



# INTERNAL REGULATIONS

FOR STUDENTS AND TRAINEES AT ICN BUSINESS SCHOOL

APPROVED BY THE BOARD OF GOVERNORS  
ON JULY 8, 2016

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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 and 8 October 2015.

## 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.

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 Ordonnancement*) 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

ICN Business School is a signatory to the Nancy District Joint Charter 'Responsible Student 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. 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 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**

#### ➤ **Medical visits**

As a condition of its attachment to the University of Lorraine, ICN Business school has signed an agreement with the SIUMPPS (*Service Inter Universitaire de Médecine Préventive et de Promotion de la Santé*), which allows students to benefit from the medical and health services of this organization, in particular a compulsory medical examination as part of registering for the first time on a course of study at university level.

Students who do not comply with this regulation are breaking a legal contract and may as a result run the risk of being refused registration onto subsequent courses of study.

Trainees on post-experience courses are not affected by the requirement to undergo a medical examination.

#### ➤ **Sport**

As a condition of its attachment to the University of Lorraine, ICN Business school has signed an agreement with the SUAPS (*Service Universitaire des Activités Physiques Sportives*), which allows fully registered students to benefit from all the sports services and facilities offered by the SUAPS. They must however obtain a SUAPS registration card beforehand.

#### ➤ **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 permit the participants to sell products and services and therefore raise income. But they must not show a commercial profit. They enable participants to experience all the managerial responsibilities that might be found in a small firm. They are similar to Charitable Organizations in the United States of America and the United Kingdom.

The student associations are an important aspect of student life at ICN Business School. Their aim is to encourage initiative and responsibility on the part of students.

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 period of study at ICN, students may be required to communicate personal information relating to their dossier and its management. This personal information is compulsory and is automatically controlled by the French National Council for the Freedom of Information (CNIL).

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.

In conformity with the French law n° 78-17 of 6 January 1978, the student has the right of access to any information collected. He/she should address any request to the administrative service which collected the information initially. This right also extends to cover information collected via internet.

### 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.

ICN Business School reserves the right to refuse access to classes, to examinations and, if appropriate, to seminars, internships, and study periods abroad, to any student who is not up to date with the payment of tuition fees. In any such case, the student's grade report will not be presented to the Examinations and Assessment Board (mid-term or final).

Moreover, if the student's account is in deficit at the end of academic year (N), in spite of the above-mentioned instruction to pay, and if this situation continues to within 10 working days of registration for the following academic year (N+1), the School will refuse to register the student for the year (N+1) but will defer registration for one year until year (N+2), unless a request for deferred payment has been made as a result of special circumstances and recognized as such by the Director General of the School or his/her representative.

Similarly, if the student's account is in deficit at the end of the course of study, in spite of the above-mentioned instruction to pay, and if this situation continues until within 10 working days of graduation day, the School will not award the degree or diploma, until the outstanding payment(s) have been received.

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. It is from this date that the tuition fees to be reimbursed, pro rata temporis, will be calculated.

## **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 and ASSESSMENT**

### **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. 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,
- the Course Director concerned,
- 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.

### 8.3. Reasons for sanctions

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.

## 8.4. 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 General of the School or his/her representative listens to the explanations of the student and then states the reasons for the proposed sanction. The Director of the School or his/her representative summons the student to appear before the Disciplinary Committee, making clear the reason for the summons, the date, the time and the place of the meeting. The summons also makes clear that the student may ask a person of his/her choice, either another student or an employee of the School, to assist him/her. The summons is either sent against acknowledgement of receipt or by registered post within two months of the date on which the School was informed of the misdemeanor or inappropriate behavior.



- 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. Annex 1

#### WHO (World Health Organization) Norms for Responsible Alcohol Consumption

In the case of cocktails or other events organized off campus, it is recommended that the WHO prescribed norms for responsible alcohol consumption are respected.

