



Studies Division  
Admission and Student life  
Department

# EHESP STUDENT REGULATIONS

*Extracts*



**EHESP**

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## FOREWORD

The French School of Public Health (EHESP) is a higher-education establishment known as a *Grande Ecole*. It delivers education and training in compliance with France's constitutional principles of equality and non-discrimination.

The EHESP fulfils an original and pioneering model as a higher-education and research establishment with a strong vocational approach, commissioned to fulfil a public service mission.

The EHESP's academic regulations were approved by its Governing Board on October 8, 2020, in accordance with Decree n° 2006-1546 of 7 December 2006, as amended, relating to the Ecole des hautes études en santé publique.

These regulations may be reviewed annually by the Governing Board on the advice of the Education Council.

## GENERAL PRINCIPLES

### EHESP STUDENTS

The EHESP provides training programs for future and current civil service healthcare professionals, as well as masters and doctoral degree courses, some of which are co-accredited with other institutions. Furthermore, the EHESP offers its own diploma known as a "diplôme d'établissement" and also delivers continuous professional training.

Those who undertake a course at the EHESP will therefore have various statuses (civil service trainee, employee, student etc.). However, and for the sake of clarity, this document uses "student" as a generic term to refer to all those registered on a course at the EHESP.

### GENERAL COURSE STRUCTURE

The academic year is organized into semesters and teaching units (TU) which are then divided into modules and classes. In the coming years, the EHESP will introduce a skill-based approach to teaching in line with its strategic plan.

The learning platform provides details of how each academic pathway is organized.

### STUDENTS' RIGHTS

#### I - Support for students with disabilities

The EHESP has a specific policy in place to support students with disabilities. Guidance is available through a disability officer whose duties include:

- making reasonable adjustments (access to premises, classrooms, canteens, accommodation, adapted classroom equipment and teaching);
- organizing special arrangements in respect of assessments, course work and other examinations, subject to disclosure of the disability one month prior to any examination (special equipment, human support, adapted teaching materials, extra time to complete work etc.);

- helping students and their lecturers with internships, finding work and starting a job;
- raising awareness of disability within the EHESP community and fostering inclusiveness on campus.

## II - Preferred name

EHESP students may choose to identify themselves with a preferred first name that differs from their official name. The School will, in this case, ensure traceability in its information systems and continue to use the official name only where necessary.

If a student officially changes his or her name, he or she may request that any diploma or course certificate bear the new name by contacting the Admissions and Student Life Department.

Where students require any official document produced for them for administrative purposes, they should specify whether their preferred name or official should be used.

## III - Teaching resources

When their courses begin, students will be given an email address in the following format: "name.familyname@eleve.ehesp.fr". This does not apply to students on short courses or undergoing prior learning assessment.

Students will be given access to a learning platform where they can access all their course details such as timetabling, teaching materials, syllabus, computer courses etc.

Students are expected to comply with EHESP policy on the use of digital resources. They will have to sign or accept a document to this effect when they connect for the first time.

An information service is available on the Rennes and Paris campuses.

## IV - Multi-function card

Students are issued with a multi-function card that allows them access to EHESP premises and library, and to pay for meals on the Rennes campus.

The card is personal and must not be lent to anyone. Willful misuse of any kind will lead to disciplinary action.

The card must be returned to reception at the end of the course.

Lost or damaged cards can be replaced subject to payment in accordance with rules set out by the Governing Board.

On the Paris campus, students are issued with a card that provides access to services available at the CROUS.

# STUDENT RESPONSIBILITIES

## I - General conduct on campus

All students should:

- behave appropriately and in a way as to not disturb campus life
- be respectful of others

- be courteous
- be inclusive and non-discriminatory
- comply with health and safety rules
- protect the environment

Mobile phones and other devices should be put in airplane mode during classes and examinations and in the library.

Students may wear signs reflecting their personal religious or philosophical leanings as long as they comply with France's constitutional secularism (laïcité) laws. Students must respect others' opinions and refrain from proselytism.

Student may refer to the secularism officer (référent laïcité) for any issues relating to secularism, radicalization, racism or antisemitism ([referent-laicite@ehesp.fr](mailto:referent-laicite@ehesp.fr)).

