

# INTERNAL REGULATIONS

FOR STUDENTS AND TRAINEES AT ICN BUSINESS SCHOOL

APPROVED BY THE BOARD OF GOVERNORS  
ON JULY 4, 2019

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The present document 'Internal Regulations' cancels and replaces the previous version, approved by the ICN Board of Governors on 27 June 2003, and updated on 9 December 2011, 2 July 2015, 8 October 2015, 7 July 2016, 5 July 2018 and 4 July 2019.

## 1. PREAMBLE

The purpose of this document is to define and clarify the rules of behavior for persons following a course of study on all sites of ICN Business School, both in their relations with each other and their relations with the School.

By 'persons following a course of study' is meant:

- any student or apprentice duly registered on a first degree course at Bachelor or Master level.
- any trainee duly registered on a post-experience course.

Any student or trainee at ICN Business School acknowledges that he/she has access to and has read the document 'Internal Regulations' and promises to respect and abide by it. Students do not have to agree to this document individually as its provisions apply to all students without exception.

The Internal Regulations must be read in conjunction with the Course Regulations of the course for which the student is registered.

The present regulations have been drawn up in the interest of all members of the ICN community and its property. They apply to all students and trainees, irrespective of where they may be (classrooms, libraries and documentation centers, public areas, etc. and on all ICN campuses, whether in France or abroad). They also apply when the student is involved in external activities as required by the course of study or training program (seminars, in-company internships, courses of study abroad, travel in France and abroad, student association projects, visits, sports activities, etc.).

**ICN Business School declines all responsibility for the consequences of actions arising from non-respect of the present rules and regulations, and may take disciplinary, even legal action, should the situation warrant it.**

For reasons of simplification, the titles 'ICN' and 'School' used in this document are used to refer to ICN Business School.

## 2. ETHICS and SCHOOL LIFE

### 2.1. Rules of Behavior

#### ➤ Respect for people

The basic rules of living in a community must be respected by all students at the School.

Consequently, all students and learners are asked to show courtesy and tolerance, with due respect for appropriate dress, language and behavior, and permanently. All those following a course of study at ICN should show respect for other people, whether they are Faculty members, administrative or maintenance staff, other students or any other person who happens to be on the School's premises. This behavior is expected of students both in the School and, more generally, in all locations where teaching activities might take place (partner institutions, companies, educational forums and fairs, places of accommodation, etc.).

In this respect, ICN Business School reserves the right to refuse entry into the School, into classes and lectures, and into examinations, to anyone whose dress or behavior is not considered to be appropriate.

No person should be subjected to harassment, or physical or verbal violence, particularly because of their culture, their origin, their race, their gender, their religion, their physical appearance, their handicap, their sexual orientation, their political opinion or their trades' union activities. This discrimination is, moreover, proscribed by law.

ICN Business School will immediately begin disciplinary action and, if necessary, criminal proceedings if such cases of disrespect are reported and found to be substantiated.

### ➤ **Respect for property**

All persons should use the materials, the furniture, the equipment and the premises put at their disposal during their period of study at ICN, only in the ways for which they were intended. All willful damage is forbidden and may give rise to disciplinary sanctions, together with demands to the perpetrators for repayment to cover the cost of repair.

Equipment for computing and information technology purposes must be used respecting the Information Technology Charter given to each student and included as an annex to this document (section 9.2).

In addition it is strictly forbidden to cause a nuisance by excessive noise or to participate on School premises in any activity which will disturb the conduct of classes, entrance examinations, assessment examinations and other events organized by the School.

### ➤ **Ragging or initiation pranks on new students.**

Ragging is defined by law in France (law n° 98-468 of 17 June 1998) as the act of obliging another person, whether against his/her will or not, to undergo or commit humiliating or degrading actions or behavior, during events or meetings associated with scholarly or educational activity.

Any act of ragging will immediately lead to disciplinary action by the Director General of the School or his/her representative, both for the perpetrator(s) of the act and any other person studying at the School who may have organized, encouraged, facilitated or allowed any such act to be committed. Such disciplinary action by the Director General or his/her representative will not preclude criminal proceedings, if these are considered to be appropriate.

### ➤ **Communication / Expression**

All persons studying at ICN should be exemplary in their written and verbal communication with academic Faculty members, administrative staff, examination supervisors, companies, and other students, as well as with any other person outside the School to whom they introduce themselves as being students at ICN Business School.

In all individual or group communication concerning ICN missions, Student Association projects, etc., using either paper or electronic media, the student is responsible and answerable for all such communication.

Use of the ICN Business School name, logos, graphic materials and statistics for external purposes or for general public use, is conditional upon obtaining prior approval from the School's Marketing and Communication Department.

Photographs and films produced by students or trainees must also obtain prior approval from the School's Marketing and Communication Department.

During the registration process, each student signs a statement giving approval for photographs and/or films of him/her produced by the School's Marketing and Communication to be used for School communication purposes.

Any behavior likely to cause harm or prejudice to the image or good name of the ICN Business School may lead to the student(s) concerned being required to appear before the School's Disciplinary Committee.

### ➤ **Respecting the secular status of ICN Business School**

Any proselytism or militant activity, whether in the name of religion or for a political cause, is strictly forbidden on ICN Business School premises.

## **2.2. Plagiarism**

Plagiarism consists in the unacknowledged borrowing, imitating, and/or copying of the work of others and claiming that it is one's own work. Such work may well be that of other students, as well as the publications of other authors. It is imperative that in all their work students quote and acknowledge the source of their information and its author(s).

Making use of others' ideas and work is not in itself reprehensible. However, it is an offence to use the form, the expression and the structure of such work without acknowledging the source or the author.

As such plagiarism is considered to be fraudulent and an offence against intellectual property rights and may lead to the student(s) concerned being required to appear before the School's Disciplinary Committee. The reproduction, illustration or dissemination, by any means whatsoever, of the work of one or more other authors without their approval, may constitute an act of infringement and result in civil or legal prosecution, in accordance with the provisions of the French Intellectual Property Code.

In order to prevent plagiarism, ICN Business School uses automatic document control devices.

### **2.3. Absence from class**

Presence at classes and seminars is compulsory. Control of students' attendance in class is carried out at the beginning of the class when students are required to sign the class list.

A lecturer may refuse to accept into his/her class any student who arrives late.

Any absence from class must be notified as quickly as possible to the academic administration office for the course concerned. Students are required to bring their justification for absence (medical certificate, doctor's note, evidence of another appointment, written explanation) to the academic administration office at the latest 15 days after their return to School.

The regulations governing absences and their consequences are explained in the rules and regulations governing each course of study.

## **3. CAMPUS RULES and REGULATIONS**

### **3.1. Dates and Open Times**

ICN Business School sites are closed on Sundays and on public holidays. They are also closed for 3 weeks in August and 2 weeks at the end of December. The precise dates will be published in a School calendar issued at the start of each academic year.

The dates and open times may vary, especially the dates of School holidays. A notice to this effect and giving precise dates will be communicated to all staff and students either on notice boards or by electronic mail.

Some School services have their own specific timetable. These are posted at the entrance to each service concerned and/or available on the School's intranet site.

### **3.2. Use of School Premises and Special Events**

#### **➤ Access to premises**

Access to the different School sites is reserved for those persons possessing a valid authorization (student registration card, apprentice registration card, notification of an appointment, etc.) A control of such authorizations may be carried out.

In cases where persons cannot produce such documentation or where the document is not valid, such persons may be refused access to School buildings and will be asked to leave the School's premises.