Whatever type of alcoholic drink is being consumed, a 'standard drink' or 'alcohol unit' means 8 to 10 grams of pure alcohol. This is the equivalent of:

- ✦ one shot (3 cl) of strong alcohol 45° (whisky, vodka),
- ✦ a measured glass of pastis 45° (3 cl) in 5 measures of water,
- ✦ an aperitif 18° (7 cl),
- ✦ a glass of wine 12° (10 cl) / a glass of champagne 12° (10 cl),
- ✦ a glass of 'strong' beer 8.5° (12.5 cl),
- ✦ a 'half' of beer 5° (25 cl) / a glass of cider 5° (25 cl).

Each glass increases the alcohol level by 0.20 g to 0.25 g on average (these levels are subject to increase in the case of thinner people, in women, and in older people. In this case each glass represents an increase in blood alcohol level of 0.30 g).

According to the WHO, the following can be considered as moderate and responsible drinking levels:

- for a man: 3 standard drinks/alcohol units per day maximum, if alcohol is consumed regularly,
- for a woman: 2 standard drinks/alcohol units per day maximum, if alcohol is consumed regularly,
- for all: never more than 4 standard drinks/alcohol units on one occasion for an occasional consumption.

The WHO also recommends that no alcohol should be consumed on at least one day per week.

👉 **These levels are in no respect guaranteed to be totally free of all risk.** They are a compromise between, on the one hand, a risk which might be considered as acceptable, and on the other hand the role that alcohol plays in a festive occasion.

Each person reacts differently to alcohol consumption. This will depend on bodily corpulence, gender, physical and psychological health, as well as the time of consumption.

These blood alcohol levels should also be reduced in certain circumstances, e.g. rapid consumption of alcohol, or alcohol consumption together with consumption of other psycho-active products, certain illnesses requiring medical treatment, general state of tiredness, pregnancy, etc.

## Information Technology (IT) Charter

### Charter governing the use of Communication and Information Technologies at ICN Business School

(Approved by the Board of Governors on 14 June 2012)

By 'information system' is meant the totality of hardware and software, applications, data bases and telecommunications networks, available for users at ICN Business School.

Mobile devices such as personal assistants, portable computers, portable telephones, etc. are also considered as constituent items of the information system.

By 'user' is meant any person authorized to access the resources of the information system as an integral part of their university activity, whatever their position or status.

The following are therefore designated users:

- any person carrying out or contributing to carrying out higher education or research activities on behalf of ICN Business School,
- any student registered in one of the component institutions of ICN Business School,
- any service provider or partner enjoying a contractual arrangement<sup>1</sup> with ICN Business School,
- any other authorized person.

The correct and efficient functioning of the information system presupposes respect for the legislative and regulatory measures which are in force, particularly the rules established with a view to maintaining safety, software performance and data protection.

**The present charter defines the rules of use and security that ICN Business School and the user agree to respect. It defines the rights and duties of all.**

#### ICN Business School commitment

ICN Business School will make the present charter available for all users.

ICN Business School will respect all measures which are necessary to ensure the security of the information system and the protection of the user, in conformity with the regulations governing use of the RENATER network (*Réseau Informatique Universitaire* - University IT network) to which the ICN IT network is connected.

ICN Business School will facilitate access by authorized users to the resources of the information system as necessary. The resources available are primarily for academic and administrative use, but the institution is committed to respecting the private life of each individual subject to the conditions outlined in section II-1.

#### User commitment

Users are responsible, irrespective of the location, for the use that they make of the information system to which they have access. They are under obligation to show discretion and confidentiality in respect of the information and documents to which they have access, This obligation implies respect for the professional and moral code of ethics.

Users are responsible for the use that they make of the resources made available to them by ICN Business School.

In all circumstances, users are subject to the obligations pertaining to their particular status or contract.

<sup>1</sup> The contract must explicitly include the obligation to respect the IT Charter.