A gender equality officer (référent égalité) can be contacted for issues relating to gender or sexual discrimination ([egalite@ehesp.fr](mailto:egalite@ehesp.fr)).

## **II - Security and access to premises**

The director is responsible for health, safety and order on the EHESP campuses.

The director reserves the right to refuse access to anyone whose behavior is incompatible with the smooth running of the EHESP and with health and safety regulations on the campus.

No meetings or events may be organized on the EHESP premises unless a prior request has been approved by the Admissions and Student Life Department.

## **III - Display and posting rules**

Students may display or distribute documents in line with rules on freedom of expression and information relating to political, economic, social and cultural issues. Such documents may only be displayed in certain areas. The Admissions and Student Life Department must be given a copy of the document or leaflet beforehand.

No commercial document or leaflet may be displayed or distributed on campus without prior approval by the director.

## **IV - Intellectual honesty**

Integrity and honesty are expected, the lack of which constitutes a breach of academic rules.

Any student suspected of academic dishonesty during an exam shall be allowed to complete the exam paper. Notice of the facts and evidence is drawn up by the course director and counter-signed by the invigilator in question. The director is immediately informed so that he/she may refer the matter to the disciplinary board.

All cases of suspected plagiarism shall be referred to the director immediately. Any representation or reproduction, in whole or in part, without the consent or acknowledgement of the author is unlawful. Any student who plagiarizes may incur disciplinary action regardless of any penal sanction.

Plagiarism detection software is in operation at the EHESP.

Any student found guilty of plagiarism or fraud shall receive a mark of 0 for the exam paper in question, regardless of any disciplinary action which may or may not be taken.

The scientific integrity officer can provide guidance about intellectual honesty ([RIS@ehesp.fr](mailto:RIS@ehesp.fr)).

## V - Hazing law

Hazing (also known as initiation ceremonies) is a criminal offence in France. It refers to the practice of encouraging or forcing a person to perform humiliating or degrading acts or to drink excessive amounts of alcohol as part of campus life or during social or sports settings.

Hazing may lead to disciplinary action regardless of any criminal proceedings.

## STUDENT REPRESENTATIVES

### I - Student representatives on boards and committees

Student representation on the Governing Board and on the Education Council is set in accordance with the provisions of Decree No. 2006-1546 of 7 December 2006 on the EHESP, as amended.

Elected representatives work with the EHESP management on cross-cutting policy issues relating to academic and campus life.

Regular meetings are held between representatives and EHESP management in order to raise issues and share information. These meetings may be attended by other people where appropriate. Meeting agendas are set by student representatives and the management.

Minutes of these meetings may be issued by student representatives once they have been approved by the management.

Representatives may be granted releases or leave of absence to attend preparatory meetings and council plenary sessions. Such releases and absences may also cover preparation and debriefing time, up to a total of three times the period set for the session or meeting in question.

As part of EHESP committees and working groups, representatives may be required to attend meetings on issues of relevance to them.

In accordance with Decree No. 2012-571 of 24 April 2012 on health and safety committees in higher education establishments, as amended, user representatives are invited to undergo some health and safety training.

During elections to these various bodies, student representatives should:

- promote the role of elected representatives, advise about voting, and encourage students to participate in the EHESP community.
- ensure all roles are renewed and help new representatives into their positions.

### II - Class representatives

Class representatives represent their class or year group. They liaise with course directors and teaching staff about issues relating to the class and teaching.

They are elected each year by their peers by a uninominal majority vote in one round. The election takes place within 45 days of the academic year and the number of representatives is as follows:

- classes/year groups of 1 to 29 students: 2 full members, 2 alternate members
- classes/year groups of 30 to 59 students: 3 full members, 3 alternate members
- classes/year groups of 60 to 89 students: 4 full members, 4 alternate members
- classes/year groups of 90 or more students: 5 full members, 5 alternate members

Once they have been appointed, class representatives participate in course committees under the auspices of the course director and in thematic meetings organized by the student representatives on the boards and committees.

Class representatives act as intermediaries between year groups and the student representatives and vice versa.

They may be invited to attend EHESP working groups on issues of relevance to them.

## CAMPUS LIFE

### I - The student office - B2E

The student office, known by its French acronym "B2E", is a non-profit organization bringing together student representatives from different classes and year groups in order to foster harmonious student life.