#### **➤ Room bookings**

Any person wishing to reserve a room should contact the Planning Service (*Service Ordonnement*) which is in charge of room planning, in order to register their request for a room reservation at least 7 days in advance of the proposed reservation date. If there is any change to this, or cancellation of a reservation, it is of paramount importance that the Planning Service should be informed as soon as possible.

During the period of use of the room, the room and its furniture and contents are the sole responsibility of the person requesting the reservation. This person should ensure that after use, the room is left clean and appropriate for use. This includes tables and chairs being left in their original positions.

If these conditions are not complied with, the person making the initial reservation, may well be the subject of disciplinary sanctions.

## ➤ Meetings

If students wish to organize a meeting on ICN premises, the following procedures should be followed:

- Meetings must be held outside class and seminar times,
- The meeting must take place in the room initially requested, after approval has been given following an application made to the Planning Service (*Service Ordonnancement*) and observing the procedure outlined above,
- The appropriate administrative services (Communication Service, Technical Service and Program Office) must be informed in advance of the date of the meeting, of its purpose, the number of persons expected to attend, and the name and purpose of any person exterior to the School who may have been invited,
- The person responsible for organizing the meeting must be explicitly named, even if the meeting is organized by or for a company or other moral entity,
- The meeting should not be held for any commercial purpose, unless expressly authorized by the Director General of the School (see section on 'Sales' below) and should not be held to promote any act of proselytism or propaganda.

In any of the above cases, the organizer(s) will be held responsible for any damage or deterioration caused as a result of the meeting.

## ➤ Organizing events

### • *Authorization and Responsibility*

ICN Business School has the right to refuse any event or demonstration which has not complied with the conditions stipulated. The School declines all responsibility in case of accidents happening inside or outside School premises during events, demonstrations or meetings which do not have the School's written authorization.

### • *Events on campus*

Events, demonstrations and meetings may be organized on the School's campuses by recognized Associations or by a group of students, on condition that they comply with rules and procedures outlined in the above section 'Meetings'.

### • *Events off campus*

As a member of the *Conférence des Grandes Ecoles*, ICN Business School draws to the attention of students and student Associations the commitments that the School has undertaken in respect of events and demonstrations. One of these commitments is that any external event or demonstration which takes place bearing the name and brand of the ICN Business School must respect all recommendations by the World Health Organization (WHO) regarding the terms and conditions for consuming alcohol. These are given as an annex to this document (section 9.1.)

## 3.3. Communication

### ➤ Information systems

ICN Business School, as an institution attached to the University of Lorraine, benefits from access to the computer network StanNET and subscribes to the information technology charter RENATER. As a result any registered student is obliged to respect the terms of the 'Charter governing the use of Communication and Information Technologies at ICN Business School'. This is given as an annex to this document (section 9.2.).

All fully registered students (i.e. possessing a valid student card) will be given access codes according to their needs (internet access, intranet, MyIcn, management applications, individual servers, etc.) together with a personal electronic mail address.

As these facilities are strictly personal and confidential in character, it is forbidden to share them or reveal them to another person.

In addition to the provisions contained within the "Charter Relating to the Use of Communication and Information Technologies", users are responsible for their logins and passwords. Users must therefore choose passwords that contain secure and complex characters, not disclose their passwords to others, and change their passwords on a regular basis. Users must take all appropriate measures to ensure that no third parties, including their circle of friends, gain access to the logins and passwords that the user makes use of to access the ICN IT system and/or the StanNet IT network.

Users must therefore comply with the following security regulations:

- When choosing a password, users are advised to avoid using any predictable data such as their login, date of birth, place of birth, telephone number, last name or first name;
- Users are advised not to share any personal information on social networking sites that may reveal their login and/or password;
- When users are able to choose their own password, they should avoid using common sequences of characters, for example: 0000, 123456, abcde, qwertyuiop, etc.

Users also agree to:

- report any attempted violation of the login and/or password that they use to access ICN's IT system and or IT network and to report any potential irregularities;
- not provide any third parties or unauthorized users with access to the ICN IT system and/or StanNet IT network;
- refrain from using or attempting to use an account other than their own;
- refrain from leaving hardware containing confidential data lying around unprotected or in an unsecured office;
- logout from or lock their ICN IT system and/or StanNet IT network session.

The user must inform the Computing and IT Service of ICN Business School if a particular access code no longer allows him/her to connect to the service required or if he/she suspects that the code has been stolen.

Electronic mailing is the preferred means of communication at ICN. Consequently each user is required to consult his/her mail box and to check that it is functioning correctly.

Information which is communicated via electronic mail by academic and administrative staff is considered to be officially communicated and received by students.

In order to avoid any dysfunction, the Computing and IT Service may be required to and is authorized to delete the most out-of-date messages if the mail box should exceed the maximum size allocated. More generally, changes to the parameters of the mail box may be carried out in order to ensure that it works efficiently.

#### ➤ **Documentation**

As an institution attached to the University of Lorraine, ICN Business School has signed an agreement with the University Library of Management, to which ICN contributes financially. This agreement allows all registered students to make use of the services of the University Library of Management.

Students are required to comply with the specific regulations governing use of the University Library of Management.

#### ➤ **Notices and posters**

On all ICN Business School sites, posting notices is only allowed on notice boards provided for this purpose. Any refusal to comply with this instruction may lead to disciplinary action and/or a demand for repayment for any damage caused.

All documents posted should enable the person responsible to be identified as well as the details of the course he/she is following or his/her relationship with the School.

#### ➤ **Publications**

Registered students may, on their own responsibility, create and communicate publications within the confines of the School under the terms and conditions outlined above.

These publications, whether they are paper or electronic, must comply with the regulations in force, particularly the French Law of 29 July 1881 on press freedom. Under this law publications should not be such as to threaten public order or the rights of others.

Texts which are considered to be insulting, defamatory, a threat to the private lives of others or based on discrimination are strictly forbidden.

Authors also agree to abstain from publishing any content that may:

- be contrary to human dignity, or racist, negationist, defamatory, vulgar or offensive;
- be contrary to public policy or accepted standards of behaviour and/or that constitutes incitement to paedophilia;
- infringe copyright or related rights, database license rights, image rights, or trademarks;
- infringe a third party's right to privacy;



- be contrary to the French Law No. 78-17 of 6 January 1978 entitled “Information Technology and Freedom of Information” or to the provisions of the Regulation (EU) 2016/679 of the European Parliament and European Council of 27 April 2016 known as the “GDPR”,
- run counter to any legal or regulatory provision in force, or which encourages behaviour that runs counter to legal or regulatory provisions.

Authors are required to sign their publications and in so doing accept their personal responsibility for what they publish. Where non-compliance with the terms of this law is considered to be a serious offense, the Director General or his/her representative may temporarily suspend or definitively close down the publication.

#### ➤ Sales

It is forbidden for students, student associations or partner companies to offer goods for sale for commercial profit on the ICN Business School’s premises.

However, in exceptional cases, sales of goods may be authorized by the Director General of the School or his/her representative. In such cases sales must be organized according to the rules in force in the School, but also more generally for the type of sale concerned.

## 4. HYGIENE and SAFETY

### 4.1. Hygiene

#### ➤ Insurance and social security

Throughout their period of study, students must ensure that they have full insurance cover for the following:

- Full social security cover,
- Civil responsibility cover,
- Assistance during any period of residence abroad.

#### ➤ Smoking

It is forbidden to smoke on all ICN campuses. The smoking ban includes the use of electronic cigarettes and applies to all buildings and covered places.

#### ➤ Alcohol

It is strictly forbidden to bring and consume alcoholic drinks on all ICN campuses, and also during teaching and learning activities off campus.

Only student associations whose terms of reference allow this, may, with the written approval of the Director General of the School or his/her representative, distribute and offer alcohol in rooms or other places especially designated for this. This activity must comply strictly with all legal regulations and satisfy all administrative requirements.

