

PROGRAMME REGULATIONS

As students participating in the Pre-College Programme are minors, Sciences Po commits to exercising a greater degree of control over student activities and the organisation of daily life than would otherwise be the case for university students.

These programme regulations are meant to inform participants and their parents and legal guardians of the policies and rules that apply during the Pre-College Programme. It is important that both students and their guardians read this document thoroughly, as participation in the programme is subject to their review and acceptance.

If you have questions about any of the Summer School's regulations, please contact us at summer.school@sciencespo.fr for assistance.

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1. ACADEMIC RULES

- 1.1. **ADMINISTRATIVE REGISTRATION:** Administrative registration is complete once the student receives a Letter of Enrolment, after the full amount for the tuition fees has been paid and all the required documentation has been filled out and submitted to the Summer School team. A student whose administrative registration is incomplete cannot attend the programme.
- 1.2. **ELECTIVE COURSE ENROLMENT:** Enrolment in the elective course is secured once the first step of registration (“Reserve your spot”) is complete and the deposit for the programme is paid. The number of spots in each course is limited and allocation is done on a first come first served basis. When an elective course reaches its full capacity, the course is no longer open to registration. If the choices of elective courses selected are no longer available, it is possible to select an elective course among the ones open to registration. Enrolment in the elective course selected is definitive.
- 1.3. **ELECTIVE COURSE MODIFICATION:** A student may submit a justified written request to summer.school@sciencespo.fr to change their elective class up until 4 weeks before the start of the session. The Summer School team will consider this request depending on the availability of spots in the requested course and the academic coherence of the request. After that date, it is not possible to change elective courses.
- 1.4. **ABSENCES:** Attendance and punctuality are fundamental expectations of all students. This applies to all courses, activities, and meetings deemed mandatory by the Summer School team. Given the short timeframe and the intensive nature of the Pre-College Programme, unexcused absences from any single class may be deemed grounds for an “incomplete” grade at the conclusion of the programme. Proof of medical authorization is required to excuse absences for illness. Repeated absences for an illness may further jeopardize a student’s ability to successfully complete the programme. In case of a medical issue that prevents a student from attending any course, activity or meeting, the student must immediately inform a member of the Summer School team.
- 1.5. **COURSEWORK:** Students are expected to engage seriously in their courses through both class participation and completion of assigned work. Late work may only be submitted with instructor approval and according to class policies. Any late work submitted without instructor approval may expose students to penalties, determined in accordance with their instructor.
- 1.6. **PLAGIARISM:** All work submitted to fulfil course requirements must be either the student’s own words or ideas, or must clearly acknowledge the source. Plagiarism is deemed to have occurred when a student’s ideas, as expressed in their work, cannot be distinguished from those of other authors. Any of the following may be considered plagiarism: clusters of consecutive words (five or more) without citation, paraphrasing or translation. Plagiarism is a serious infringement of Sciences Po’s code of academic integrity. More information on Sciences Po’s policy is available on the [Sciences Po website](#).
- 1.7. **EXAMS:** Participation in exams is mandatory to validate the programme and obtain the certificate of completion. Students may not collaborate in the completion of individual examinations. During an exam, students should not communicate with other students, nor should they have any books, papers, electronic devices or bags in their immediate surroundings, unless authorized by the instructor or proctor. All electronic devices must be turned off during an exam. Any violation of the exam rules may expose students to sanctions and may prevent students from validating the programme.
- 1.8. **GRADES AND TRANSCRIPTS:** Methods of evaluation, evaluation criteria and workload will be explained in detail by each professor. All Summer School students who complete the final exams will be sent an official transcript after the end of the programme. Grades at Sciences Po are calculated according to the French system on a scale of 0 to 20, with 10 being a passing grade.

- 1.9. **CERTIFICATE OF COMPLETION:** A certificate of completion will be awarded to students who fully respect the programme regulations, attend and fully participate in all classes, take the final exams, and complete the compulsory survey at the end of the programme. Please note that Sciences Po does not award academic credit for the completion of the Pre-College Programme.
- 1.10. **PROGRAMME SURVEY:** Students will complete a questionnaire about different aspects of the Pre-College Programme, which will be sent to them before the end of the programme. In order to receive their certificate of participation at the Summer School, students must complete the survey before the end of the programme.

