

# **SCHOOL RULES AND REGULATIONS**

## **for students, adult learners or apprentices.**

Last updated 04/03/10

### **Introduction**

The objective of these ICN Business School rules and regulations, adopted during the June 27<sup>th</sup> 2003 Board of Governors meeting, is to define the rules and regulations that apply to students, adult learners and apprentices with the ICN Business School respecting the rules of secularity and the duty of tolerance and respect for others.

To simplify this document, ICN or the School standing alone are to be read as ICN Business School. The pronouns 'they' or 'their' are to be understood as he or she and his or her respectively and refer to the students, adult learners and apprentices of ICN Business School.

### **These rules and regulations are divided into three main categories:**

- Hygiene and security measures which apply on the School campus;
- Disciplinary rules: the nature and scale of sanctions, the disciplinary procedure.
- Representation of adult learners.

## **1. Subject and Scope**

These rules and regulations, which organise on campus life for the common good, apply to all learners no matter where they are on campus (classrooms, library, common areas; etc.) or during activities off-campus linked to courses organised by the School (seminars, internships, academic exchanges abroad ...) The administration has the authority to make sure the rules and regulations are followed and to grant dispensations where justified.

These rules do not require the express individual consent of the learner to whom they apply.

### **For these rules and regulations, a learner is defined as one of the following:**

- Either a student enrolled in an undergraduate course organised by the ICN whether the course leads to a diploma or not.
- Or an adult learner enrolled in a continuing education course organised by the ICN whether the course leads to a diploma or not.
- Or an apprentice enrolled in a course that leads to a diploma after an apprenticeship contract.

## **2. Hygiene and security measures**

### 2.1. Hygiene and security measures applicable to users

**The students, adult learners and apprentices attending classes on campus must adhere to the hygiene and security measures as described in the rules and regulations applicable to staff of the School plus the specifics mentioned below**

The part of the rules and regulations pertaining to these measures are contained within this document as annex 1.

### 2.2. What to do in case of an accident

All accidents, even minor ones, which occur on the School grounds and more generally in the scope of the classes, must be brought to the administration's attention as quickly as possible in the same day the accident occurred or at the latest 24 hours later, except in the case of force majeure, total incapacitation or other justifiable reasons.

Those students in continuing education who fall ill or have an accident must declare it to their employer if they are employed or to social security services if they are jobseekers. In the case of a

workplace accident the continuing education department of the School declares the accident so the student must make the accident known to the department within 24 hours of the accident happening.

### 2.3. Preventive Medicine

As part of its links with the Université Nancy2, the ICN Business School also has an agreement with the SIUMPPS (Service Inter Universitaire de Médecine Préventive et de Promotion de la Santé), allowing students with a current ICN student ID card access to the health services provided by the organization and in particular to the obligatory physical when entering tertiary education for the first time. An agreement has also been made with the Université Paul Verlaine in Metz allowing students to pass their physical in Metz should they so choose. Continuing education auditors are not required to pass the physical.

### 2.4. Conditions for access to sports facilities

As part of its links with the Université Nancy2, the ICN Business School also has an agreement with the SIUAP (Service Inter universitaire des Activités Physiques Sportives et de Plein Air) allowing students with a current ICN student ID card access to the sports facilities and clubs run by the SIUAP as long as the student signs up for a SIUAP card. Similarly an agreement with the Université Paul Verlaine in Metz allows students to use the sports facilities in Metz.

## ***3. Rules applicable for organisation and discipline.***

### **3.1. General school organisational rules and regulations**

#### 3.1.1. Enrolment

Enrolment is obligatory for all learners. Any learner wishing to obtain a diploma must follow the different phases of their course without any breaks. Therefore each learner must enrol at the beginning of each school year. This enrolment must be undertaken as soon as the course starts following procedures put in place by the School and before the deadlines set by the School. Any and all students who are not enrolled or for whom the enrolment remains incomplete after the deadline will be considered to have abandoned their enrolment.