Offering alcoholic drinks to minors is strictly forbidden.

#### ➤ Illegal substances

Introducing, possessing, using, and passing on, whether free of charge or for commercial gain, drugs, whatever their nature or quantity, are forbidden on School premises and during any teaching or learning activities. Persons who do not respect this rule run the risk of disciplinary sanctions which include unconditional exclusion from the School and its courses, legal proceedings by the appropriate legal body, and demand for reparations for any damage caused.

#### ➤ Food and drink

It is forbidden to eat and drink on School premises except in places specifically designated for this purpose. It is especially forbidden to eat or drink in teaching rooms and connecting corridors.

In the interests of hygiene, everyone must respect the cleanliness of rooms and other premises made available by the School.



## 4.2. Safety

### ➤ Safety and fire hazards

Students on ICN courses are required to take cognizance of, and comply with the safety regulations in force within the institution.

Fire extinguishers have been put in place in order to put out fires in their initial stages and must only be used in such cases. Any inappropriate use of fire extinguishers will give rise to disciplinary sanctions.

Equipment specifically provided for fire risks (often red in color), fire doors and emergency exits must never be obstructed and should at all times remain visible, accessible and ready for use.

Emergency evacuation plans have been posted on all ICN campuses giving detailed information for an orderly evacuation of the premises, also the contact details of people to inform, should any incident or emergency occur.

All ICN Business School campuses have an appointed person or persons trained in evacuating the premises and requiring others to assemble at designated assembly points outside the building concerned.

### ➤ Toxic products and dangerous objects

Bringing onto ICN Business School campuses substances or products which could present a danger to the health or safety of other users or to the maintenance and protection of goods and furniture is forbidden.

### ➤ Accidents

Any accident, however small in nature, occurring on School premises or during the journey from home to School should be reported as quickly as possible after the event to the appropriate Program Office.

Trainees on post-experience courses who may be victims of an accident should complete all formalities for declaring the accident to their employer if they are a salaried employee or to the Social Security authorities if they are job-seekers. In cases of industrial accident, it must be the Post-experience Training Service of the School who should make the declaration, and the trainee should inform this service within 24 hours of the accident occurring.

### ➤ Theft

All objects, goods and personal effects are the sole responsibility of their owners. Should theft or damage occur to such goods, ICN Business School cannot be held responsible. In order to avoid such an unfortunate occurrence, it is recommended that students ensure that:

- personal items are not left unattended or unsupervised,
- ICN Technical Services are informed of any individual whose behavior appears to be suspicious.

In case of theft or damage to personal effects on an ICN campus, it is the student's responsibility to take the necessary steps with the appropriate authorities.

### ➤ Animals

With the exception of guide dogs for blind persons, the presence of animals is strictly forbidden on ICN Business School premises.

### ➤ Driving and parking

Users must comply with all rules and regulations contained in the Highway Code (*Code de la Route*) on all ICN Business School sites.

Particular attention is drawn to the need to respect parking areas, access areas for emergency vehicles, and places reserved for handicapped persons.

## 5. STUDENT REPRESENTATIVES and STUDENT ASSOCIATIONS

### 5.1. Regulations for Student Representatives

#### ➤ Course and program representatives

For each new intake of students, elections are organized to choose student representatives (delegates) for the different sites of ICN Business School.

The main responsibility of the student representatives is to ensure communication between the student body and the course/program managers and the general administrative services. In this respect the representatives collect, analyze, check, summarize and communicate information more widely to the other students in the group or course that they represent and, should the case arise, to the managers of the course or program.

#### ➤ Student representative on the Board of Governors and the General Assembly

The statutes of the ICN Business School Association include provision for a student representative on the Board of Governors and on the School's General Assembly, and the President of the Students' Office of the ICN Grande Ecole Degree is one of the active members.

### 5.2. Regulations for Post-experience Trainee Representatives

#### ➤ Purpose of representation

For each internship or traineeship of more than 500 hours duration, the trainees are represented by a full delegate and a substitute/assistant delegate, in conformity with the measures outlined in articles R.922-8 et seq. of the French Labor Code. The two delegates are elected for the duration of the internship at the ICN.

Delegates can put forward suggestions for improving the operation of the internship and the work and study conditions of the trainees in ICN Business School. They may also express any complaints they may have either individually or collectively concerning the conditions of hygiene and safety, and the functioning of the present Internal Regulations.

#### ➤ Organisation of elections

All trainees are both voters and eligible to stand for election.

The two delegates are elected on the same occasion. The elections are single member votes (i.e. there can only be one elected candidate for each of the two posts) with two rounds of voting. Voting takes place during class time, at the earliest 20 hours and at the latest 40 hours after the beginning of the internship.

The Director General of the ICN or his/her representative is responsible for organizing the elections and supervising their correct functioning.

For each internship at ICN, the procedure for the elections is as follows:

- An electoral list is published, which contains the names of all the trainees,
- Any interested trainee may declare himself/herself to be a candidate. The declaration must contain the name of the full candidate and the name of the substitute/assistant candidate,
- The vote takes place by placing a voting slip in an envelope which is then sealed. Voting slips and envelopes are available for all voters in the voting room and the number of these must be at least equal to the number of registered voters.
- The electoral list is the same as the class attendance list. This helps to check the number of voters who have signed their name on the attendance register next to their printed name.
- When the vote is closed, the number of envelopes in the votes box is counted in the presence of the voters, in order to check that the number of voting slips is equal to the number of signatures. The voting slips are then totaled and the votes for each candidate and substitute/assistant candidate are counted.

#### ➤ Election report

At the end of the count and the declaration of the results, a report is drafted and signed by the Director General of the School or his/her representative. It may be co-signed by the person in charge of the count and made available for inspection by the persons in charge of post-experience training at the School.

The report must contain the following items:

- Date and time of beginning of vote,
- Number of registered voters,
- Number of people voting, equal to the number of signatures on the attendance sheet.
- Number of valid votes, corresponding to the number of voters, minus the number of blank and invalid votes,
- Number of votes obtained by each candidate.

When, for whatever reason, internee representation cannot be assured, the Director General or his/her representative writes a report on this failing, indicating its reasons. This is then sent to the office of the Regional Prefect.

### 5.3. Student Associations

#### ➤ Right of association

All requests for the creation and locating of an association at the ICN Business School must obtain prior written approval. The request for approval must be sent to the Faculty member responsible for student projects and associations.

If the name of the association includes the name of ICN Business School, the terms of article 2.1 (section 'Communication / Expression') apply.

#### ➤ Associations

Associations in France are a formal type of business organization and as such they are governed by law, the law of July 1901. They enable participants to experience all the managerial responsibilities.

Associations are a complement to traditional classroom teaching, but they must not disturb the normal operation of classes, entrance examinations or course assessment examinations. They should not be a substitute for ordinary teaching/learning activity and should not be used as an excuse for repeated absence.

#### ➤ Premises

Physical premises, furniture and furnishings, other materials, etc. may be available for use by an association, but before making use of such resources, the C.C.C. Service (Center for Behavioral Competencies) together with the School's Technical Services will inspect these resources at the start of the association's work. They will also inspect the resources at the end, to ensure that no damage to property, etc. has occurred.

The premises must be vacated after use and left in their original condition. The responsibility for returning the rooms, etc. to their original state is the association's.

In order to provide insurance for their own equipment and materials, associations should take out an insurance policy to this effect.

#### ➤ Projects and events

Any event or project must obtain prior approval from the academic tutor in charge of the association and from the C.C.C. The measures contained in section 3.2. 'Use of ICN premises and special events' are applicable.

