



School rules and policies

Applicable to individuals enrolled in training

Approved by the General Assembly of February 22, 2007



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**IN THE EVENT OF A DISPUTE INVOLVING THE INTERPRETATION OF THIS DOCUMENT,
ONLY THE FRENCH TEXT WILL HAVE FORCE OF LAW.**

I. SCOPE OF THE RULES AND POLICIES

Article 1 Overall definition and goal of the rules and policies

The code of conduct defines the community rules applicable to individuals enrolled in training concerning their relations with the institution and with each other.

The definition of an individual enrolled in training is:

- a pupil or a student or an apprentice registered in an undergraduate educational program,
- a trainee registered in a continuing education program.

The present school rules and policies, established in the interest of everyone while respecting people and property, are to be followed by all individuals enrolled in training, whatever the venue (classrooms, library or media centers, common facilities, and so on ...) or within the framework of extracurricular activities linked to training or to programs (seminars, work placements, sojourns abroad, travelling, visits and field trips, sporting events, and so on).

Each individual enrolled in training receives a copy of the school rules and policies at the latest on the day the program begins. No ignorance of the school rules and policies can be subsequently claimed.

The school rules and policies can also be consulted on the premises of the institution.

Individuals enrolled in training are also required to follow the school rules and policies of partner institutions, should such individuals be taking classes or programs in such partner institutions.

The rules and regulations of the institution can be complemented by one or more teaching rules and policies.

II. ETHICS AND COMMUNITY RULES

Article 2 Rules relating to behavior

Article 2.1 General rules

Individuals enrolled in training must act in a responsible and respectable manner. This behavior, both individual and collective, is expected within the institution as well as within partner institutions where a portion or portions of the training might be carried out.

Each individual enrolled in training must respect other people, whether faculty, administrative staff, maintenance personnel, or other individuals enrolled in training, and, more generally, any individual on the premises of the institution.

Each individual must also use the equipment, the furniture, the infrastructure and the premises placed at the disposal of the individual in accordance with the designed function.

Vandalism is prohibited; an individual enrolled in training who engages in vandalism must make restitution for each act.

Each individual must use information technology in accordance with the code of conduct for computing resources that the individual has received.

Article 2.2 Prohibition of hazing ("initiation")

Hazing, for an individual enrolled in training, consists of causing another individual, whether voluntarily or involuntarily, to submit to or to commit humiliating or degrading acts during events or gatherings which have a link to the institution.

Hazing is subject to disciplinary penalties, under the supervision of the director of the institution (or by the director's representative), for the perpetrator(s) as well as for any other individual enrolled in training who has organized, encouraged, facilitated or allowed such hazing to take place, without prejudice as to possible legal sanctions.

Article 2.3 Use of cellphones

The use of cellphones in teaching venues and in food service venues of the institution is prohibited, unless rules to the contrary have been posted in the venue(s).

Article 3 Plagiarism

Article 3.1 Principle

Plagiarism consists of borrowing, imitating, or copying another individual's work while taking credit for it, particularly without citing a source. The source can be the work of other individuals enrolled in training, as well as published material.

Using ideas is not reprehensible in itself. What is objectionable, on the other hand, is borrowing the form, the expression, or the structure of the ideas' presentation.

Moreover, using a text without giving a source can be considered counterfeiting, which is against the law.

Article 3.2 Exceptions

For all graded ("marked") work, the individual enrolled in training must use his or her own words, sketches and drawings, templates and models, ideas, and arguments. The work submitted is presumed to be individual's. However, if the individual wishes to base his or her work on what he or she has read or heard, the individual must indicate the verifiable source(s), as described below:

Quoting:

Quoting an excerpt from a book, article, or another individual's work is authorized as long as:

- 1.the excerpts are presented between quotation marks,
- 2.the sources are given in a format that allows them to be verified, for example, by indicating the reference via footnote or cross-reference or in another fashion,
- 3.the excerpt represents a reasonable portion of the work submitted.

