaking university degree (C1 level)
    - Applicants from the Euro-Latin American Campus of Sciences Po at Poitiers having reached the equivalent of C1 level
- **For the Programme *Stratégie Urbaines et Territoriales (Year 1) and CEDUA (Year 2)***
  - (a) **In English:**
    - TOEFL 90
    - IELTS 6.5 (no sub-score under 5.5)
    - Cambridge English: First
    - TOEIC "Listening and Reading": 785/990 and "Speaking and Writing": 310/400
    - PTE Academic 61
  - (b) **In French:**
    - TCF 500 (Compulsory and optional parts required: 500 points with no sub-score below 14/20 for the optional parts)
    - DALF C1





**(c) In Spanish:**

- Applicants holding a Spanish proficiency test of the Cervantes Institute (C1 level)
- Applicants holding a high school diploma from a Spanish-speaking country/institution (C1 level)
- Applicants holding a Spanish-speaking university degree (C1 level)
- Applicants from the Euro-Latin American Campus of Sciences Po at Poitiers having reached the equivalent of C1 level

**3. Documents to be attached to each application**

- CV/Résumé in English
- Official academic transcript(s) for the entirety of higher education (including periods spent abroad on exchange programmes). Academic transcripts must be included in the original language version accompanied, where necessary, by an official or informal translation in French or in English (English compulsory for Dual degree programmes).
- Two academic references in English. Please note that certain programmes require one or two professional references in addition to the academic ones.
- Language Test certificate (where applicable)
- Undergraduate/Postgraduate dissertation(s) (optional)
- Articles or other texts written or published (where applicable)



## **Appendix 2 bis: Administrative Requirements**

Upon admission students would have to meet the following administrative requirements in order to be regularly registered. Both Sciences Po and Colmex have to make sure they give the necessary information to admitted students prior to beginning of classes at Year 1.

The following documents (from 1 to 4 – except for the visa – and from 6 to 10) have been handed out by each student enrolled in the programme as soon as classes start at the beginning of the Semester 1 at Sciences Po. The documents will be digitalized and sent to Colmex.

At the beginning of Semester 3, when students arrive at Colmex, they will have to bring the original version of documents 4 to 10 to the Colmex registrar's office.

### **At Sciences Po:**

Students will have to complete their administrative registration through Sciences Po's online system (Espace Etudiant) and provide the following documents:

1. Copy of valid passport and valid student visa (when applicable)
2. Payment of the social security (compulsory for all students)
3. Payment of the tuition fees according to Sciences Po's regulation

### **At Colmex:**

Students will have to present the following documents upon arrival:

4. Copy of a valid passport and valid student visa (when applicable)
5. CURP – Mexican identification number which every foreigner obtains once they have their visa (when applicable)
6. Birth certificate\*
7. Undergraduate degree\*
8. Transcripts of undergraduate degree\*

The documents marked with a \* need to be presented to the Mexican Secretary of Education so that international students can receive their graduate degree.

The same documents have to be presented as followed:

9. Original + 2 copies
10. Translated into Spanish



## Appendix 3: Degree Requirements

### Sciences Po - Urban School Degree Requirements

#### ***Governing the Large Metropolis (GLM) or Stratégies Territoriales et Urbaines (STU)***

Sciences Po and Urban School degree requirements are available at: <http://www.sciencespo.fr/ecole-urbaine/en/>

Urban School students must take all courses required in their *maquette pédagogique* / programme structure every semester. By the end of their studies at the Urban School, they must have validated:

- 2 Fundamentals (please follow this link <http://www.sciencespo.fr/ecole-urbaine/en/glm/programme-structure> to find out which Fundamentals may also count for Sciences Po's "Offre Commune") to be completed during the first year
- 4 Fundamental courses of the *maquette pédagogique* / programme structure
- all the courses they need in order to get 60 ECTS for the two (2) semesters.

**Note:** Double Degree Students from both the Master *Governing the Large Metropolis* (GLM) and the Master *Stratégies Territoriales Urbaines* (STU) must take all courses required in their *maquette pédagogique* / programme structure except for the "Capstone Project" (for the Master GLM) or "Group Project" (for the Master STU), which will not be offered to them.

### Colmex – CEDUA Degree Requirements

#### **Maestria en Estudios Urbanos**

##### **Semester 3 (August – December)**

- Students must take a total of four (4) courses
- Students can select these courses from a list of proposed classes from the Maestria en Estudios Urbanos
- Each class will take place once a week for 3 hours (comprising a total of 32 taught hours per semester)
- Courses can be taught in English or Spanish, according to the agreements we establish with Sciences Po in relation to language requirements

##### **Semester 4 (January – June)**

1. Research seminar – linked to students' research topics
2. Seminar based on the common research project comparing Mexico, Paris, Sao Paulo and London. This seminar will take place 3-4 times per semester.
3. (Possibility – yet to define) Internship within a public or private institution.