In all cases, approval from the School is conditional upon evidence of administrative approval, when this is needed, prior to holding the event.

## 6. ADMINISTRATIVE FORMALITIES

### 6.1. Registration dossier

Before the start of the academic year, all students and trainees must download from the intranet their registration documents and return them, duly completed, and within the prescribed time limit, to the address indicated. The dossier must include all the relevant documentation requested.

The submission of this full dossier is a compulsory requirement for final completion of the student's registration for the academic year. The complete registration is essential for:

- registering the student for student social security (this is compulsory, and conditional upon the type of insurance),
- providing evidence that the person is following a course of study, and for issuing a valid student card,
- allowing access to classes,
- presenting the student's grades record to an Assessment Board (mid-term or final),
- drawing up an internship contract,
- participating in seminars (when relevant),
- obtaining authorization for absence for a course of study abroad (if relevant), and
- participating in the activities of the ICN student associations.

Students are solely and totally responsible for any delay in submitting their registration dossier or for the consequences of submitting an incomplete dossier. They risk not being insured for part or the totality of the academic year, depending on the details of their policy.

Any non-registered student or any student, whose registration dossier is still incomplete by 31 December of the academic year concerned, will be considered to have withdrawn from the course.

As far as degrees run jointly by ICN and the University of Lorraine are concerned, students must also register at the same time with the University of Lorraine. This will incur payment of separate tuition fees, in addition to those charged by ICN. The amount of the university fees is determined each year by the Council of the University.

## 6.2. Updating personal information

During the course of his or her studies, any individual enrolled on a course will be required to provide all personal data required for his or her records and fulfil the academic contract or agreement that they entered into with ICN. This data will be handled by ICN in its capacity as a data controller in accordance with existing legislation. Some of this data may be shared with the University of Lorraine (*l'Université de Lorraine*) to enable the student to access the ICN IT system and/or StanNet IT network, and/or any partner institutions linked to their academic studies. Only that data which is strictly required to fulfil the procedures set out above will be shared.

The student's data will be kept for the period of time required to fulfil the above procedures.

During the year it is the student's responsibility to inform the Student Registration Service of any changes to his/her personal circumstances which might be relevant for administrative purposes. This is particularly important in the case of a change of address or a change in the name of the person to contact in an emergency.

Pursuant to the French Law No. 78-17 of 6 January 1978 on data processing and privacy entitled "Information Technology and Freedom of Information", and the provisions of the Regulation (EU) 2016/679 of the European Parliament and European Council of 27 April 2016 known as the "GDPR", a student has the right to consult, correct, object to or restrict their data and ask that it be deleted under the conditions and within the limits set forth in the French Law on Information Technology and Freedom of Information and by the GDPR. These rights can be exercised by contacting the Executive Management (Data Protection Commission) – ICN Business School – 86 rue du sergent Blandan – 54003 Nancy Cedex.

If upon contacting the appropriate ICN department, a student believes that their rights under the French Law on Information Technology and Freedom of Information rights have been breached, then the student can file a complaint with CNIL, the French Commission for Data Protection and Liberties.

## 6.3. Extending or suspending the period of study

### ➤ Extending the period of study

Any student who wishes to extend his/her period of study beyond 30 September at the end of the year of study must take out a new registration in order to maintain his/her status as a student of ICN and benefit from the advantages which this brings.

Any registration not completed within the prescribed time limits, at each stage in the program, will lead to the student being removed from the list of registered students, and being considered as having withdrawn from the School.

### ➤ Suspending the period of study

In exceptional circumstances (medical or family reasons) and with the authorization of the Director of the course concerned, tuition may be suspended for a maximum of one academic year during the whole period of study.

## 6.4. Compulsory internships

Prior to a period of work experience which is required before graduation by the student's course regulations, an internship agreement must be drawn up in compliance with the regulations in force.

This internship agreement is tripartite and so requires the signature of the student, the host company, and the Director General of the School or his/her representative, stated on the final page of the agreement.

The internship must not be scheduled outside the specific period(s) defined in the regulations governing the course concerned.

Irrespective of the type of work placement or the country where the host company is situated, and prior to departure, the student agrees:

➤ To take out comprehensive insurance coverage providing protection against the following risks for the duration of his/her stay abroad:

- Medical treatment, hospitalization and surgery expenses,
- Personal accident,
- Medical emergencies, repatriation & related expenses,
- Personal liability,
- Legal expenses, legal defense and appeal expenses.
- Accidents in the workplace and occupational illness or disease. If these risks are not covered by the host company, insurance can be obtained through the *CFE (Caisse des Français expatriés - French expatriate social welfare office)* IF the total amount of your internship allowance (benefits included) is above the limit allowed by the French *sécurité sociale (student social welfare system)*.

➤ To complete the formalities necessary to maintain social welfare coverage (French *sécurité sociale*). For internships in Europe, obtain the *carte européenne d'assurance maladie* (European health insurance card).

➤ To visit a doctor well in advance, to check possible medical precautions relevant to the host or transit countries (vaccinations...)

➤ On the website of the *ministère des Affaires Etrangères*, in the section *Conseils aux voyageurs*, to check the color categorization of the geographical zone where the internship will take place, to evaluate the level of risk.

➤ To register before leaving France on the *portail Ariane*, to receive information directly from the *ministère des Affaires Etrangères* in case of a crisis threatening security in your destination country. If you are not eligible for registration (not a French citizen, or other nationality and not ordinarily resident in France) you should register with the relevant authority in your home country.

## 6.5. Tuition fees (First degree students)

Each student on a first degree course (Bachelor or Master) must, at the beginning of the course of study, sign a contract (confirmation of registration and general terms and conditions) outlining the conditions under which ICN Business School undertakes to provide an educational program appropriate for the relevant qualification.

This document also includes the amount of tuition fees and associated charges, together with the methods of payment, which the student or his/her legal representative undertakes to pay to ICN Business School. It also includes payment of a joint and indivisible deposit.

The tuition fees and associated charges which students incur on registering at ICN Business School must be paid within the time limits and in the ways stipulated at the time of registration.

If, after being instructed to pay or to settle an account, the student or his/her legal representative has not complied with this instruction in the time limit stipulated, the School will recover the amounts owing by all legal means at its disposal, unless a request for deferred payment has been made because of special circumstances and recognized as such by the Director General of the School or his/her representative.

Moreover tuition fees cannot be reimbursed to the student, except in cases where the student withdraws from the course of study. In this respect, the date on which the withdrawal is registered is the date on which the letter informing the School of the withdrawal is sent, the stamp of the postal authorities providing evidence of this. Any semester started is considered as due by the student.

## **6.6. Tuition fees (Post-experience trainees)**

Each trainee or his/her paying agent must, at the beginning of the course of study, sign a series of documents (general terms, post-experience training contract or training agreement), which make up the contractual arrangements governing the relations between the student (and, if necessary, the paying agent or agents) and ICN Business School. These identify the rights and responsibilities of each party towards the other.

In particular these documents indicate the methods of payment and the amount of tuition fees that the trainee or the paying agent undertakes to pay to ICN Business School.

## **7. EXAMINATIONS**

### **7.1. Organisation of examinations**

In order to be admitted into the examination room, each student must prove that his/her registration as a student of the School is in conformity with administrative requirements by showing a valid student card. Permission to sit the first session of Final Degree/Diploma examinations may also be conditional upon satisfying additional requirements which are given in the regulations of the particular course or program followed.

Each student must sit in the place which has been allocated to him/her. Any refusal to comply with this rule will automatically mean that the student concerned will be required to leave the room.