A student may put their education on hold for a maximum of one university year over the entire course in the case of exceptional circumstances (medical or family reasons) and only with the authorization of the Head of the given course.

Enrolment fees, apart from the course fees which are set by the School board of governors, also include library fees, student health fees, sports fees, a contribution to the social fund as well as the compulsory enrolment in the student social security system and if the learner so chooses, the cost of optional private student health insurance to complete his or her medical coverage. The course fees are set annually and are the student's participation towards the cost of the course. Under no circumstances can these fees be reimbursed in part or entirely unless the student gives written notice to the School before the given deadline. However, even if a student has given written notice, the School reserves the right not to reimburse application fees.

Any and all learners who must continue their course after the 31st of October of the current calendar year must reenroll to remain a learner of the School. If a learner does not reenroll at any stage of his or her course before the deadlines set by the School, they will be removed from all student lists and will be considered to have abandoned their enrolment.

Enrolment fees can either be paid at enrollment or in several installments during the university year under the conditions set out by the School. In case of non-payment of an installment, all outstanding fees must be paid immediately and in full.

A social affairs committee meets to discuss requests made by certain students having social or financial difficulties. This committee gives their opinion to the General Manager who will examine the file submitted by the student and make the decision to exempt the student either partially or totally.

For diplomas organized in partnership with the Université Nancy2, the student must necessarily enroll with this university as well and the Université Nancy2 charges fees over and above that of the School for specific fees, the cost of which are set annually by the University's Board of Governors.

### 3.1.2. Placement year

Following their second year of the ICN course, students may be chosen to do a placement year in a company or in a foreign university. Reduced fees then apply as the student needs only to be enrolled at the School from an administrative standpoint. When they return, the student must pay the fees which are in place on the first day of third year classes that they attend.

### 3.1.3. Compulsory placements

During the time spent in a company as a part of their compulsory placements as indicated in the course rules and regulations of the courses that require placements, a valid placement contract must be signed before the start of said placement. The contract must be signed by a representative of the company, the student and an authorized representative of the School. The students must respect any and all instructions given by the School's company relations department.

### 3.1.4 Continuing education students

The learners enrolled in continuing education courses must adhere to the rules and regulations governing this type of course. All students must respect any and all instructions given by the School's continuing education department.

### 3.1.5. Insurance

All students must have a current personal civil liability insurance policy. All learners who leave for a foreign exchange or for placement are responsible for making sure they have medical insurance for their destination.

### 3.1.6. Neutrality and secularity

As for all members of the School, students are required to strictly adhere to the two fundamental principles of neutrality and secularity.

Under the conditions of the declaration of the rights of man and of the citizen (26 August 1789) "No one shall be disquieted on account of his opinions, including his religious views, provided their manifestation does not disturb the public order established by law"

"However, freedom of expression and religious belief do not allow students to display signs of religious or political belonging which, by their very nature, by the conditions in which they are worn either individually or collectively, or by their ostentatious or protesting nature would constitute an act of social pressure, proselytism or propaganda. This would undermine the student's dignity or freedom or that of other members of the community as well as perhaps their health and wellbeing, it would disrupt classes and the teachers' role and would disturb the peace in the school or disrupt the normal state of the civil service."

### 3.1.7. Assiduity, punctuality

At the heart of these obligations and in the interest of the students is assiduity which is an essential condition of their successful completion of their project.

Presence in class, as well as options chosen at the beginning of the year or during the year is mandatory. The same goes for events organized by the School: company forums, sponsorship, seminars, information meetings organized by the director of the School.

### 3.1.8. Absence

Any and all absences, even short ones must be reported.

The student must tell the relevant registrar's office for their course as soon as the absence begins (medical certificate, written explanation, summons ...) to the office.

Any and all absences, justified or not, are the learner's responsibility. They are considered to have aggravating circumstances when they put the image, the responsibility and the agreements with

outside partners of the School in danger. This includes but is not limited to classes, electives and business forums.

Non-justified absences will be reported to the Head of the course.