## Article I. Fields of application

The rules of use and security which appear in the present document apply to all users without exception.

Use of information technology resources for trades' union activities will be governed by a separate charter.

## Article II. Use of information systems

### II.1 Professional and private use

Electronic communications, via messaging, internet, etc. are work tools available for professional use by administrative staff and teaching and research Faculty. They may also be used as a means of communication for private purposes.

Use of such resources is restricted for professional purposes for staff, and for assignments in connection with ICN business for other users. Use of resources for private purposes will be tolerated as long as these do not interfere with the execution of ICN business.

Consequently it is the responsibility of the user to file or store data in an area specifically designed for this purpose, labelled 'PRIVATE'. Regular saving or safeguarding of private data is the responsibility of the user. It will not be the responsibility of the institution concerned to protect the PRIVATE area.

All information stored by electronic means is considered to be the property of the institution, with the sole exception of data explicitly designated as the user's private data.

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

In order to ensure continuity of service, the user must prioritize, when storing data, the use of data storage areas which are shared by other members of his/her department, service or team.

For ICN staff, the Head of Department or Service should arrange for the professional data of the member of staff leaving, to be transferred, in concertation with the departing colleague.

Students retain access to ICN electronic communications for a period of 6 months after the end of their status as a registered student of the institution. Access will be closed after this period and the data will be deleted.

In any event, data which has not been stored in the area designated as 'PRIVATE' is considered as belonging to the institution which may use it as it sees fit.

## Article III. General principles of security

### III.1 Security rules

ICN Business School undertakes to put in place appropriate protection devices for the information systems available for users.

Users are informed that personal access codes constitute a security device intended to avoid malicious or abusive use. This does not mean that electronic tools protected by personal access codes become themselves personal.

The levels of access available to users are determined by the function and mission which they hold. The security of the available information systems confers on users responsibility for:

- keeping their access code (or codes) strictly confidential and not revealing them to third parties,
- respecting the confidentiality of access, in particular by not using the access codes of other users, or attempting to discover them.

In addition the security of resources available to users requires a number of precautionary measures:

#### > on the part of ICN Business School

- ICN will ensure that sensitive resources are only accessible to authorized persons, except for the arrangements for maintaining continuity of service put in place by senior management (cf. II.2 above),
- ICN will restrict access of users to the resources for which they have explicit authorization,

#### > on the part of the user

Users must:

- refrain from accessing or attempting to access information technology resources for which they do not have explicit authorization,
- refrain from connecting directly to local networks any materials other than those made available or authorized by the institution,
- refrain from installing, downloading or using on ICN Business School equipment any material, software or programs without respecting the appropriate licensing agreement. Software should only be used respecting the terms of the user license obtained,
- respect the measures put in place by ICN Business School to combat viruses and attacks from malicious programs,
- refrain from reproducing, copying, transferring, modifying or utilizing software, data bases, web pages, texts, images, photographs or any other creations protected by the author's property rights or any other private property rights, without obtaining authorization beforehand from the holder(s) of these rights.

### **Duty to inform**

Users must inform Heads of Department or Service as quickly as possible of any dysfunction or anomaly in the use of IT equipment or software, such as an intrusion into the information system, the suspected theft of an access code, etc. The manager concerned will then inform the institution's Information Technology Service.

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

ICN Business School is required to put in place a system of regular tracking<sup>2</sup> of internet access, electronic mail and exchanges of data.

Users are reminded that:

- in order to carry out corrective, curative or up-dating maintenance work, ICN Business School may carry out checks (mainly electronic) on the hardware and software available to users,
- an exercise in distance (electronic) maintenance will be preceded by a note to the users informing them of this,
- any blockage in the system or one which causes a technical problem, may require the work station to be inspected and any suspicious items deleted,
- the whole information system may be put under surveillance and/or control for statistical purposes, for regulatory traceability, for operational revision, for performance optimization, for security reasons, for detection of malicious or abusive intrusions, all within the regulations and legislation in force.