Paraphrasing:

Paraphrasing, which consists of using another individual's ideas with the one's own words, is authorized as long as the use of this technique is clearly mentioned (e.g., "Dupont (1986) demonstrates that ...").

In the same fashion as quoting, the reference of the main work must be given in a footnote or in the bibliography.

Article 4 Intellectual property (name, logo, authors' rights)

Article 4.1 Name and logo

With the exception of work carried out within the training program(s), using the name and/or logo of the institution without having previously obtained express authorization is prohibited. Requests for use are to be made to the director of the institution.

Using the name of the Paris Chamber of Commerce and industry is prohibited, with the exception of use in work(s) carried out within the training program(s).

Article 4.2 Authors' rights

The institution puts at the disposal of individuals enrolled in training publications and teaching resources which are protected by laws covering the rights of authors.

The use of such publications and resources takes place under the following rules:

photocopies: photocopies are to be made in accordance with the terms of the rules and regulations of documentation centers and libraries; copying a work completely is prohibited without the author's consent. Copies made by an individual enrolled in training must be destined for private use only, which specifically excludes copies made for collective use or copies put on the internet.

distribution of teaching materials: teaching materials furnished to individuals enrolled in training are supplied on a personal basis and must not be distributed outside the institution.

Unless prohibited by contractual obligation, work carried out by one or several individuals enrolled in training are the property of institution.

Article 5 Publications, posting

Article 5.1 Publications and flyers

Individuals enrolled in training can, on their own responsibility, write and distribute publications on the premises of the institution in accordance with the terms specified hereinafter.

No publication can be distributed on the premises of the institution without a prior declaration being made to the director of the institution.

Publications, in whatever form (paper or digital) must respect current legislation, notably the French *Loi du 29 juillet 1881*, and must not be prejudicial to public order or to rights of third parties. In particular:

works that are insulting or defamatory or that concern private life are prohibited;

the right of reply must be ensured;

- before distribution, the management of the institution must receive a copy of the publication handed out or distributed within the institution. This copy must specifically contain the name of the author(s) of the articles, as well as the name of the legal representative of the publication, the time, and the place of distribution.

Flyers can be distributed on the premises of the institution on the conditions that, in addition to following the above rules, such flyers involve a subject which is related to the education of the individuals enrolled in training or to the life of the institution, and that the management of the institution has been informed beforehand of the distribution.

The personal liability of authors is engaged by everything they write. In the event of a breach of the foregoing rules, the director of the institution (or a representative of the director) can suspend or prohibit the distribution of the publication within the institution.

Article 5.2 Posting

Posting is allowed only in the places reserved to that effect. Posted documents must:

- allow the poster to be identified;

- have a connection with the education of the individual(s) enrolled in training or with institutional life.

Article 6 Expression

6.1 Respecting secularity

Wearing signs or clothing through which individuals enrolled in training conspicuously demonstrate their religious beliefs is prohibited so long as such behavior is prejudicial to public order within the institution.

Should this rule be infringed, recourse to disciplinary proceedings shall be preceded by a dialogue with the individual enrolled in training and shall be placed under the authority of the director of the institution (or of a representative of the director).

In all cases religious proselytizing on the premises of the institution is strictly prohibited.

6.2 Meeting rights

When individuals enrolled in training plan to organize a meeting on the premises of the institution, they must request permission beforehand from the director of the institution so that the venue appropriate for a possible meeting might be determined.

The request contains:

- the date and time of the event, its subject, the number of expected attendees;
- the legal entity and/or the real person(s) responsible for the meeting, the designation of at least one real person being mandatory.

The director of the institution (or a representative of the director) can authorize such an event with conditions. In all cases organizers of the events are liable for any damage caused during the event.

Article 6.3 Political and union opinions

Individuals enrolled in training are free to exercise political and union opinions as long as the operation and the organization of the institution are not harmed, as long as public order is not threatened, and as long as the school rules and policies are not infringed.

