

# **RULES OF PROCEDURE for students, students in continuing education, and apprentices.**

## **Preamble**

The rules of procedure of ICN School of Management, adopted by the Board of directors on June 27, 2003, aim to define the rules of life applicable to the students, interns in continuing education, apprentices of ICN Ecole of Management, in the compliance with the state guidelines of religious neutrality, and the duty of tolerance/respect of others.

In order to simplify the wording ICN or the School appears only as "ICN Ecole of Management" within the text.

The current regulations are comprised of three principle parts:

- Measurements of hygiene and safety applicable in the establishment ;
- Rules applicable in regards to discipline: nature and scale of the sanctions, and disciplinary proceedings;
- Representation of the interns in continuous training;

## **1. Object and field of application**

The current regulations, intended to organize life in the enterprise for everyone's best interest, imposed on all learners, wherever the placement within the confines of the School (classrooms, library, common areas, etc) or within the framework of the external activities related to the programs organized by the School (seminars, training courses in company, academic stays abroad...).

The direction will attend to application and granting of justified exemptions.

Its provisions do not call for any individual adherence on behalf of the learners to which they are applicable.

Within the meaning of this charter, each learner is defined as follows:

- that is to say a student registered in an initial training scheme, diploma, or not, organized by ICN,
- that is to say the intern registered in a continuous training scheme, diploma, or not, organized by ICN.
- That is to say the apprentice registered in a training scheme diploma realized within the framework of an apprenticeship contract

## **2. Measurements of hygiene and safety**

### **2.1. Measurements of hygiene and safety applicable to users**

Subject to the specific provisions hereafter, the trainees, apprentices, and students who follow the given trainings inside the School are held to conform to measurements of hygiene and safety prescribed by the rules of procedure applicable to salaried of the School.

The extract of these rules of procedure corresponding to these measurements is annexed to the current guidelines (appendix 1).

### **2.2. Behaviour in the event of a accident**

Any accident, even minor, which has occurred in the buildings of the School and more generally, within the framework of their studies, must be brought to the knowledge of the direction as soon as possible, the same day as the accident or at the latest 24 hours later, except in cases of force majeure, absolute impossibility, or legitimate reason.

In regards to the trainees in continuous vocational training, victims of disease or accident must carry out the formalities of declaration to the employer if they are paid, or to social security if they are an applicant for work. In the event of a work accident, it is the continued education service of the school

which carries out the declaration, the trainee having made the accident known to the service within 24 hours.

### 2.3. Preventive medicine

Within the framework of its affiliation with l'Université Nancy2, ICN Ecole of Management concluded a compact with SIUMPPS (Service Inter-Academic of Preventive medicine and Promotion of Health), allowing learners in possession of an inscription card of ICN to profit from the services organized by this organization and in particular the obligatory medical examination at the time of a first inscription to a university cycle.

### 2.4. Conditions of access to the sporting installations

Within the framework of its affiliation with l'Université Nancy2, ICN Ecole of Management concluded a compact with the SIUAP (Service Inter-academic of the Sporting Physical Activities and Open Air) allowing learners in possession of an inscription card of ICN to profit from the services organized by SIUAP subject to taking a SIUAP card. Likewise, an agreement with the University Paul Verlaine of Metz, makes it possible for students to profit from sporting installations in Metz.

## **3. Rules applicable in regards to Discipline**

### **3.1. General rules relating to the organization of the School**

#### 3.1.1. Inscription

The inscription is obligatory for all learners. All students whom have the intention of obtaining a diploma, must with continuity, follow the various phases of his course. To this effect, it is obligatory to proceed, at the beginning of each academic year, with inscription. This inscription must take place at of the beginning of the program according to the procedures implemented by the School and within the timeframe imposed by the School. All learners not registered or whose filing of inscription remains incomplete after these deadlines may be dismissed.

The inscription is comprised of, in addition to the school fees, which is a flat-rate amount is determined by the board of directors of the School, the expenses of inscription to the university library, the expenses of preventive medicine, the expenses of sporting, the social contributions, as well as the expenses of obligatory inscription to student social security, and possibly the expenses of inscription to a case of student insurance. The school fees are contractually established each year, they constitute the participation of learners in the program costs. In no case may these fees be reimbursed in whole or in part to the learner, except in the case of a letter of resignation addressed in writing to the School within the imposed time. In this case the School reserves the right to retain filing expenses.