Adult learners can take time off for family reasons outlined in the social rights charter. An obligatory presence sheet signed by the auditor is put in place monthly by the relevant registrar's office. During the obligatory placements, the learners are subject to the company rules of the company they work in.

### 3.1.9. Tardiness

A teacher is not required to accept a student who arrives late.

If it is the teacher that is late or absent, the student must make it known to the administration staff responsible for the course. If the class has chosen a student representative, this is the person who must inform administration staff.

### 3.1.10. Campus hours

The School generally opens its doors to students in various places on days and at times posted in each building.

During university holidays the buildings are open for shorter times for security reasons. In this case the students will be informed of the temporary opening hours either by email or by postings on the notice boards.

### 3.1.11. Access to the School and the use of the buildings.

Students must enter and exit the buildings using the authorized exits during the School's opening hours.

The students only have the right to enter the establishment when their course requires it.

They do not, however, have the right to remain in the buildings for any other reason unless they have written permission from School administration.

They also do not have the right to bring outside people into the School without being authorized to do so by administration.

The following are also forbidden:

- To bring merchandise into the School to be sold unless they have the express permission of School administration or the joint service or to bring forbidden merchandise into the grounds (like alcohol or drugs ...)
- To distribute subscription lists or fundraise for any cause without the administration's express permission.

### 3.1.12. Protection of the symbols of the School

The use of the name or the acronym of the School and its various courses is only allowed with prior consent. The School reserves the right to forbid the use thereof by a third party at any time.

The School's communications department has created a graphics charter and any authorised person must use it.

## **3.2. General rules regarding learners' training pathways**

### 3.2.1. Medium for the right of free speech.

Notice boards are reserved for students to exchange information with other students. No billing is allowed in any other place.

### 3.2.2. Conditions for the right to publish

The students are allowed write and distribute publications within the establishment under the following conditions:

- What is written must not constitute a breach of others' rights or of the peace: it must not be offensive or defamatory nor may it constitute an invasion of privacy.
- The right of reply must be respected.
- School administration must be informed of the name of the author
- The publications may not be distributed outside the establishment.

The authors are then fully responsible for everything they write in the eyes of the law, this includes the courtroom.

In serious cases, the General Manager may suspend or forbid distribution of the publication. He can also inform the Board of Directors

### 3.2.3. Rules for the right to assembly

The right to assembly is permitted outside of the participants' scheduled class times.

This right can be extended to registered organizations or by a group of students under the following conditions:

- Administration or the registrar's office must be informed in advance of the meeting date, its purpose and the expected number of participants including if there are any outside speakers or outside people participating in the meeting.
- The meeting cannot be for commercial purposes and forbids any and all proselytism or propaganda.
- The meeting may only take place in venues intended for this purpose.
- The authorisation may be linked to conditions which guarantee the security of people and property.

### 3.2.4. Conditions for associative rights

The running of registered organisations made up of learners on the School campus is subject to administration's agreement after a copy of the statute of organisation and under the condition that their subject and activities are compatible with the principles of public tertiary education.

If the activities go against the principles, the General Manager will ask the president to conform to the principles. If the organisation does not comply, the General Manager can revoke the authorisation.

### 3.2.5. Conditions for using the IT systems

By being linked to the University, ICN Business School is also linked to the StanNet IT network and belongs to the Renater IT charter. Consequently the rules and obligations described below apply to all students. They are mainly in regard to the servers, workstations, classrooms and computer rooms. Particular attention must be paid to IT and video equipment which must be protected from any risk of viruses or changes to the configuration of the system.

#### a) Conditions for accessing the networks:

The School's IT equipment is to be used for the sole purpose of research, teaching or administration. Each user will have access codes for systems they need (internet access, intranet, management tools, particular servers etc.) These codes are strictly personal and non-transferable. The user is responsible for the use made of his or her codes. Each user promises not to reveal his or her password to a third party. The user will tell the head of the IT department if an access code does not allow him or her to connect or if he thinks an account has been hacked. In general the user will inform the head of the IT department of any and all anomalies he or she may encounter.