B2E organizes campus activities such as cultural and sports events. In conjunction with the Admissions and Student Life Department, it processes applications for collective projects before the selection committee is held.

B2E doesn't replace other student associations. However, it is the main campus association and the school's main point of contact for campus life and activities. The B2E chair may attend regular meetings with the EHESP management in line with School policy.

B2E's main point of contact with the school is the Admissions and Student Life Department.

B2E members are elected every year by students under the conditions set out in its rules and regulations.

### II - Student organizations

Students are allowed to freely set up an association (in French a non-profit organization) once notice has been given to the director.

The director may allow student organizations whose mission is of direct interest to the EHESP to establish their headquarters at the School. In such cases, these organizations should appoint a liaison officer in charge of relations with the School.

Room or office space may be made available to organizations upon prior arrangement with the EHESP. This involves a written agreement.

### III - Collective projects

The EHESP encourages students to take on initiatives and responsibilities and to promote various activities which improve and promote campus life. The School may support such activities if they take place in accordance with certain standards and contribute positively to the School's identity. Furthermore they may be integrated and promoted on student courses in accordance with academic rules and regulations.

All initiatives must obtain approval by the director, especially when EHESP support is requested. Applications are examined by a committee comprising:

- The director or his/her representative
- The Studies Division
- The International Relations Department
- The Communication Department
- Admissions and Student Life Department

- a B2E representative
- Student representatives on the Governing Board

#### IV - Alumni

A student becomes an alumnus on graduating from certain university-level courses that the EHESP delivers, accredits, co-accredits or co-validates.

Alumni may join the network of alumni, in particular on social media. They will thus be able to build a professional network, promote their course and share experience.

The internship and careers service (service des stages et de l'orientation professionnelle - [stages@ehesp.fr](mailto:stages@ehesp.fr)) can put students in touch with the EHESP alumni network.

## STUDENT PROVISIONS

The EHESP has the authority to award national diplomas and those which are accredited by the *Conference des Grandes Ecoles*. It also awards its own diplomas.

These diplomas and qualifications include:

- Doctorates for which the EHESP is accredited by the Ministry of Higher Education or co-accredited.
- Master's degrees for which the EHESP is accredited by the Ministry of Higher Education or co-accredited
- Specialist master's degrees, accredited by the *Conference of Grandes Ecoles*
- The CAFDES certificate relating to social services management training
- Continuous education certificates awarded in the EHESP's own name

Students officially registered at partner institutions remain under the authority of the home institution in the case of co-accredited diplomas or for those awarded in partnership with another institution. However, they are required to follow the rules and regulations in force in where they are actually studying. These students have "visiting student" status and enjoy the same rights and services as regular EHESP students unless the partnership or co-accreditation agreement stipulates otherwise.

## TYPES OF STUDENT

### I - Students enrolled on a diploma course accredited by the Ministry of Education (master/doctorate)

A doctoral student can enroll via the Admissions and Student Life Department if the home doctoral school agrees to him/her joining for the first year of doctoral studies.

Doctoral students enrolled at the EHESP as well as those who are enrolled at an institution member of the public health doctoral network are part of the same network.

### II - Students on diploma courses other than those accredited by the Ministry of Higher Education (masters, *diplôme d'établissement*)

Those enrolled are given student status.

## ACADEMIC YEAR

The precise dates of the academic year are set by the Governing Board after consultation with Academic Board and Technical Committee.

## APPLICATION AND ENROLMENT

### I - Applications

Students must submit their applications via a portal during the application period. Non-EU students must also apply to Campus France if they come from an eligible country.

No applications will be accepted after the application period has ended.

Applications which do not comply with requirements after an initial review and feedback will be rejected.

### II - Admission

A selection committee selects applicants for enrolment.

For selective courses, the maximum number of places available is set by the Governing Board for each academic year.

### III - Administrative enrolment

The director sets the enrolment dates each year.

All students enrolling at the EHESP must complete their administrative formalities via the Admissions and Student Life Department.

This must be done at the start of each academic year and in the event of any course changes.