Any student wishing to prolong the length of their education beyond October 31 of the current year must fulfil a new inscription in order to maintain his relation with the School and to reserve student status. Any discontinuity past the dates fixed by the school in inscription at any stage of the followed program will result in, for the student concerned, removal from the list of registered students and consideration as dismissed.

The school fees can be paid either entirely with the inscription, or via disbursement throughout the academic year according to the methods defined by the school. In the event of a missed payment the entire outstanding balance will become due.

A Social Committee is responsible to examine the requests of certain pupils in the condition of social or financial difficulties. This committee delivers an opinion to the general director, who with regarding the file of the student has the power to completely or partially exonerate financial responsibility.

In reference to the diplomas organized jointly with the Nancy2 University, a simultaneous university inscription is obligatory and gives entitlement to perception in University Nancy2 which includes, in addition to the school fees, specific university rights that have an annual fixed amount that is decided by the board of directors of the University.

En ce qui concerne les diplômes organisés conjointement avec l'Université Nancy2, une inscription universitaire simultanée est obligatoire et donne lieu à la perception par l'Université, en plus des frais de scolarité de l'Ecole, de droits universitaires spécifiques dont le montant est fixé chaque année par le conseil d'administration de l'Université.

### 3.1.2. Year Sabbatical

At the conclusion of the second year of the ICN program, the student is permitted to carry out one year sabbatical in a company and/or foreign university. Reduced school fees, corresponding to the cost of administrative inscription, are then applied to this pupil of the. Upon return of the pupil, the school fees for inscription in third year will be those in effect on the day of the student's school re-entry.

### 3.1.3. Obligatory Internship

At the time of the sequence in an enterprise which is realized within the framework of the academic programs, the preliminary establishment of an internship is obliged to conform to the effective rules. This requires the signature of approval from the person responsible for the enterprise, the student concerned, and an authorized representative of the school. The interns must respect the instructions of the Enterprises Relations office of the school.

### 3.1.4. Students in Continuing Education

The students registered in the field of continuing education must conform to the regulations specific to that program. The students are bound to respect the orders of the continuing education service of the school.

### 3.1.5. Insurance

All learners are required to subscribe in a personal insurance as covered by their social responsibility. Therefore, all learners who partake in the framework of an international internship or in an exchange program with an international school must ensure prior to leaving that they are assured medical coverage abroad.

### 3.1.6. Neutrality and laïcité

Like all members of the establishment, the learners are subject to strict respect of the two founding principles of political and religious neutrality.

In terms of the Declaration of the Rights of Man and Citizens (26 of 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."*

### 3.1.7. Assiduousness, punctuality

In the centre of the obligations in proper interest of the learners is assiduousness, a condition essential to improve their studies.

Presence in courses, in optional courses which are chosen in the beginning of the year or during the course of the year, is obligatory. The same goes for demonstrations organized by the school: company forums, sponsorships, seminars, and briefings organized by the direction of the School.

### 3.1.8. Absences

All absences, even those of short duration, must be reported.

The student or intern must warn the "service de scolarité", when the absence is known about, before the beginning of the absence. Upon return it will be required to present a justification of absence (medical letter, written explanation, summon, etc...) to the "service de scolarité".

Any absence, justified or not, in the responsibility of the learner presents a lowered image of the school when considering the school's image and responsibility in addition to lowering respect of the entered commitments with the external partners (absence from courses chosen, electives, forums of companies, etc...).

The non-justified absences are in the responsibility of the person in charge of the program of studies. The students in continuing education benefit from vacation for family reasons as is part of the social right.

### 3.1.9. Late Assignments

Assignments in courses or internships are not accepted late.

In the case of lateness or absence of an assignment it is imperative the learner immediately notify the "service de scolarité" concerned. This task falls on the group leader if there is one.

### 3.1.10. Establishment Opening Hours

The school accommodates learners in various places, the days and hours of opening are indicated in each individual location.

With reason of periods of university vacation reduced time-slots of opening are in place for response to imperative or emergency situations. In these cases, the information is given to learners in advance via email or post.

### 3.1.11. Access to the establishment and use of premises.

Entry and the exit of learners occur through the exits, in accordance with stated schedules.

Access to the buildings are strictly for educational purposes.

They do not have the right to enter or stay in the buildings for any other purpose, except when authorization is given by the direction.

It is forbidden to give entrance to the establishment to persons not of the university without authorization of the direction.