2. GENERAL BEHAVIOUR

- 2.1. **RESPECT:** Sciences Po expects students to act in a sensitive, considerate, and responsible manner both in and outside of class. We deem unacceptable any verbal or physical conduct that demeans others because of their race, gender, ethnic background, religion, or sexual orientation.
- 2.2. **HARASSMENT:** No form of harassment or bullying will be tolerated. Harassment consists of conduct of any type, including verbal, written, cyber or sexual, which has the purpose of interfering with another student's integrity or well-being. Participants of the programme who believe that they have been harassed should immediately alert the Summer School team.
- 2.3. **DRUGS:** The possession, sale or use of drugs is a criminal offence in France and is punishable by law. It will lead to automatic dismissal from the Pre-College Programme.
- 2.4. **ALCOHOL:** It is illegal to procure alcohol for minors in France. Furthermore, possession or use of alcohol during the programme will expose participants to sanctions and may be grounds for dismissal from the Summer School.
- 2.5. **SMOKING:** It is illegal to procure tobacco for minors in France. Furthermore, the Pre-College Programme mandates a smoke-free environment. There is no smoking - including e-cigarettes - on campus, in the residence buildings and yards, during Pre-College activities, during transportation or during collective free periods.
- 2.6. **SECULARISM:** In accordance with French national law, higher education in France is secular. A leave of absence for religious reasons is not a justified excuse for missing any classes or activities.
- 2.7. **DRESSCODE:** Participants are expected to dress in a manner that is appropriate for a learning environment.

3. DAILY LIFE

- 3.1. **PARTICIPATION:** Participants are expected to arrive on the first day of the programme and stay until the last day of the programme. They are expected to take part in the scheduled activities (classes, lectures, activities, meals, meetings, outings), unless the Summer School counsellors have specified otherwise. The Summer School team will not be able to modify the programme's schedule to accommodate students' personal activities (outings, visits to friends or family, non-scheduled activities, religious service, etc.).
- 3.2. **ARRIVAL AND DEPARTURE:** All travel-related information must be specified on the online registration platform. Any travel-related change must be brought to the attention of the Summer School team prior to the start of programme. The Summer School will not be able to organize any arrival or departure outside the conditions specified on the registration platform. Any travel-related change during the programme must be approved by both the parents or legal guardian and the Summer School team. The Summer School team is not responsible for the students before the start and after the end of the programme.

- 3.3. **VISITORS:** The Pre-College Programme is designed to be an immersive and holistic experience for our participants, and for them to live the college experience as a group. Therefore, participants may not have visitors during the programme; this includes parents/legal guardians, family members or anyone who is not involved in the programme. On an exceptional basis, special arrangements may be made to organize a meeting that does not interfere with scheduled classes and activities, upon request to the Summer School team prior to the start of the programme.
- 3.4. **FREE TIME:** Students will be supervised by a team of counsellors during the majority of the scheduled activities. However, they will also be allowed limited periods of scheduled free time slots during the programme, during which they will not be chaperoned. On occasions when students are given free time, they must adhere to instructions regarding group outings, meeting points and return times. Any violations of the programme regulations during free time may expose students to penalties.
- 3.5. **MEAL PLAN:** All students must participate in the meal plan organised by the Summer School, including breakfast, lunch and dinner. Students and guardians are asked to specify any dietary requirements and/or allergy concerns on the online registration platform. The Summer School can only accommodate medical dietary restrictions supported by medical prescriptions. Participants will not be permitted to bring food or eat in their rooms, if the rules and regulations of the residence forbids it.
- 3.6. **CURFEW:** Students must be in their assigned rooms by 11PM on weekdays and remain there throughout the night. Curfew is extended to midnight on Friday and Saturday. Students may break curfew only if participating in an event chaperoned by a Summer School team counsellor.
- 3.7. **ROOMMATES:** An important part of the college experience is learning to live in and respect a diverse community. Bedrooms will be assigned by gender. Roommates will be determined prior to the start of the programme by the Summer School. If a roommate issue arises, it should be brought to the attention of a counsellor, who will determine the appropriate course of action.
- 3.8. **PRIVACY:** Students must respect the privacy, living space, and belongings of others. This means that students are expected to stay out of others' rooms if they do not have the consent of all their occupants.
- 3.9. **CLEANLINESS:** Students must maintain an acceptable level of cleanliness in bedrooms, bathrooms and public spaces, including on the campuses. Students must ensure that bedrooms and other spaces are clean at the end of the programme.
- 3.10. **PROPERTY DAMAGE:** Upon arrival, students are requested to report any damage to their room. In addition, students and their guardians may be held responsible for charges incurred as a result of property damage that they have caused during the programme. Occupants of rooms are jointly responsible for damage unless specific information establishes individual responsibility. Students are also responsible for the University and Residence cards or badges that they will be given. A 30€ charge will be applied to any lost keys or building badges misplaced during the programme.
- 3.11. **PERSONAL BELONGINGS:** Students are responsible for their personal belongings throughout the programme. Therefore, we strongly advise students not to bring valuables or large sums of money with them during the programme. Sciences Po is not held responsible for any lost, stolen, or damaged personal items during the programme.
- 3.12. **ELECTRONIC DEVICES:** Participants are allowed to bring electronic devices such as cell phones, laptops, and tablets, but they should only use these devices when it does not interfere with the activities of the programme. Furthermore, each professor will specify their policy regarding use of electronic devices in class.