The only objects permitted on the tables will be the documents and/or other materials which have been authorized for the test. These will be indicated on the examination paper itself. All other objects (bags, briefcases, portable phones, etc.) must be left in the examination room in a place indicated by the examination supervisor(s).

Any candidate, who enters the examination room after the examination paper (i.e. the paper containing the examination questions) has been distributed, will be considered as being late. Candidates arriving up to 30 minutes after the start of the examination will be allowed to sit the examination but they must finish the examination at the same time as the other candidates. In no case will a candidate be admitted into the examination room after the first student has finished the examination and left the room.

The time that the examination finishes will be announced at the start of the examination. Once the distribution of the examination subjects has started, total silence must be observed. This is particularly the case at times when candidates leave the examination room, either temporarily or at the end of the examination. Any attempt to communicate with other candidates will be noted in the examination report completed by the examination supervisors. Should this happen, the examination supervisors are authorized to isolate a candidate whom they think is disrupting other students or the organization of the examination. They are also, if necessary, authorized to exclude the candidate from the room.

Any exchange of documents or other materials between students is strictly forbidden.

While the examination is in operation, the examination supervisors will walk around the room and pass between the candidates, in order to be actively vigilant in their supervision. They are authorized, if they think it is necessary, to inspect any document or other material on the candidate's table. Students are prohibited from bringing any objects, equipment, documents, mobile phones or any other connected devices into exams, unless otherwise stated. If anything unusual is found, this will be mentioned in the supervisor's examination report.

Any cheating or attempt at cheating will also be mentioned in the supervisors' report. It will be countersigned by the student(s) involved, who will automatically be required to appear before the Disciplinary Committee.

Temporary absence from the examination room to visit the toilets is permissible, but under the following conditions:

- No more than one student may leave the room at a time,
- When a student leaves the room, this will be noted in the supervisors' report and signed by the supervisors (with the name of the candidate, the time of leaving and the time of returning),
- In no case may students leave the room with their cell-phone, or any other object or document.

## 7.2. End of examinations

When the end of the examination is announced by the supervisors, candidates are required to hand their scripts in to the supervisors as quickly as possible.

Any delay in this, once the end of the examination has been announced, will require the supervisors to make a comment to this effect on the candidate's script.

At the end of the examination, each student, as he/she leaves the room, must, as an obligation, sign the attendance list **and** hand in an examination script bearing his/her name, even if the examination paper is blank. If this rule is not adhered to, the candidate will be considered not to have taken the examination and all the consequences detailed in the Course Regulations concerning absences will come into effect.

It is important that the examination supervisors:

- check that the number of candidates' scripts handed in at the end of the examination is equal to the number of students present and to the number of signatures collected. The number of scripts must be noted on the envelope containing the scripts.
- complete the examination supervision report which should include any problems arising as a result of the examination (complaints raised by the students, disagreements over the documents allowed, unclear instructions on the examination paper, etc.), together with any anomalies observed during the examination (attempts to cheat, script handed in with unusual delay, etc.). Moreover the supervisor who observed the anomaly must put a comment to this effect on the student's script. This script must then be separated from the others and attached to the supervisors' report.

The envelope containing the scripts, together with a copy of the supervisors' report, must be sealed and handed in to the Programs' Administration office as soon as possible after the examination, so that it can then be sent to the examination marker(s).

## 7.3. Absences

Any absence, justified or not, from a final examination automatically leads to a fail in the module concerned and the award of a grade of 0/20. The module must therefore be re-taken at the second session of examinations.

Any absence from a final examination at the second session, for which the student is registered, must be explained and justified to the Course Director. If the explanation for the absence is felt to be justified, the first examination session grade is entered. If the explanation is not felt to be valid, the grade of 0/20 is entered.

Any justified absence from a non-final examination may give rise, if approved by the Course Director after consulting the relevant Head of Department, to the examination or test being excluded from the calculation of the average or to the setting of a separate special assessment. A non-justified absence from a non-final examination will give rise to the award of a grade of 0/20.

Any absence is considered to be justified if the student submits to the Academic Office within 2 weeks after the examination, a valid justification based on the following reasons:

- illness, on presentation of a medical certificate or doctor's note,
- the death of a close relative, on presentation of a death certificate,
- authorization for exceptional absence, signed by the Course Director.

## 8. DISCIPLINARY MEASURES and SANCTIONS

### 8.1. Temporary exclusion

A temporary, preventive exclusion with immediate effect can be decided by the Director General or his/her representative against a student, in order to prevent the escalation of inappropriate situations.

This decision is not the equivalent of a sanction and takes effect until a sanction is decided. This can only be decided after the appropriate procedure has been followed.



## 8.2. Disciplinary Committee

The Disciplinary Committee ensures that the commitments undertaken by each student are respected in the spirit of the preamble described above. The Committee is empowered to take disciplinary action and impose sanctions as and when required.

The Disciplinary Committee is made up of the following members:

- the Director General of the School or his/her representative,
- the Programs Director who chairs the Committee,
- on invitation from the Course Director concerned, a member of permanent Faculty who is acquainted with the case and can shed light on the issues involved,
- one or several student delegates from the Course, one of whom must be in the same year as the student,
- the administrative assistant of the Course Director concerned who will act as Secretary to the Committee. He/she does not take part in any vote.

Decisions of the Disciplinary Committee are taken by majority vote of its members. There is no proxy voting. In cases where the number of votes is equal, the Director General or his/her representative has the casting vote. Decisions are notified to the student in writing and are not subject to appeal.

All discussions and decisions taken by the Disciplinary Committee are secret and confidential. Secrecy and confidentiality are binding on both decision-making members and members acting in an advisory capacity.

Students may be summoned to appear before the Disciplinary Committee for any of the following reasons:

- **Not observing or not adhering to the School's Internal Regulations or the Course Rules and Regulations.** These rules concern behavior during daily life at the School and the discipline to be observed during examinations and assessments.
- **Not respecting the terms of any contractual obligation.** Some learning activities, such as internships or study periods abroad are governed by agreements or learning contracts which entail certain obligations.
- **Acts of insubordination or disrespect.** A student who refuses to carry out an instruction coming from either a member of Faculty or a member of the administrative staff may be subject to a disciplinary sanction.
- **Nuisance caused either in School or off the School premises.** Threats, insults, violence or neglect may be reasons for disciplinary action, even if they are committed in private life, since they could well tarnish the image and the notoriety of the School.
- **Threats to safety and security.** Any negligence, errors, omissions, etc. which are likely to lead to a risk of harm to the health or safety of individuals may well lead to disciplinary measures.
- **Violation of the law.** Theft, sexual harassment or any other criminal action committed either in the School or off the School premises may lead to disciplinary action.

## 8.3. Sanctions

### ➤ Definition of sanction

A sanction is defined as any measure, other than verbal comments or warnings, decided by the Director General or his/her representative and taken as a result of behavior considered to be inappropriate (*cf* section 8.3. 'Reasons for sanctions' above), whether the measure affects, immediately or not, the continued presence of the student in the School or puts in doubt his/her continued presence on the education program concerned.

Fines or other monetary sanctions are strictly forbidden.

### ➤ Discrimination

The ICN Business School adheres to the recommendations of the HALDE Commission (*Haute Autorité de Lutte contre les Discriminations et pour l'Égalité* – French Commission on Non-discrimination and Equality)

particularly regarding students who have health problems, and on the principle of sanctions being proportionate to the objective of those sanctions.

### ➤ **Scale of sanctions**

An act or action considered to be inappropriate may incur any of the sanctions which are listed below in order of their seriousness. Depending on the facts and the circumstances of the case, the sanction will be decided upon without necessarily following the order of the sanctions.