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

- this information is covered by the secrecy of private correspondence<sup>3</sup> or identified as such, in which case it remains the private property of the user,
- the information does not impede the correct functioning of the application(s) or their security.

## **Article IV. Electronic communication**

### **IV.1 Electronic messages (email)**

The use of electronic mail services is one of the essential tools needed for sharing and exchanging information and therefore improving work efficiency at ICN Business School.

#### **a) Electronic addresses**

ICN Business School will make available to users an electronic mail box for professional purposes. This is to be used solely by the person whose name it bears in order to send and receive electronic messages.

<sup>2</sup> Saving of technical details of internet connection such as the time of access, the IP address of the user, etc.

<sup>3</sup> Law 91-646 of 10 July 1991 regarding secrecy of correspondence by electronic means.

The name details of the electronic mail box are a simple extension of the user's administrative name and as such give the mail box the same professional characteristics and uses.

User lists, indicating categories or groups of user, will be created by the ICN Business School for general distribution.

#### **b) Content of electronic mails**

All messages are considered to be professional unless they include a special comment to the effect that they are private<sup>4</sup> or if they are stored in a private storage area. In order to maintain the efficient operation of electronic mail services, a limit may be put on this facility. In particular, solutions to the problems of undesirable mail, such as spam and viruses, will be used.

Messages which contain illicit material, of whatever kind, are forbidden. This is particularly the case with mail which contravenes laws on freedom of expression or which has a harmful effect on the private life of others.

#### **Sending and receiving messages**

Users must ensure that the distribution of their mail is limited to the intended receivers only, so that the messaging system is not unduly congested or the system prevented from operating correctly.

#### **Legal status of messages**

Electronic messages exchanged with others may, in law, constitute a contract, if they fulfil the conditions stipulated in articles<sup>5</sup> 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, just as they would for a traditional letter. Users should therefore keep a copy as part of normal professional practice.

#### **IV.2 Internet**

The use of internet (and by extension, intranet) is another of the essential tools needed for sharing and exchanging information within and outside the institution, and therefore for improving work efficiency.

However, users must not forget that internet is subject to all the rules of law currently in force. All web sites referred to in written work should mention the appropriate legal references and in particular 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 is given by the institution.

ICN Business School has the right to filter or refuse access to certain web sites.

#### **IV.3 Sending files**

All downloading of files (particularly sounds, images, software, on-line courses, etc.) from internet or locally, must respect intellectual property rights.

ICN Business School retains the right to limit downloading or copying of files which are too big or which threaten the security of the information system (viruses likely to impede the efficient functioning of the ICN Business School information system, malicious codes, spyware, etc.).

ICN Business School reminds its system users that the use of IT resources commits the user to respecting intellectual property rights, the rights of the School's partners and the rights of all third parties in general.

#### **Article V. Freedom of Information and Digital Technology Legislation**

Users should be aware that digital handling of personal data requires them to observe the legal requirements of Law n° 78-17 of 6 January 1978 called 'Information Technology and Freedom of Information' (*Informatique et Libertés*) amended by Law n° 2004/801 of 6 August 2004.

Personal data is defined as data which, directly or indirectly, enable the physical persons to which the data apply to be identified.

<sup>4</sup> For example, messages including the term 'private' in the object or the subject of the message.

<sup>5</sup> Arising from Law n° 2004-575 of 21 June 2004 (LCEN : *Loi pour la Confiance dans l'Economie Numérique*). These articles identify certain rules which have to be respected when contracts are concluded on-line.

All new files which contain this type of information, including when they arise from transfer and exchange of existing files, are subject to the requirements and obligations in the French Law on 'Information Technology and Freedom of Information'

Consequently all users wishing to create such a file should, in advance, inform the CIL (Information Technology and Freedom of Information) Correspondent, if one has been appointed. If not, then they should inform the Legal Services department who will take the necessary steps to see that the legal requirements are observed.