Students must complete an enrolment form and pay tuition fees and, in some cases, the campus contribution fee (CVEC) before their course starts. Some students may be allowed to pay in instalments subject to prior arrangement and approval, in accordance with the French higher education practices for public establishments. Students who received a grant from the CROUS will have their fees waived.

Payment is due for any semester started.

After enrolment, students are given all the paperwork they need for their studies.

Students whose administrative situation is not up to date will not have their academic year validated.

Students who drop out before their course starts may be reimbursed although the EHESP will retain an administrative charge.

Students who leave their course after it starts in order to enroll on another course of equal status may have their fees reimbursed if the director so decides. An administrative charge would, however, still apply. Students leaving their course for other reasons will not be reimbursed.

All students who are awarded a higher education grant or a grant from the French government are required to inform the Admissions and Student Life Department and to provide a copy of the grant decision.

Students who are from partner institutions pay their fees at their home university. They do not have to pay any enrolment fees at the EHESP.

### IV - Academic enrolment

For courses accredited by the Ministry of Higher Education, students must complete academic enrolment via their course directors. This enrolment specifies the courses chosen, electives, and support schemes available for each student along with any special entitlements due to their particular circumstances (family situation etc.).

This enrolment and the conditions relating to it are set out in an agreement between the school and the student.

Special arrangements may be made by the course director for students in extenuating circumstances.

All diploma and certificate courses delivered by the EHESP require students to complete their academic enrolment in the same conditions.

### V - Attendance and punctuality

In accordance with current higher education legislation, the director is responsible for setting out rules governing student attendance.

Special arrangements may be granted for students in extenuating circumstances.

Requests for absences, for legitimate reasons, should be made to the course director.

Students must be punctual. Students who are over 10 minutes late will not be admitted into the class and will be marked as absent without permission.

## ASSESSMENT

### I - Assessment policy

Before each academic year begins (or within the first month thereof), the Governing Board approves the assessment procedures for each course, after consulting with the Education Council.

They set out how students are marked and how teaching units are validated along with rules for special circumstances. They include the provisions governing each student's attendance.

Students are informed about the assessment policy during their first month of their course via the teaching platform.

This policy applies to both students and lecturers. It may not be amended during the academic year.

### II - Examinations

Students are required to sit their exams.

Final assessment involves an exam session. Resits are governed by the assessment policy and are subject to overview by the course director.

Exam conditions are set out in the examination policy, see appendix.

Assessment may take various forms: ongoing assessment, written assignments, orals, written exams, internship validation and reports, group work, final dissertation, vivas, panel interviews etc.

In most cases, ECTS marks and credits obtained for each teaching unit will only be awarded by the assessment panel.

The assessment panel is appointed by the director or competent body in the case of co-accredited diplomas.

## SPECIAL ARRANGEMENTS

### I - Extensions, suspensions and postponements

A course director may suggest special arrangements for students whose personal circumstances do not allow them to pursue their studies in the usual way.

In this respect, students may submit a written request to the course director for the following:

- extra time to complete a course – postponing a teaching unit to a later semester if the academic cycle allows for this. Validation of the academic year would be postponed accordingly.
- suspending the course for a semester or for the academic year – students have to submit a request by the first day of the semester in question. During the suspension, students are no longer considered EHESP students. They regain their status when the suspension ends.

- postponing the course – students would have to submit a request by the first days of the academic year in question. Students are no longer considered EHESP students. They regain their status when the postponement ends.

In some cases, special arrangements require extra fees for admission, tuition or campus fees (CVEC) up to the amount of any new semester started. They may also lead to reimbursement of some admission and tuition fees. This does not mean that any financial support is automatically extended.

For degree courses, if students wish to delay their master 2 year with regard to their master 1 year, the EHESP may only grant permission to do so if the course's accreditation is still in force.

## **II - Time out**

Some students take time out from their courses in order to acquire personal or vocational experience, whether this is managed by an organization in France or abroad. In such cases, students retain their student status along with the related benefits.

Time out could be a semester or an academic year. This is a decision for the student, and is subject to approval by the director and in accordance with EHESP policy.

A written agreement is concluded between the student and the EHESP.

## **COURSE STRUCTURE AND ORGANISATION**

### **I - Course structure**

Courses are organized into teaching units (TUs) which, in turn, are made up of lectures, internships, personal work, distance learning and assessments.