Article 6.4 Respecting copyright of images

Photographs and films made on the premises of the institution by individuals enrolled in training are subject to prior approval by the director of the institution (or of a representative of the director) as well as by the individual(s) being photographed and/or filmed.

Article 7 Associative activities, events

Article 7.1 Associative activities

Associative activities carried out on the premises of the institution must not be prejudicial to the organization or to the operation of the institution. They must follow the applicable rules and regulations.

All requests for the hosting or the domiciling of a French Association 1901 on the premises of the institution are subject to prior written authorization. Such requests should be sent to the director of the institution.

The dispositions of article 4.1 of the present rules and regulations are applicable when the name of the Association includes the name of institution and/or the name of the Paris Chamber of Commerce and Industry.

Article 7.2 Events

Any event organized on the premises of the institution by individuals enrolled in training or by associations is subject to prior written authorization by the director of the institution (or by a representative of the director). The request for authorization must be made to the director at the latest two weeks before the date planned for the beginning of the event, and must specifically include the date, the time, the place, and the expected number of attendees. In all cases the approval of the institution is contingent upon the presentation of administrative authorizations, when required, prior to the event taking place.

The sale and consumption of alcohol at an authorized event must be in accordance with the requirements laid down by the French Public Health Code.

III. OPERATING RULES

Article 8 Opening hours

Institutional opening dates and times are decided by the management of the institution and are communicated to the individuals enrolled in training on the day programs begin, at the latest.

Article 9 Access to premises

Access to the premises of the institution is reserved to individuals able to show a valid document authorizing entry to the institution (student card, apprentice card, invitation, notice to appear, and so on). The authenticity of documents can be verified.

The presence of any other individual(s) must be authorized by the institution.

Individuals enrolled in training are prohibited from helping unauthorized individuals enter the institution.

Access to and dwelling in student residence halls are explained in special rules and regulations, if necessary.

Article 10 Absence, tardiness

All individuals enrolled in training, no matter the program, must arrive on time and regularly attend scheduled classes and teaching activities, or, if failing to do so, present an explanation for tardiness and absence.

Methods of managing tardiness and absence can be explained in the teaching rules and policies applicable to the individual enrolled in training.

Article 11 Use of resources placed at the disposal of individuals enrolled in training

Equipment placed at the disposal of individuals enrolled in training is inventoried and assigned in accordance with requirements. Any change in assignment is subject to the approval of the director of the institution (or of a representative of the director).

Loaning or assigning certain pieces of equipment to an individual enrolled in training can be contingent upon payment of a pecuniary deposit. The individual enrolled in training can be requested to pay for additional damage or loss of the equipment if such damage or loss exceeds the value of the deposit.

The following collective resources can be placed at the disposal of all the individuals enrolled in training:

- a documentary resource center or library whose access and services are governed by special rules,
- computer resources and/or rooms whose use is governed by a computing code of conduct,
- a food service area whose access is governed by special rules.

Article 12 Payment of fees and tuition

Article 12.1 Fees for continuing education

Fees for continuing education that are owed by trainees must be paid in accordance with contractual terms and in accordance with the French Labor Code.

Article 12.2 Tuition

Tuition that is owed by individuals enrolled in training must be paid by the dates and in the amounts indicated upon registration.

If after having been requested to pay a partial or total invoice the individual enrolled in training or an individual's legal representative(s) has not made payment by the stated due date, the institution shall exercise all legal redress to recover monies owed it, unless a request for delayed payment justified by special circumstances has been received and such delayed payment has been duly authorized by the institution.

In addition, if the individuals referred to in the preceding paragraph have not paid the monies owed less than ten (10) working days before the beginning of the following academic term (quarter, semester, or other), the institution can suspend the attendance of the individual enrolled in training and delay it until the next academic year.

In a similar fashion, if the account of the individual enrolled in training is in arrears at the end of the academic year (T), in spite of the request(s) for payment previously referred to, and if this situation extends into the ten (10) working day period preceding registration in the following academic year (T+1), the institution shall suspend such registration until the next academic year (T+2), unless a request for delayed payment justified by special circumstances has been received and such delayed payment has been duly authorized by the institution.