#### b) Respect of IT ethical rules and regulations

Each user is legally responsible for the use he or she makes of the IT resources and commits to respecting the ethical IT rules and regulations and notably to not knowingly engage in activities that could result in one or several of the following:

- Hiding his or her true identity ;
- Obtaining another user's password ;
- Altering, modifying data or gaining access to information belonging to other users without their express consent;
- Infringing on the integrity or sensitivities of another user notably by means of provocative messages or images;
- Interrupting or disrupting normal networking or that of systems connected to the network.
- Modifying or destruction of information on one of the systems.
- Connecting or trying to connect to a website without authorisation.

#### c) Use of software:

The user may only install software after asking permission from the IT department in question. In no case may a user:

- Install software without authorisation, especially games;
- Make a copy of commercial software;
- Bypass software restrictions;
- Develop programmes which are similar to or are in fact viruses.

#### d) Management of student and adult learner email :

All learners of the School enrolled in a programme which leads to a diploma have access to a personal email account. The size of this account is limited. To avoid problems with the inbox the IT department may be required to delete the oldest messages when an inbox is over its limit. More generally the account parameters may be modified to make sure it works well.

Email is the official way for communication between the administrative and teaching staff of the School and the learner. Therefore the user must make sure his or her email inbox is working correctly (make sure it has space left, that all automatic forwarding is working) to be sure he or she receives the messages the School sends.

A user who breaks the above rules and regulations risks having his or her account invalidated as well as disciplinary and legal proceedings provided for in the legal texts in force.

#### 3.2.6. Conditions for library access:

##### a) University Management Library

As part of its links with the Université Nancy2, the ICN Business School has an agreement with the University Management Library whereby it contributes to it financially. This agreement allows all School learners to use this library.

The learners are required to adhere to the specific rules and regulations of the University Management Library.

##### b) Libraries on other campuses ( Sup'Est Saint-Dié, ICN, Metz.....)

The learners must conform to the specific rules and regulations of the libraries when they are users thereof.

### **3.3. Sanctions and learner right to defence**

#### 3.3.1. Definition of sanction

Any and all measures, other than verbal observations, taken by the School director or his representative following actions considered to be a fault (including but not limited to disruptive behavior and educational regulation fraud) which may or may not immediately affect the learner's

presence in the establishment or the continuity of the course they are doing can be considered to be a sanction.

Fines or other financial sanctions are strictly prohibited.

### 3.3.2. Conservative measure of suspension

A learner may be immediately suspended as a precautionary measure to prevent serious situations that their actions may cause. This measure is not in itself a sanction but the suspension will last until the student is notified of the sanction for their actions which can only be decided on after a disciplinary procedure.

### 3.3.3. Nature and scale of the sanctions

Non discrimination : The School follows the directions of the HALDE (Haute Autorité de Lutte contre les Discriminations et pour l'Egalité) especially for those students with health problems and the principal of proportionality in the exclusion measures for the objective pursued.

Any sanction-worthy act can lead to one or another of the possible sanctions listed below by order of importance. The seriousness of the offence will guide the decision;

Taking the facts and circumstances into account, the sanction will be decided on without necessarily following the order given below:

- A request for an oral or written apology
- Extra work either course-related or community service
- a written or oral warning
- Temporary suspension from class
- A ban on being able to go on an exchange to a foreign university.
- A full or partial ban on participating in a School educational functions (including but not limited to seminars, school projects and placements)
- Temporary suspensions of 8 days or more
- After a decision from the disciplinary council, suspension (which can be a suspended sentence) or expulsion.