- a written apology must be received from the student;
- a teaching/learning assignment or a general assignment must be carried out by the student;
- a verbal or written warning will be placed in the student's academic dossier;
- a verbal or written statement of the misdemeanor or reprimand will be placed in the student's academic dossier;
- the suspension or cancellation of registration on certain course modules or other teaching activities, such as a student exchange with a partner university, seminar, student association, internship, etc.);
- exclusion from the institution for up to 5 years (a suspension of the exclusion order may be granted for an exclusion of less than 2 years);
- final and irrevocable exclusion from ICN Business School.

Any sanction listed above and issued as a result of cheating or attempted cheating in entrance examinations, final examinations or continuous assessment assignments will also entail cancellation of the particular examination. The student will be judged to have been present at the examination without completing it. The Disciplinary Committee will decide whether it is also appropriate to invalidate the group of examinations, or the whole session of examinations (entrance examinations or final examinations).

### ➤ **Disciplinary procedure**

If the Director of the School or his/her representative, (Director Delegate, Program or Course Director, etc.) decides to impose a sanction on a student, whether this will affect, immediately or not, the continued presence of the student in the School or not, the procedure is as follows:

- At least two weeks before any meeting of the Disciplinary Committee, the Director of the School or his/her representative informs the student, in a written letter sent by registered mail and requiring an acknowledgement of receipt. This letter will specifically mention the charges made against the student,
- the Director of the School or his/her representative informs the student in a written letter sent by registered mail and requiring an acknowledgement of receipt. This letter will specifically mention the charges made against the student,
- During the meeting of the Disciplinary Committee, the Director of the School or his/her representative states the reason for the proposed sanction and listens to the explanations of the student. During the hearing the student may be assisted by a person of his/her choosing, either another student or an employee of the School, if the Director General of the School or his/her representative has been informed of this prior to the meeting.
- The sanction is decided upon by the Disciplinary Committee and is confirmed in a written statement together with the reasons for the sanction. This is sent to the student in a letter which is either handed to the student or sent by registered mail, not less than one day and not more than two weeks after the interview, or, if necessary, after the communication of the decision by the Disciplinary Committee. If the student is a trainee in employment, the Director General of the School or his/her representative informs the student's employer and, if necessary, the organization which is financing the student's education.
- The disciplinary sanction cannot come into effect less than one full day or more than one month after the day of the Disciplinary Committee's meeting. If the inappropriate behavior of the student also gives rise to legal proceedings, this time limit is delayed until the Director General of the School or his/her representative has been informed of the result of the legal proceedings. If the Director General of the School or his/her representative needs time to check the veracity of the facts contained in the student's explanation to justify his/her behavior, the starting date of any sanction may equally be put back.
- The written notification of the disciplinary sanction agreed by the Disciplinary Committee will mention that the decision is subject to an appeal by the student concerned to the Nancy Administrative Tribunal during a period not exceeding two calendar months from the date of the notification.

## 9. ANNEXES

### 9.1. WHO (World Health Organization) Guidelines on Sensible Alcohol Consumption

We recommend that you follow the following WHO guidelines whenever you attend an off-campus cocktail party or event.

The WHO also recommends that at least one day per week should be completely alcohol-free.

☞ **These consumption levels are the maximum recommended amounts and under no circumstances eliminate the full spectrum of risks associated with consuming alcohol.** They form a compromise between what may be considered an acceptable risk and the role of alcohol in social gatherings.

Each person reacts differently to alcohol consumption, depending on body weight, gender, physical and psychological health, as well as the time of consumption.

These consumption levels should also be reduced in certain circumstances, e.g. binge drinking and/or in addition to consumption of other psychoactive substances, illnesses requiring medical treatment, general state of tiredness, pregnancy, etc.

### 9.2. Charter Relating to the Use of Communication and Information Technologies

The term “information system” refers to any hardware and software, applications, databases and telecommunications networks that ICN Business School provides to users.

Mobile devices such as personal digital assistants, laptop computers, mobile phones, etc. are also key parts of any information system.

The term “user” refers to anyone authorized to access the information system's resources. This includes students enrolled in an ICN Business School institution.

To ensure that the information system operates smoothly, existing legislative and regulatory measures – particularly the rules designed to maintain safety, software performance and data protection – must be respected.

**This charter defines the usage and security rules that ICN Business School and the user agree to respect, as well as specifying the rights and obligations of both parties.**

#### ICN Business School obligations

ICN Business School agrees to provide users with this “Charter Relating to the Use of Communication and Information Technologies”, applicable within the School.

ICN Business School will take all appropriate measures to ensure the security of the information system and protect users in accordance with the regulations governing the use of the RENATER network (*Réseau Informatique Universitaire* – University IT network) to which ICN's IT network is connected.

ICN Business School will provide authorized users with access to appropriate information system resources. The resources provided to users are primarily for academic use, but the institution is committed to respecting the privacy of each individual subject to the conditions outlined in section II-1.

#### User obligations

Users are responsible, irrespective of location, for the use they make of the information system to which they have access. They must handle the information to which they have access discretely and confidentially. They are also obliged to comply with the standards of professional conduct and the code of ethics.

Users are responsible for their use of the resources provided to them by ICN Business School.

Users are, under all circumstances, required to respect the obligations pertaining to their particular position or contract, the internal regulations for students and trainees at ICN Business School, and this “Charter Relating to the Use of Communication and Information Technologies” within ICN Business School by students.

## Article I. Scope of application

This charter applies to anyone who uses ICN Business School's communication and information system.

## Article II. Regulations relating to the use of information systems

### Section II.1 - Professional and private use

Electronic communications (messaging, internet etc.) are useful tools to be used for administrative, teaching and research purposes, and more generally for any teaching delivered at ICN Business School. They may also be used for private communication purposes.

These resources must only be used to perform these administrative, teaching and research activities, or more generally for any teaching delivered at ICN Business School. Use of resources for private purposes will be tolerated as long as it does not interfere with the normal course of ICN business. This use must respect the regulations in force. By way of example, the illegal downloading, retention, distribution and export of paedophilic images, or the distribution of content of a racist or anti-Semitic nature is prohibited.

Consequently, it is the user's responsibility to file or store data in a file labelled "PRIVATE" that is specifically intended for this purpose. It is the user's responsibility to routinely save private data. The institution cannot be held liable for safeguarding this file.

All information is considered to be the institution's property, except for any data that the user explicitly designates as private data. When personal IT resources (computers, smartphones, tablets, etc.) are used to access ICN Business School resources, either locally or remotely, their inadequate protection or inappropriate use must not endanger or undermine existing security policies. These personal resources must comply with the security regulations included in this "Charter Relating to the Use of Communication and Information Technologies", and applicable within ICN Business School. Users who wish to use such equipment to access or use ICN Business School's information system, must first obtain advice and authorization from ICN Business School's IT department.

### Section II.2 - Continuity of service: managing absences and departures

Students retain access for a period of six months after they are no longer enrolled at the institution.

Access will be withdrawn after this period of time and data will be deleted.

Data which has not been stored in the file named "PRIVATE" will, under all circumstances, be regarded as belonging to the institution, which may use it as it sees fit. The user's "PRIVATE" folders will be deleted within one month of the user's definitive departure.

## Article III. Security principles

### Section III.1 - Security regulations

ICN Business School agrees to put in place appropriate protection mechanisms for the information systems that it provides to users.

Users should note that personal access codes are a security mechanism intended to avoid malicious or abusive use. This does not mean the protected IT tools are private in nature.

The levels of access available to users are set by ICN Business School and are based on the resources which the student may access. It is the student's responsibility to use the information systems to which he/she has access in accordance with the rights conferred on him/her by ICN Business School. The following regulations must be complied with to maintain the security of the information systems:

#### **ICN Business School undertakes to:**

- Restrict user access to resources that users are expressly authorized to use;
- Ensure the availability, integrity and confidentiality of the users' data.