It is also prohibited:

- to introduce into the school items intended to be sold there, except when exemption is requested and obtained from the direction of the School and/or the person in charge for the common service; no illicit products (alcohol, drugs ..... ) are permitted
- Circulation of the lists of collections or subscription without authorization of the direction.

### 3.1.12. Protection of the distinctive signs of the School

Use of the name or logo of the various programs and of the school is subject to prior authorization. The School always reserves the right to prohibit the use of it. A table is kept and made by the service communication of the School and is binding to any person authorized to use the distinctive signs.

## **3.2. General rules relating to the educational course of learners**

### 3.2.1. Support of the right of expression

Bulletin boards are reserved for learners' use to ensure the diffusion of information near other students. No posting is authorized in locations other than these sites.

### 3.2.2. Conditions of the right of publication

Learners can, under their responsibility, write and distribute publications in the establishment, under the following conditions:

- the writings shall address neither the rights of others, nor law and order; they can neither be abusive or defamatory, nor to attack the respect of the private life.
- the right of reply must be assured.
- the direction of the School must be informed of the name of the author.
- the publications may not be distributed outside the establishment.

Personal liability for the authors is applies to all their writings, and may be brought before court. In extreme cases, the Director General can suspend or prohibit the distribution of a publication; and inform the board of directors of the act.

### 3.2.3. Exercising of the right of meeting

The right of meeting is permitted aside from the participants' hours of courses.

This right can be exercised by declared associations or a group of learners in the following manner:

- The administrative services or the “services de scolarité” must be informed of the date of meeting, its purpose, and the number of expected participants in advance, Also information of intervention or the participation of persons outside the establishment.
- The meeting must not be commercial in nature and include any act of proselytism or propaganda.
- The meeting will be held only in the buildings initially reserved to this purpose.
- The authorization will be permitted under the conditions that the best interest and safety of participants is in consideration..

### 3.2.4. Exercise of the right of association

Operation of declared associations, composed of learners, inside the establishment is subject to authorization of the direction, after receipt by services of a copy of the statutes of association, providing their objective and activity, which are compatible with the principles of the public utility of higher education.

If the activities of an association correspond to these principles, the General Director ask the president of association to conform to it. In the event of persistent failure, the Director General can withdraw the authorization.

### 3.2.5. Conditions of the use of information processing system

ICN Ecole of Management profits links to the University Nancy2 with access to the data-processing network StanNet and adheres to the data-processing charter Renater. Consequently the rules and obligations below apply to each learner. They relate to in particular the servers, workstations, and class rooms/ computer labs.

Specific attention must be given to computer and video equipment, which must be protected, particularly of risks of introduced via viruses or disconfiguration of the system.

#### a) Conditions of access to the networks:

The normal use of the data processing systems of the School has the sole purpose of undertaking activities of research, teaching, or administration. Each user may use the access codes according to his needs (access Internet, Intranet, with the business applications, particular servers, etc). The access codes given are personal and inalienable. The user of the codes is responsible for the use for which it is made. Each user commits to not communicating this password to a third party. The user will warn the persons in charge of data-processing if an access code no longer enables connection, or if he suspects that an account was broken into. Generally he will inform the data-processing person in charge for any anomaly which he may note.

#### b) Compliance with the rules of the data-processing deontology :

Each user, who is legally responsible for the use that they make of the data-processing resources, commits himself to comply with the rules of the data-processing code of ethics, particularly in not intentionally carrying out operations which could have consequences such as:

- masking ones true identity;
- use of the password of another user;
- deterioration, or modification of data or reaching of information belonging to other users without their authorization;

- attack of the integrity or sensitivity of another user, in particular via messages or provocative images;
- halt or disruption of the normal operation of the network or one of the systems connected to the network;
- modification or destruction information on one of the systems;
- connection or attempt at connection on sites without being authorized.

c) Use of software :

The user may use software only after the advice of the qualified data processing department . The user will in no case:

- install software without authorization and in particular games;
- make a copy of a commercial software;
- circumvent the restrictions of a software;
- develop programs constituting as or being connected with viruses.

D) Management of the email-boxes of the students or trainees :

All the students of the School registered with a diploma program have a personal email. The size of this is limited. To avoid dysfunctions of the service, the data processing department may remove the oldest messages if the email box reaches its capacity. More generally, modifications of the parameters of transport may be made to ensure operation.

The email is the official means of communication between the personnel of the school (administration and teachers) and the student. Therefore, the user must ensure proper operation of the email (to avoid saturation, up to date redirection,...) this will guarantee reception of the messages transmitted by the school.