### 3.3.4. Disciplinary procedure

When the School's director or his representative (delegate or programme director) envisages a sanction which has an immediate or delayed impact on the presence of a student in a course, he or she proceeds in the following way:

- He summons the learner either by registered mail or by a hand delivered letter against receipt. The summons informs of the subject of the meeting, the date, time and place thereof and reminds the learner that during the meeting they can have a person of their choice assist them but the person must be either a learner or staff of the School.
- During the meeting the director or his representative explains the reasons behind the planned sanctions and asks for the learner's explanation for his or her act.
- When expulsion is a possible sanction, the director or his representative refers the matter to the disciplinary council by letter or by email as soon as possible after the meeting and makes them aware of the agenda. The learner is informed of this procedure. The disciplinary council hears the learner after this request the learner can be assisted by someone under the same conditions described above. After receiving the director's request, the disciplinary council meets within four clear days of the request and returns its opinion to the director in one clear day following the meeting.
- Any sanction must be accompanied by a written and justified decision hand delivered against receipt or sent by registered mail no less than one clear day and no later than 15 clear days after the meeting or after receiving the opinion of the disciplinary council. In the case of an employed adult learner, the School's director or his representative informs the employer or the organisation that funded the course.

The disciplinary council is comprised of the following members:

- 2 student delegates of the course and year in question
- The director of the Institut Commercial De Nancy (art L 713-9) or their representative
- The general manager of the School or their representative
- The person responsible for the course in question or their representative
- 1 representative of the School's education committee

The person responsible for the course may invite any person who might be able to shed light on the incident in a consultative measure.

Council decisions are made by a majority vote, they do not have discretionary powers, In the case of a deadlock the vote of the Managing Director breaks the deadlock. All decisions are final and are issued in written form.

## ***4. Representation of adult learners in continuing learning***

### **4.1. The reason for representation**

**For every continuing learning course of more than 200 hours, the adult learners are represented by a student delegate and a deputy delegate elected at the same time for the duration of their course to pass on any and all suggestions for improving the way the course is run and conditions for students in the School.**

**They present any and all individual or collective complaints relative to the subjects, the hygiene and security conditions and the application of these rules and regulations.**

### **4.2. Organisation of elections**

**The director of the School organises the elections and makes sure they run smoothly.**

This vote takes place during course hours at the earliest twenty hours and at the latest forty hours after the beginning of the course and takes the form of a 2-round vote for a single member. Absolute majority is required to win in the first round and if a second round is necessary then only relative majority is required. In the case of a draw, the eldest candidate is elected.

The elections take place for each course under these rules :

- An electoral roll is created using the surnames and first names of all the adult learners;
- Any adult learner who wishes to be a candidate must submit a candidacy declaration with the names of both the main candidate and the deputy;
- Votes are cast in an envelope which then goes into the ballot box. The voting forms and envelopes are left out in the voting room for the electors and there will be at least as many voting forms and envelopes as there are candidates;
- The electoral roll is also a signing sheet whereby the signature opposite the name of the elector is the proof that he or she has already voted;
- As soon as the vote closes, the number of envelopes in the ballot box is counted to make sure it is the same number as the number of signatures on the electoral roll. The envelopes are then opened and the votes counted.

### **4.3. Report**

As soon as the votes are counted a report is written up and signed by the Director of the School or their representative. It may be co-signed by the scrutineer and will be available to the personnel in charge of auditing continuing education.

This report will contain the following information:

- The opening and closing date and time of the election ;
- The number of electors on the electoral roll;



- That the number of voters is the same as the number of signatures on the electoral roll;
- The number of valid votes which is equal to the total number of votes after the invalid and blank votes are removed;
- The number of votes for each candidate.

When student representation cannot be assured, the School's director or their representative write a report indicating the reasons for this non-representation and send it to the region's prefect.

## ***5. Date of application and modification of these rules and regulations***

### **5.1. Date of application**

These rules and regulations apply as of the 1<sup>st</sup> of September 2007.

### **5.2. Future modifications**

Any and all future modifications or removal of clauses of these rules and regulations must undergo the same procedure. It is understood that any clause that later becomes against the law or go against conventions signed by the School by reason of the evolution of said laws and conventions, would become null and void.

### **5.3. The Public nature of these rules and regulations**

**A copy of these rules and regulations is given to all learners before their ICN enrolment is finalised and they are displayed in the School buildings.**

Nancy, the 21<sup>st</sup> of June 2007  
The General Manager