#### **Users undertake to:**

- Comply with security directives relating to usage:
  - ✓ logins:
    - apply ICN Business School's password management policy;
    - keep their authentication information strictly confidential;
    - not use another user's authentication information, and never attempt to obtain these;

- not save their authentication information in applications or spaces outside of ICN Business School's control;
  - not conceal their true identity; not usurp the identity of another person; not access, attempt to access, delete or modify information that does not belong to them, not access or attempt to access information system resources in respect of which they have not received explicit authorization;
  - not visit malicious websites;
  - agree not to wilfully disrupt the smooth running of information systems and networks by tampering with equipment or software;
  - lock or close all sessions open on their workstation if absent, even if only temporarily absent;
  - ensure that anyone who accesses ICN Business School's information system is authorized to do so by the school's management. This authorization includes their agreement to comply with this "Charter Relating to the Use of Communication and Information Technologies".
- ✓ in relation to professional data and documents:
- protect the information that they are authorized to use as part of their role, in accordance with the information's level of sensitivity. When a user creates a document, he/she must decide how sensitive it is and apply the rules that ensure it will be kept confidential for as long as it exists (labelling, storage, forwarding, printing, deletion, etc.);
  - only save data, share information, and participate in group discussions on websites that are hosted by or subject to an agreement signed by ICN Business School, and whose security has been verified by ICN Business School;
  - comply with ICN Business School's security regulations when using data carriers such as a computer, USB key, CD-ROM, DVD, cloud, etc., and to take necessary precautions to ensure that these carriers are safe to use;
  - respect ICN Business School's regulations, and secure authorization from ICN Business School for any data processing on external media;
  - set up a manual saving system whenever automatic saving is not possible;
  - not destroy, alter, modify data or access information that belongs to other users without their authorization;
  - ensure that his/her workstation is locked whenever he/she is away from his/her computer to protect against the risk of data and information theft or violations of any kind;
  - ensure that the contractual provisions with external contacts include clauses that highlight the roles and obligations of these contacts, including GDPR security and confidentiality obligations.
- Respect safety advice in relation to equipment and software:
- ✓ do not modify the settings of ICN Business School information system components;
  - ✓ do not install, download or use – on or via ICN Business School's information system – any software or packages whose user licence is unrecognized, or which originate from untrusted websites, or without authorization from their manager;
  - ✓ do not copy, modify or destroy software that is the property of ICN Business School;
  - ✓ respect the measures put in place by ICN Business School to combat viruses and attacks from malicious computer programs;
  - ✓ use anti-theft protection measures (anti-theft cable, storage in a lockable drawer or cabinet, etc.) to protect portable equipment and the information they contain (laptop computer, hard drive, USB key, smartphones, tablets, etc.);
  - ✓ do not deactivate, affect the operation of or uninstall encryption tools installed by ICN Business School;
  - ✓ configure the physical and IT security of portable devices to match the sensitivity of the information processed by and stored within such devices.
- Notify ICN's IT department of any suspect software or device as soon as possible, or if you suspect or can prove that any of the following have been compromised, or if the following have been lost or stolen:
- ✓ devices that store professional data;
  - ✓ login details (user name, password, PIN code, private encryption keys, etc.).

### **Section III.2 Security and control measures**

ICN Business School is required to install a system that regularly tracks internet access, messaging and shared data. To achieve this, it uses log files which log all interactions or attempted interactions with ICN's information systems. These files contain the following data: dates, user identification, purpose of the interaction. ICN Business School's IT department is the sole user of this information and this information is stored for a maximum 12 months and is deleted at the end of this maximum time period.

Users are reminded that:

- in order to carry out corrective, remedial or update related maintenance work, ICN Business School may carry out inspections (mainly remotely) on the hardware and software provided to users;

- users will be given advance notice of remote maintenance on their workstation unless immediate action is required due to an emergency that threatens the information systems or its integrity;
- any disruption to the system which causes a technical problem may entail an inspection of the workstation with any suspicious items deleted;
- the entire information system may be monitored and/or checked for statistical purposes, for regulatory traceability, for operational revision, for performance optimization, for security reasons, for detection of malicious or abusive intrusions, in accordance with existing legislation. Users are therefore reminded that ICN Business School's IT department has technical tools that enable it to investigate and monitor the use of information systems that are in operation.

Staff responsible for the smooth operation of information systems are committed to professional discretion and secrecy. They cannot disclose any of the information to which they may be party as a result of their duties, as long as:

- this information is covered by the secrecy of correspondence or identified as such, and falls within the scope of the user's private property;
- the information does not impede the proper working order of the applications or their security.

### **Section III.3 - Confidentiality**

Any user authorized to access ICN Business School's information system data agrees to keep confidential any information that he/she accesses when using the resources to which they have been given access. Users authorized to access information on ICN's information system must be vigilant with regard to the data they access within the meaning of the information systems' security policy.

Users are responsible for the files and directories that they create. It is, however, forbidden to access information held by other users, even if these users have failed to adequately protect this information.

Users must not attempt to intercept communication between individuals.

The information collected and contained in the files and databases used by the institution is of a confidential nature. This data must be processed and used in accordance with data protection regulations.

When communicating data of a personal nature, this data must be secure, i.e. its confidentiality, integrity and authenticity must be guaranteed.

Any internal or external sharing of data must first be submitted for approval by the manager and ICN's Data Protection Officer.

## **Article IV. Electronic communication**

### **IV.1 - Electronic messages**

The use of electronic messaging is an essential tool for the sharing and exchanging of information, and therefore improving work efficiency within ICN Business School.

#### **a) Email addresses**

ICN Business School may provide users with a personal electronic mailbox in order to send and receive electronic messages.

ICN Business School may create institutional contact lists, indicating a user category or group.

#### **b) Content of electronic messages**

Any messages sent or received using the messaging service that ICN Business School provides the user is deemed to be for administrative, educational and research purposes, or in a more general sense is to be used in connection with teaching delivered by ICN Business School, unless the message specifically states that it is of a private nature or it is stored in a private database. Restrictions may be applied to ensure the smooth operation of services. In particular, solutions to the problems of unwanted email, such as spam and viruses, will be used.

Messages which contain illicit material, of any kind whatsoever, are forbidden. This is particularly the case with messages that contravene laws on freedom of expression or which invade the privacy of others.



More generally, users are prohibited from viewing, downloading, storing, publishing, distributing or sending, on or via ICN Business School's information system, whether to other users and/or to third parties, any message, information, image, file and/or document that may:

- be contrary to human dignity, racist, negationist, defamatory, vulgar or offensive;
- be contrary to public policy or accepted principles of morality and/or that constitutes incitement to paedophilia;
- infringe copyright or related rights, database license rights, image rights, trademarks;
- infringe a third party's right to privacy;
- be contrary to the French Law No. 78-17 of 6 January 1978 entitled "Information Technology and Freedom of Information" and/or contrary to the provisions of the Regulation (EU) 2016/679 of the European Parliament and European Council of 27 April 2016 known as the "GDPR";
- be of a pornographic nature;
- run counter to any legal or regulatory provision in force, or which encourages behaviour that runs counter to legislative or regulatory provisions.

### **c) Sending and receiving messages**

Users must ensure that they only send email to the intended recipients, to prevent the messaging system from becoming unduly congested and to prevent it from malfunctioning. Users must check the identity and accuracy of addresses and message recipients. Messages that are received are automatically subjected to an anti-virus and anti-spam check. Users must remain vigilant in terms of any information they receive (disinformation, computer viruses, attempted fraud, phishing).