In addition, and in conformity with this law, each user has the right to consult and if necessary, correct any of the information which concerns him/her, including information regarding the use of information systems.

#### **Article VI. Limitations as to use.**

Any mis-use or abuse, for non-professional purposes, of the resources made available to users, will lead to disciplinary action and/or criminal sanctions.

In cases where the rules and regulations defined in the present charter are not complied with, the Director General of the institution may, without prejudice to the outcomes of any disciplinary or criminal procedures<sup>6</sup> against the individual(s) concerned, suspend the student's right of access to IT resources.

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

The present charter will be published as an annex to the Rules and Regulations of ICN Business School.

The present document cancels and replaces all other documents and charters concerning the utilization of information systems.

Nancy, 14 June 2012

<sup>6</sup> Penal Code articles 323-1 to 323-7 (on IT fraud) articles 226-16 to 226-24 (on infringement of personal rights resulting from files or data handling).

## KEY POINTS TO KEEP IN MIND TO ENSURE A SAFE USE OF INTERNET AND SOCIAL MEDIA AT ICN BUSINESS SCHOOL NANCY-METZ

### 1. GOOD PRACTICE ON INTERNET AND THE SOCIAL MEDIA

All internet content (articles, videos, photographs, groups, Facebook pages, tweets, etc.) linked to the name of ICN Business School could be taken as being official by other internet users.

This fact has a certain number of advantages for communicating messages and information about the School. But it also presents risks if, for example, erroneous or misleading information is communicated about ICN Business School, since other internet users could be misled and a negative impression of the School given.

It is therefore very important that users ensure that when this kind of content is published, it respects the key points below.

#### What is a 'social medium'?

Any site or internet support which facilitates interaction (comments, reactions, etc.) with and between internet users is considered to be a social medium:

- News sites which enable readers to add comments (lemonde.fr, 01net, etc.),
- Forums and blogs,
- Shared sites (YouTube, Dailymotion, Flickr, Slideshare, etc.),
- Social networks (Facebook, Copains d'avant, etc.),
- Micro-blogging 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 or support used
- Confidentiality of School-related data.

### 2. GOOD PRACTICE WHEN USING ELECTRONIC MAIL (email)

Electronic mail is now an integral part of the daily work routine, but it can lead to dysfunction and annoyance when it is misused or abused. A few recommendations will help to reduce interruptions and stress at work due to an excess of electronic mails and other information. A collective awareness and effort will lead to improved well-being for all.

In particular, it is important to:

- use, in preference, direct contact and exchange (telephone, personal contact, etc.) for complex or time-consuming issues. For discussions on a particular document, use a meeting.
- avoid 'ping-pong' emails, i.e. not more than 2 emails in each direction on one subject.
- do not try to resolve conflicts or disputes by email.
- avoid sending an email to start a discussion on a subject or to shift the responsibility for something onto another person.
- check regularly the number and the date of contacts on a distribution list.
- re-read emails before sending them. Avoid sending an email or reply hastily. Avoid in particular sending an immediate response on a 'hot' issue. Prepare the response and send it the next day.



- make sure that your correspondents can deal easily with your emails. Do not automatically 'Reply to all'. Send copies of emails to other users only after some reflexion.
- respond as a priority to emails with explicit, clear titles, and with short and clear messages.
- organize regular times in your email diary to consult your emails. Avoid sporadic or irregular consultation.
- learn how to find an email quickly by setting up folders according to the type of activity or subject and/or by using the 'Search' function.
- do not systematically print your emails.
- 'Save' your emails regularly to keep what you have written safe. Make sure you keep your mail box to a reasonable size. Remember that there is a limit on the size of your mail box.
- do not forget 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 consulted and used in any legal process.
- do not send emails from Friday to Sunday evening and avoid sending them after 19h00 on working days. It is possible to add a time delay when sending emails.