In the same fashion, if account of the individual enrolled in training is in arrears at the end of the program, in spite of the warning(s) previously referred to, and if the situation extends into the ten (10) working day period preceding the award of any degrees obtained, the institution shall not award such degree(s) until all outstanding amounts have been paid, unless a request for delayed payment justified by special circumstances has been received and such delayed payment has been duly authorized by the institution.

Payment is due for any academic term (quarter, semester, or other) which has begun. The date applicable to a resignation or withdrawal of an individual enrolled in training is the date postmarked on the envelope of the relevant letter.

Article 13 Representation of individuals enrolled in training

13.1 Representation of individuals enrolled in undergraduate training programs

Representation of individuals enrolled in undergraduate training program is ensured for the entire academic year by at least one permanent delegate and one alternate delegate elected simultaneously in a two round election, each individual enrolled having one vote in each round.

All pupils, students, attendees, and apprentices are at the same time eligible for office and voters.

The election takes place in the two month period following the beginning of the academic year.

The director of the institution (or a representative of the director) ensures the proper organization and execution of the elections.

Article 13.2 Representation of trainees in continuing education

Representation of trainees in continuing education is organized for any training program whose length exceeds five hundred (500) hours and is in accordance with the requirements of article R.922-8 and relevant subsequent articles of the French Labor Code.

Such representation is ensured by a permanent delegate and an alternate delegate, elected for the length of the training program.

All trainees are both voters and eligible for office.

The delegates are elected simultaneously in a two round election, each trainee having one vote in each round. Election takes place during the training time, at the earliest twenty (20) hours and at the latest forty (40) hours after the beginning of the training session.

The director of the institution (or a representative of the director) ensures the proper organization and execution of the elections.

When training involves at least one trainee in continuing education, the rules for representation which apply to the complete training session are those of article 13.2 of the present school rules and policies.

Article 14 Sales on the premises

It is prohibited for individuals enrolled in training, for partner companies, and for student associations to engage in commercial activity on the premises of the institution.

Sales can be authorized in exceptional circumstances. Requests for authorization should be made to the director of the institution.

When a sale is authorized, it should take place in accordance with the rules governing the institution but also in accordance with the more general rules relative to the type of sale.

IV. HYGIENE AND SAFETY

Article 15 Hygiene

Individuals enrolled in training must be properly and cleanly dressed.

In certain occupations, sectors, or training programs, because of their characteristics, stricter rules concerning hygiene and clothing can be applied to individuals enrolled in training.

Smoking is prohibited in enclosed buildings and venues. This prohibition is extended to open spaces when the institution hosts or trains minors.

The possession, use, distribution, or sale of any drugs, of whatever kind or quantity, is prohibited on the premises of the institution. The director of the institution (or a representative of the director) can inform the relevant legal authorities of any unlawful act. Consuming alcohol on the premises, outside the venues and events authorized by the management of the institution, is prohibited.

Article 16 Safety

An individual who represents a threat to the safety of people or property engages his or her own liability and in the relevant cases the liability of his or her legal representative(s).

Safety

Individuals enrolled in training must observe the applicable institutional rules and regulations concerning safety.

Clothing and safety rules

According to the activity (practical training, sports, ...), individuals enrolled in training must wear appropriate clothing and observe all special safety rules.

Dangerous, toxic, or prohibited products

Bringing dangerous, toxic, or prohibited products into the institution is strictly forbidden.

Animals

Animals are prohibited on the premises of the institution.

Accident

The management of the institution must be immediately informed if an individual enrolled in training has an accident in the institution or on the direct route between the institution and the domicile of the individual enrolled in training. The same procedure must be followed for individuals undergoing training on company premises; the company must be informed as well.

Movements of minors during training

Minors undergoing training are under the responsibility of the institution from the beginning of the first class of the day to the end of the last class of the day.