The user who breaks the rules previously defined risks withdrawal of his data-processing account as well as to the disciplinary and actions seen fit by the legislative texts.

3.2.6. Conditions of access to documentation

a) University of Management library

Within the framework of its affiliation with the University Nancy2, ICN Ecole of Management concluded a concession with the University of Management in regards to financial contribution.

This convention allows all learners from the School to profit from the services of the library.

Learners are held to conform to the specific regulation of the University of Management library.

a) b) Libraries of other sites(Sup'Est Saint-Dié, Espace ICN, Metz site.....)

Learners must conform to the specific rules of the libraries which they use.

**3.3. Sanctions and right of the defense of learners**

3.3.1. Definition of the sanction

Any measure other than verbal observations, given by the school director or his representative, constitutes a sanction. This is in regards to actions considered in fault (including disturbing behaviours and frauds in education regulations), which this measurement is likely to affect, immediately or not, and the presence of learners within the establishment or the continuity of the education which is given to him.

Fines and other penalties are strictly prohibited.

3.3.2. Measure conservatory temporary exclusion

A precautionary measure of temporary exclusion, effectively immediately, may be given to learners, in order to prevent without delay any serious situations which may evolve. This measurement does not cover the necessity of a sanction and is effective until the notification of the sanction, which can intervene only after the disciplinary proceedings take course.

### 3.3.3. Nature and scale of the sanctions

Non discrimination: The School follows the regulations of the HALDE (High Authority in Fighting against Discriminations for Equality) this concerns in particular the students having health related issues, and the principle of proportionality in measurements of exclusion.

Any act considered at fault will be able, according to its weight, make use of one or more of other of the sanctions classified hereafter by order of importance;

Taking into account the events and circumstances, the sanction will be taken without follow up in the following order of classification:

- Demand of excuses, oral, written
- Additional work in concerned classes
- Oral or written warning
- Specific exclusion from a course
- Prohibition of completing a stay in a partner university
- Total or partial prohibition to take part in a teaching activity (including seminar, association, internship...)
- 8 days or more temporary suspension
- By decision of the disciplinary Council, temporary exclusion with or without deferment or final suspension.

### 3.3.4. Disciplinary proceedings

When the director of the school or his representative (delegated president, responsible for program...) sees fit to take a sanction, which has an immediate consequence or not, on a learner in a program, it proceeds in the following way:

- A summons sent by mail with registered post or delivery to the party involved. This notice mentions the envisaged purpose of meeting, the date, the hour and the place of the meeting, and it specifies that during this process, learners may be assisted by a person of his/her choice, other students or School employees.
- In the course of the process, the director or his representative indicates the reason for the sanction under consideration and collects student explanations.
- When an expulsion is under consideration, the director or his representative takes the day's agenda from the disciplinary board immediately following the process, in writing or by email. Students are advised of this seizure of jurisdiction. Upon request of the director, the disciplinary committee has the power, in this case, to assist the director under the conditions defined above. The disciplinary committee meets within four days and transmits its opinion to the director within one day after meeting.
- The sanction is the subject of a decision written and justified, notified with learners in the shape from a letter given against discharge or a letter registered, not less than one clear day nor more than fifteen days after the maintenance or, if necessary, the transmission of the opinion of the commission of discipline. When learners it is a paid trainee, or his formless representative principal of the sanction taken, the employer and if necessary, the equal organization which took responsibility for its expenditure of the formation.

The disciplinary committee is comprised of the following members:

- 2 delegated learners from the program and the year concerned
- the Director of the Commercial Institute Of Nancy (art L 713-9) or his/her representative
- the General Director of the School or his/her representative
- the teaching personnel in charge of the program concerned, or his/her representative
- 1 representative of the teaching committee of the School

The person in charge of the program may invite the counsel of any person who may make the file clearer.

The committee makes the decision by majority. There are no weighted votes. In the case of a tied vote, the vote of the general director prevails. The decisions are irrevocable and notification will be given in writing.

#### **4. Representation of students in continuing education**

##### **4.1. Objective of representation**

In each internship with a duration of more than 200 hours the students are represented simultaneously by a tenured delegate and a temporary delegate whom are elected for the duration of their internship , for taking any suggestions for improving the development and process of the internship as well as the living conditions of the interns of the School.

They present all collective or individual complaints regarding these matters, regarding the conditions of hygiene and safety through the applicable rules of procedure.