### **II - Internships**

Students can find internship and job offers on an online platform managed by the EHESP. The International Relations Department can help students with organizing internships abroad (paperwork, intercultural preparation, guidance etc.).

Internship agreements are managed by administrative and course staff with support from the EHESP careers office. ([stages@ehesp.fr](mailto:stages@ehesp.fr); [stage.international@ehesp.fr](mailto:stage.international@ehesp.fr)).

### **III - Mobility grants**

The EHESP may award grants to students undertaking study trips or internships abroad. ([bourses.international@ehesp.fr](mailto:bourses.international@ehesp.fr)).

### **IV - Student-led educational activities**

The EHESP has a policy of recognizing and promoting student-led academic activities where these are consistent with the following:

- diversity and complementarity of the School's missions
- public interest
- key professional values: commitment, integrity, respect for the law, loyalty, neutrality, respect, accountability
- adaptability, efficiency and responsiveness.

An evaluation committee studies proposals for student-led academic activities, under the auspices of the Studies Division. This committee is made up of:

- a representative of the Studies Division

- a representative of the Admissions and Student Life Department and
- the head of the master course on which the student, who is making the application, is enrolled.

The Admissions and Student Life Department organizes a committee in charge of assessing the skills acquired by students. This committee is made up of:

- the head of the master's course
- a lecturer on the master's course
- a visiting professional

The academic committee of each master's course is responsible for validating the student-led teaching unit.

## V - Teaching unit validation

The assessment methods and criteria are set out in the course brochure and in the Assessment Policy.

Various sets of marks must be used for assessment.

The EHESP uses the European Credit Transfer System (ECTS). At least 30 ECTS credits are compulsory for a semester and 60 credits for an academic year for master's and doctorates.

Students pass a teaching unit if they achieve a mark equal to or greater than that which is indicated in the Assessment Policy. In this case, they will be awarded the corresponding ECTS credits. Students failing to achieve a mark of 10 will not have their teaching unit validated nor receive any credits, unless stated otherwise in the Assessment Policy.

The exam panel decides on retakes.

## VI - Assessment of teaching

All EHESP courses are assessed by students (via an online questionnaire).

Each course director sets out how often these assessments take place.

A summary of student feedback is given to each course director and teaching unit head.

Students are informed about the findings.

## DISCIPLINE

The Governing Board includes a disciplinary committee with authority for investigating user misconduct.

In accordance with Articles R. 811-10 to R. 811-42 of the Education Code, the committee has authority to decide on the following types of case involving EHESP users:

- fraud and attempts of fraud relating to enrolment, ongoing assessment, exams or entrance exams;
- any breach of EHESP rules or regulations or any action which may hurt the reputation of the School.

Cases are referred to the disciplinary committee by the director.

## STUDENT WELFARE GRANTS AND PREVENTIVE MEDICINE

### I - Student welfare grants (CROUS grants)

Maintenance grants are available for eligible courses via the CROUS, the public organization for student administration. Grants are subject to means testing.

### II - Preventive medicine

Student medical centers are available for EHESP students. In Rennes the name of the center is "Pôle Santé Social Interuniversitaire" (SSE) and in Paris it is the "Service Interuniversitaire de Médecine Préventive et de Promotion de la Santé" (SIUMPPS) located at the University of Paris.

These medical centers provide free and confidential health and social services. They also cater for students with disabilities.

## GRADUATION

### I - Diplomas and diploma supplements

All awards approved by the examining board are issued within six months. They are signed either by the director, or, in the case of co-accredited courses, by an authorized representative of the partner institution. For co-accredited courses, the award is issued by the student's home institution.

Awards are issued only once.

However, replacement certificates may be requested if the student provides proof of loss or destruction of the original.

Master's degrees are issued with a diploma supplement that provides details of the modules and subjects studied and the skills acquired.

### II - Award dispatch and delivery

Upon written request, students may receive their marks and certificate of achievement within a maximum of 3 weeks following conferral of the award.

The certificate is dispatched by recorded delivery or hand-delivered with signature on delivery.

Students may ask someone else to take delivery of their certificate on their behalf. In such cases, the person will need to show proof of identity and produce the student's ID and hand-written authorization.