### **d) Legal status of messages**

Electronic messages exchanged with others may, in law, constitute a contract, if they fulfil the conditions stipulated in articles 1369-1 to 1369-11 of the French Civil Code.

As a consequence, users must be very careful about the content of the electronic messages that they send, as they would for a traditional letter. Email is an administrative document treated as proof in disputes.

## **Section IV.2 - Internet**

Users are reminded that the internet is subject to the rules of law in force. The use of the internet (and by extension, the Intranet) is a tool essential for the sharing, exchange and accessibility of information within the institution and beyond., and therefore for improving work efficiency.

The internet is provided to enable users to browse a wide variety of websites that have a direct and applicable link to their professional activity. However, infrequent and reasonable internet use for personal reasons, visiting websites whose content is not illegal or contrary to public policy and does not damage the reputation of ICN Business School, is permitted. If a person suspects that ICN Business School's information systems security (ISS) and data has been breached, all encrypted data can be decrypted.

In this instance, users will be prohibited from viewing, downloading, storing, publishing, distributing or sending on or via ICN Business School's information system, any website, web page, and in a more general sense, any online content that may:

- be contrary to human dignity, racist, negationist, defamatory, vulgar or offensive;
- be contrary to public policy or accepted principles of morality and/or that constitutes incitement to paedophilia;
- infringe copyright or related rights, database license rights, image rights, trademarks;
- infringe a third party's right to privacy;
- be contrary to the French Law No. 78-17 of 6 January 1978 entitled "Information Technology and Freedom of Information" and/or contrary to the provisions of the Regulation (EU) 2016/679 of the European Parliament and European Council of 27 April 2016 known as the "GDPR";
- be of a pornographic nature;
- run counter to any legal or regulatory provision in force, or which encourages behaviour that runs counter to legislative or regulatory provisions.

Users are prohibited from viewing and downloading software or protected works, reproducing or copying a brand or logo, without the approval of the owner. The fact that a document, photo or article has been published online does not imply that this content is license-right free.

All websites must include legal notices and in particular must state the editor of the publication. It is forbidden to publish any private information on the resources of the institution or its information system, unless special permission has been given by ICN Business School.



ICN Business School reserves the right to restrict or refuse access to certain websites.

### **Section IV.3 - Sending files**

The downloading or copying of files (particularly audio recordings, images, software, online courses, etc.) from the internet or locally, must respect intellectual property rights.

ICN Business School reserves the right to limit the downloading or copying of files which are too large or which threaten the security of the information systems (viruses likely to impede the smooth functioning of the ICN Business School information system, malicious code, spyware, etc.).

ICN Business School reminds users that the use of IT resources binds the user to respect intellectual property rights, the rights of its partners and the rights of all third parties in general.

Only “clouds” whose security and compliance regulations have been checked and approved by ICN Business School can be used to store administrative, educational and research data, or more generally data connected with the teaching delivered at ICN Business School.

### **Article V. Compliance with the French Law on Information Technology and Freedom of Information**

Users are reminded that they must comply with legal provisions in the areas of processing private data, pursuant to the French Law No. 78-17 of 6 January 1978 entitled “Information Technology and Freedom of Information” as amended, and the provisions of the Regulation (EU) 2016/679 of the European Parliament and European Council of 27 April 2016 known as the “GDPR”. Personal data is information that can – in whatever form – directly or indirectly identify the physical persons to whom the data applies.

All new files which contain this type of information, including those derived from the transfer or exchange of existing files, are subject to the requirements and obligations of the French Law on “Information Technology and Freedom of Information” and the compliance measures laid down by the GDPR.

Consequently, all users wishing to create such a file should inform the data protection officer in advance, and he/she will take the necessary steps to ensure compliance with the legal provisions.

Furthermore, in accordance with the provisions of the French Law on “Information Technology and Freedom of Information” and the GDPR, each user has the right to consult, correct, object to or restrict their data and ask that it be deleted. This right can be exercised by contacting the Executive Management (Data Protection Commission), ICN Business School, 86 rue du sergent Blandan, 54003 Nancy Cedex.

### **Article VI. Restrictions on use**

Users are required to respect all of the regulations defined in this “Charter Relating to the Use of Communication and Information Technologies”, and applicable reference documents.

If a user fails to comply with these security and confidentiality regulations and measures, he/she may be held liable and:

- may face disciplinary or criminal sanctions depending on the seriousness of the facts ascertained by the relevant authorities;
- ICN Business School may, without prejudice to any legal action or sanctions that may be taken against the malicious user, issue a warning, restrict or suspend access, without notice as a preventive measure;
- may face sanctions from any misuse of the resources provided to the user for anything other than administrative, educational or research purposes, or more generally connected with the teaching delivered at ICN Business School.

### **Article VII. Final comments**

This “Charter Relating to the Use of Communication and Information Technologies” applicable within ICN Business School is included as an appendix to the Internal Regulations for Students and Trainees at ICN Business School.

This document cancels and replaces all other documents and charters concerning the use of information systems by students.

### 9.3. Guidance on the proper use of the internet and social media

#### ➤ Internet and social media best practice

All internet content (articles, videos, photos, groups, Facebook pages and status, tweets, etc.) associated with the name of ICN Business School is likely to be considered official by other internet users.

This may help ICN to communicate its messages, but it also presents a risk if, for example, false information is distributed in ICN Business School's name, because it could mislead other internet users or create a bad impression of the School.

It is important that this type of content continues to be published, but that it respects the key points below.

#### What is social media?

Any website or internet medium that facilitates interaction (comments, reactions, etc.) with and between internet users is considered to be social media. This includes:

- news websites which allow readers to leave comments (lemonde.fr, 01net, etc.);
- fora and blogs;
- file-sharing websites (YouTube, Dailymotion, Flickr, Slideshare, etc.);
- social networks (Facebook, Copains d'avant, etc.);
- microblogging applications (Twitter, etc.).

#### The key-points to bear in mind are the following:

- transparency;
- added value;
- dialogue;
- respect for the opinions of others;
- honesty;
- responsibility;
- respect for the platform used;
- confidentiality of ICN-related data.

#### ➤ Email best practice

Electronic messages are now an integral part of our daily working lives, but can be a source of dysfunction and annoyance when misused or abused. A few recommendations can help to reduce interruptions and stress at work due to an excess of emails and other information. Collective awareness and effort can improve well-being for all.

In particular, it is important to:

- prioritise direct contact and dialogue (telephone, personal contact, etc.) for complex or time-consuming issues, and discussions about specific documents should take place at meetings;
- avoid "ping-pong" emails, i.e. no more than two emails in each direction on one subject;
- avoid resolving conflicts or disputes by email;
- avoid sending an email to start a discussion on a subject or to shift responsibility onto another person;
- regularly check the number of contacts on a distribution list and update these contacts;
- re-read emails before sending them, avoid sending an email or replying hastily and avoid in particular sending an immediate response on a "hot" topic – better to prepare a response and send it the next day;
- not overwhelm other users with emails, not automatically "Reply to all" and be judicious when sending copies of emails to other users;
- make it a priority to reply to emails with explicit, clear titles, and short, clear messages;
- set regular times in your diary to check email (avoid constantly checking your emails);
- learn how to find an email quickly by setting up folders according to the type of activity or subject matter and/or by using the "Search" function;
- avoid routinely printing emails;
- save your emails routinely to keep the contents safe, make sure your mail box is kept at a reasonable size and remember that there is a limit on the size of your mail box.

Remember that persons who receive your emails can save them or send them on to other users. Your emails and the comments you make can then be reviewed and used in any legal process.