##### **4.2. Organization of the elections**

The director organizes the vote and cares for its being properly executed.

This vote takes place, during the hours of education, as soon as possible within twenty hours to forty hours after the beginning of the internship. The absolute majority is required during the first round and the relative majority is sufficient for the second. In the event of tie of the valid given votes, the oldest of the candidates is elected.

The electoral operations proceed according to following methods' for each training course:

- an electoral roll is taken of the first and last names of all interns;
- any interested intern submits a declaration of candidacy, which indicates the current name of both the titular candidate and temporary candidate;
- the vote occurs by slips of paper placed in an envelop (by ballot). The bulletins and the envelopes are placed at the disposal of the voters in the election room and their number is at minimum equal to that of the number of registered voters;
- the electoral roll is constituted by the signature list, allowing the voting record of each voter to be noted near his signature which is affixed opposite its name on this list;
- as to the finish of the poll, the number of the envelopes deposited in the ballot box is counted in the voters' presence, in order to ensure it is equal to the number of the signatures. The poll is then disclosed and the votes are counted.

##### **4.3. Official Report**

At of the end of the tallying the votes, an official report of the election is established and signed by the director or his/her representative. It may be Co-signed by the assistant and will be held at the disposition of the agents in charge of control professional education

This official report is comprised of the following:

- date, opening, and closure hours of the poll;
- number of registered voters;
- number of voters equal to the number of the signatories of the payroll;
- number of validly expressed votes, corresponding to the total number of the voters, after deduction of the blank and invalidated votes
- number votes for each candidate.

When the representation of the trainees cannot be ensured, the director or his representative draws up a report of failings indicating the reasons for this failing and it will be transmitted to the regional prefect.

#### **5. Effectiveness and modification of Rules of procedures**

##### **5.1. Date of effect**

These rules take effect beginning the 1<sup>st</sup> of September 2007.

##### **5.2. Later modifications**

All later modifications or any withdrawal of clauses of these regulations will be subjected to the same procedure, given that that any clause which would be considered contrary to law, rules or conventions, applicable to the School in terms of their evolution, would be wholly null and void.

##### **5.3. Publicity**

A copy of these regulations is given to each student before their final inscription with ICN and is posted in the buildings of the School.



Nancy, June 21, 2007

The General Director

## **Appendix 1**

### **Extract of MEASUREMENTS Of HYGIENE AND SAFETY CLEAN A the SCHOOL**

#### **ARTICLE 3.8 - MEALS - DRINKS**

It is forbidden to take its meals or snacks in buildings reserved for work, educational activities or reception.

The access to the cafeterias is authorized only during the hours fixed for meal breaks.

All users must take care to preserve these places and their equipment in a perfect state of cleanliness and will have to conform to the specific rules posted in the buildings of the cafeteria.

The introduction and consumption of all alcoholic drinks within the confines of the school is strictly prohibited.

It is forbidden to enter with or remain with any person confines of the establishment whom is in a state of intoxication or under the influence of a drug, or any other substance producing similar effects.

#### **ARTICLE 3.10 – SMOKING PROHIBITION**

For reasons of safety relating to fire hazard, it is strictly forbidden to smoke in all the places which contain flammable materials, such as paper.

Moreover, it is forbidden to smoke in enclosed places of collective use, which are assigned to the reception of the public or which constitute places of work .

#### **ARTICLE 3.11 - CLEANLINESS OF THE BUILDINGS AND THE EQUIPMENT**

Each user must take care to maintain of the cleanliness of the buildings, the common parts, the collective installations (medical, class or computer rooms...) and of the equipment, no matter their apparent state.

The heads of associations whom are authorized to use the buildings must ensure compliance with effective rules and must return everything in the state it was given to them in. If necessary, the school reserves the right to invoice a second time for the costs associatiated with the condition items and buildings were received in.

It is forbidden to throw unspecified waste in places aside from those specifically for this purpose and all must comply with the rules set up in the buildings of the School like all provisions taken in a development which is prospectively durable.

The dustbins and baskets must be emptied daily at the places indicated by the maintenance service.

#### **ARTICLE 3.12 – NUISANCES OF SOUND**

The class rooms, libraries, conference rooms, and offices are places of work in which and in the vicinity of which silence is imposed. At the time of the events organized by associations, the persons in charge will take particular care that no one disturb educational or administrative activities in the area.

**Appendix 2**

**Rules Specific to Aprentice**  
(not applicable to non French students)