4. HEALTHCARE

- 4.1. **MEDICAL INFORMATION:** Participants are required to provide students' medical history, proof of required vaccinations, any current medical treatments, and upload proof of valid health insurance for the duration of the programme on the registration platform. Sciences Po ensures that all information shared through the registration platform remains strictly confidential and will only be shared with the necessary members of the Summer School team.
- 4.2. **BEFORE THE PROGRAMME:** The Summer School team must be notified of any health-related changes prior to the start of the programme.
- 4.3. **MEDICAL EXPENSES:** During the programme, all medical expenses will be covered by the participants, who must have subscribed to a valid health insurance for the duration of the programme, meeting the conditions detailed in the Practical Information Form.
- 4.4. **HEALTH RULES DURING THE PROGRAMME:** During the programme, Sciences Po will strictly apply all sanitary health rules required by law in France. Two counsellors will be in charge of following up with any medical issues, referring to a doctor and administering regular treatment (on the condition that a medical prescription is provided).

In case of a participant falling ill with any disease during the programme, the student will be looked after of by the qualified counsellors. When needed, an appointment with a doctor will be organized, medication could be administered, and isolation will be arranged if necessary and when possible.

Any ill student will be advised to wear a mask in order to avoid transmission to other students.

5. DISCIPLINARY SANCTIONS

- 5.1. Students and their guardians are expected to read all policies and procedures. Failure to abide by the policies and procedures may result in disciplinary action, which may include warnings, consultation with their guardian, or in cases of serious or repeated behavioural problems, dismissal from the programme.
- 5.2. Financial obligations arising from the dismissal from the programme, including travel costs, are the responsibility of the student and guardian. Should a student be dismissed, no portion of the programme fees will be refunded. Upon dismissal, students are required to make arrangements for immediate departure. Dismissed students will not receive a certificate of completion or transcript.

6. COMMUNICATION

- 6.1. **BEFORE THE PROGRAMME:** Programme communication is sent via email to the student and their guardian, using the email addresses provided on the registration platform. These email addresses must remain active throughout the registration process and during the programme. Any change of email address must be communicated to the Summer School team.
- 6.2. **DURING THE PROGRAMME**
 - 6.2.1. **Communication between the Summer School team and guardians:** During the programme, we expect guardians to be reachable by email and through the emergency phone number provided. Informational newsletters will be sent to guardians, providing an overview of the activities of the past few days. For standard concerns, guardians are invited to communicate with the Summer School team by email. For urgent matters requiring immediate action only, guardians will be able to contact the Programme Coordinator via an emergency phone number.
 - 6.2.2. **Communication between students and guardians:** Students and their parents or guardians are responsible for arranging the means and timing for keeping in contact during the

programme, knowing that Wi-Fi will be available most of the time on campus and in residences. The Summer School team will not organise personal exchanges between guardians and students, except in the event of an emergency.

- 6.2.3. **International calling plans:** We encourage students to subscribe to an international calling plan while in France, in order to be easily reachable, including by the Summer School team if needed.

7. USE OF IMAGE

Over the course of the programme, the Summer School team may document some of the classes and activities through photos, videos and testimonials taken in Reims and Paris. This material may be used to keep parents informed during the programme, as keepsakes for participants, or for promotional purposes. Images like these are a vital part of communicating the authentic Summer School experience to our community and future candidates. Therefore, the Summer School would greatly appreciate parents/guardians providing authorization for the use of students' images on the registration platform.

Authorization for the use of image for reproduction and representation in photo and video includes the following terms and conditions:

The photos and videos taken in Reims and Paris, during the Pre-College Programme, may be used directly by Sciences Po (or its third party) in any form and content unnamed at this date, throughout the world, and without any limitation, in part or in their entirety, with the following rights:

- The right to reproduce, adapt, and share the photos and videos, in any frame, black and white or colour, accompanied by wording, a comment, a dialogue or music.
- The right to reproduce, adapt and share the photos and videos in any published book form and notably softcover, hardcover, textbook, or anthology.
- The right to share, in their entirety or in extracts, the photos and videos in any private or public setting, notably in any publicity campaign.
- The right to reproduce, adapt, and share the photos and videos in any part of a newspaper or periodical, in a post card, poster, flyer, catalogue, calendar, presentation, or game in any form existing or to be named.
- The right to reproduce, adapt, and share the photos and videos on any digital format (notably internet, intranet or extranet) by download or other electronic technique that exists today or other format to be named in view of a public or private use.
- The right to reproduce, adapt, and share the photos and videos in any country, by showcasing or any procedure of image sharing, and to reproduce and share, in any form and medium, the communications and adaptations that may be made of them.

The beneficiary of this authorization (Sciences Po) expressly forbids itself to utilize any photos or videos in a way that would impinge on the private life or reputation of the undersigned individual or any other use which might be considered prejudiced or ill-intentioned.

By giving consent to the use of image, the legal guardian of the student acknowledges that the student is entirely exonerated of any rights to these photos and cannot claim any payment for their use or any rights to them. The legal guardian guarantees that the student is not currently under any contract, which forbids the non-use of their image or name.