Consequently they are not allowed to leave the premises of the institution, including during the lunchtime period, without authorization from their legal guardian(s).

If the individuals leave the premises of the institution during the day, the institution shall not be held responsible.

Movements of individuals or groups within the institution must be carried out in accordance with the directions given by those in charge. In no case can such movements create a disturbance for groups which are working.

If circumstances warrant, the French Motor Vehicle Code applies to roads and to parking areas on the premises of the institution.

V. DISCIPLINE AND SANCTIONS

Article 17 Disciplinary council

Article 17.1 Attributes and scope of disciplinary council

The disciplinary council is in charge of studying the actions or the acts undertaken by an individual enrolled in training in the institution or in a partner institution where a portion of the training is carried out, should such actions or acts be considered a possible infringement of the school and/or teaching rules and policies.

The competence of the disciplinary council covers not only the actions or acts undertaken on the premises of the institution but also those within the framework of outside activities linked to the training or to the programs organized by the institution, as defined in the Article 1. It also extends to any actions or acts carried out during an activity linked to education which affects the image of the institution.

Article 17.2 Composition of the disciplinary council

The disciplinary council is composed of the director of the institution (or a representative of the director) as well as of other persons designated by the director, including at least one person (or a representative of this person) in charge of the course of study or program of the individual enrolled in training and at least one of the teachers (or a representative of the teacher) of the individual enrolled in training.

If the disciplinary council has an even number of members, the president of the council has two votes.

The director of the institution (or a representative of the director) is the chairman of the disciplinary council.

Article 18 Disciplinary procedure

Article 18.1 Protective measures

When an act (or acts) of the individual enrolled in training is such that it has a negative impact on the normal operation of the institution and while the decision of the disciplinary council on a possible sanction is awaited, the director of the institution (or a representative of the director), so as to preserve order and implement protective measures, can suspend the individual enrolled in training from training activities and/or prohibit said individual from entering the premises of the institution. This measure can be effective until the decision of the disciplinary council, which must meet within a reasonable amount of time, is handed down.

Article 18.2 Meeting of the disciplinary council

The disciplinary council is convened by the director of the institution (or by a representative of the director) after any act deemed to be against the school and/or teaching rules and policies, fraud or attempted fraud, irregular attendance, absenteeism, ...

The individual enrolled in training is summoned by registered letter with return receipt requested at least three working days before the meeting of the disciplinary council. The summons can also be conveyed within the same timeframe by hand delivery against signed receipt.

For a disciplinary council decision to be valid, at least three of the individuals named in article 17.2 must be present at the meeting.

During the entire disciplinary procedure, the individual enrolled in training can be assisted by a person of the individual's choice. The individual enrolled in training can request that witnesses be heard. If the victim is heard, it is as a witness.

Article 18.3 Decision of the disciplinary council

The disciplinary council has the power to sanction an individual enrolled in training. In accordance with the severity of the infraction, the sanction can be:

warning.

reprimand.

temporary suspension for a maximum of 12 months.

expulsion.

Any sanction handed down against an individual enrolled in training is included in the file of the individual. A warning or a reprimand will be automatically be expurgated within the three years following the sanction on the condition that the individual enrolled in training has not been sanctioned for anything else during that period of time.

Any decision can be posted on the premises of the institution, without mentioning the first and last names of the individual involved.

Article 18.4 Notification of the decision of the disciplinary council

The president of the disciplinary council notifies the individual enrolled in training of the decision taken by the disciplinary council.

The notification is oral if it concerns undergraduate training. It takes effect immediately after the deliberation of the disciplinary council. It is confirmed by registered mail or by hand delivery against signed receipt.

The decision is written if it concerns continuing training. It cannot take affect less than one full day or more than two weeks after the meeting with the trainee. It takes the form of registered letter or hand delivery against a signed receipt.

The decision of the disciplinary council takes effect immediately upon notification.

VI. LIABILITY

Article 19 Liability

An individual enrolled in training can be liable under law for damage caused.