



EHESP

SCHOOL REGULATIONS

Academic Dean's office
Administration office
Admission and Student Life department



E H E S P

Table of contents

| | |
|---|----|
| PREAMBLE | 5 |
| TITLE 1 - GENERAL PRINCIPLES..... | 6 |
| Article 1 - LEARNERS AT EHESP | 6 |
| Article 2 - GENERAL ORGANISATION OF SCHOOLING | 6 |
| Article 3 - RIGHTS OF LEARNERS..... | 6 |
| I - Support for learners with disabilities | 6 |
| II - Customary first name | 7 |
| III - Educational resources | 7 |
| IV - Multi-service card | 8 |
| Article 4 - OBLIGATIONS OF LEARNERS | 8 |
| I - General obligations in terms of student life..... | 8 |
| II - Safety and access to premises..... | 9 |
| III - Posting rules | 9 |
| IV - Intellectual honesty..... | 9 |
| V - Hazing offences | 10 |
| Article 5 - REPRESENTATION OF LEARNERS | 10 |
| I - Representation of civil servant students and students on bodies | 10 |
| II - Class representatives..... | 11 |
| Article 6 - CAMPUS LIFE..... | 12 |
| I - Student Office - B2E | 12 |
| II - Learners' associations | 12 |
| III - Collective projects | 12 |
| IV - ALUMNI | 13 |
| TITLE 2 - PROVISIONS APPLICABLE TO CIVIL SERVANT STUDENTS..... | 14 |
| Article 1 - SCHOOLING OBLIGATIONS..... | 14 |
| I - Matriculation..... | 15 |
| Administrative matriculation..... | 15 |
| Educational matriculation | 15 |
| II - Educational pathways | 15 |
| III - Course of study costs | 15 |
| IV - Attendance and punctuality..... | 15 |
| V - Leave | 16 |
| VI - Examinations..... | 16 |

| | |
|---|----|
| Article 2 - SPECIAL SCHOOLING ARRANGEMENTS..... | 16 |
| I - Individualisation of courses..... | 16 |
| II - Other special schooling arrangements..... | 16 |
| Article 3 - SCHOOLING PROCEDURE | 17 |
| I - Organisation of courses..... | 17 |
| II - Placements | 17 |
| III - Validation of taught courses | 17 |
| IV - Assessment of taught courses | 18 |
| V - Committee to improve the quality of courses for civil servant students | 18 |
| VI - Termination of schooling | 18 |
| Article 4 - DISCIPLINE..... | 19 |
| Article 5 - SOCIAL ACTION FOR STUDENTS..... | 19 |
| I - Prevention and social action guide | 19 |
| II - Assistance..... | 19 |
| III - Social Action Committee | 19 |
| Article 6 - VALIDATION OF COURSE OF STUDY..... | 19 |
| Article 7 - OBLIGATION OF SERVICE | 20 |
| TITLE 3 - PROVISIONS APPLICABLE TO STUDENTS..... | 21 |
| Article 1 - STUDENT TYPOLOGY | 21 |
| I - Students enrolled in a diploma course accredited by the Ministry of Higher Education (master's and doctorate)..... | 21 |
| II - Students enrolled in diploma courses not accredited by the Ministry of Higher Education (master's, DE) | 22 |
| III - Integrated preparatory classes | 22 |
| Article 2 - ACADEMIC YEAR | 22 |
| Article 3 - SCHOOLING OBLIGATIONS..... | 22 |
| I - Applications..... | 22 |
| II - Admission to course | 22 |
| III - Administrative matriculation | 23 |
| IV - Educational matriculation..... | 24 |
| V - Attendance and punctuality..... | 24 |
| Article 4 - KNOWLEDGE ASSESSMENT..... | 24 |
| I - Knowledge assessment procedures..... | 24 |
| II - Examinations | 25 |
| Article 5 - SPECIAL SCHOOLING ARRANGEMENTS..... | 25 |
| I - Staggering, suspension and deferral of schooling..... | 25 |

| | |
|--|----|
| II - Gap year | 26 |
| Article 6 - SCHOOLING PROCEDURE | 26 |
| I - Organisation of courses..... | 26 |
| II - Placements | 26 |
| III - Foreign mobility grants | 27 |
| IV - Student engagement..... | 27 |
| V - Validation of taught courses | 28 |
| VI - Assessment of taught courses | 28 |
| Article 7 - DISCIPLINE..... | 28 |
| Article 8 - SOCIAL ACTION FOR STUDENTS..... | 28 |
| I - CROUS grants based on social criteria | 29 |
| II - Preventive medicine..... | 29 |
| Article 9 - DIPLOMA CERTIFICATION | 29 |
| I - Diploma and diploma supplements | 29 |
| II - Awarding of the diploma..... | 29 |
| TITLE 4 - PROVISIONS APPLICABLE TO TRAINEES IN CONTINUING EDUCATION..... | 30 |
| Article 1 - GENERAL OBLIGATIONS OF TRAINEES | 30 |
| Article 2 - ATTENDANCE | 30 |
| Article 3 - OCCUPATIONAL AND COMMUTING ACCIDENTS | 30 |
| Article 4 - OBLIGATION OF DISCRETION | 31 |
| Article 5 - REPRESENTATION OF TRAINEES | 31 |
| Article 6 - DISCIPLINE..... | 31 |
| Article 7 - END OF COURSE OF STUDY | 31 |
| TITLE 5 - PROVISIONS APPLICABLE TO NON-AWARD STUDENTS | 32 |
| Article 1 - RULES OF ADMISSION | 32 |
| Article 2 - Attendance requirements..... | 32 |
| Article 3 - Representation of non-award students..... | 32 |
| Article 4 - Validation of the non-award period | 32 |
| APPENDICES:..... | 33 |

PREAMBLE

The Ecole des Hautes Etudes en Santé Publique (School of Advanced Studies in Public Health, EHESP) is a public scientific, cultural and professional institution (EPSCP) constituted as a major institution.

Among the missions entrusted to it, the EHESP conducts its training missions in compliance with the constitutional principles of equality of public service and non-discrimination.

In accordance with its strategic plan, the EHESP embodies an original, innovative model - initiated when the ENSP became the EHESP - of a higher education and research institution with strong professional roots, carrying out public service missions.

In application of the provisions of Decree No. 2006-1546 of 7 December 2006 as amended relating to the Ecole des Hautes Etudes en Santé Publique, the school regulations were submitted to the Course of Studies Board at its meeting of 1 October 2020 and approved by the Board of Governors, by Deliberation No. 26/2020 of 8 October 2020.

It may, if necessary, be revised annually by the Board of Governors, after consulting the Course of Studies Board.

TITLE 1 - GENERAL PRINCIPLES

Article 1 - LEARNERS AT EHESP

The following are considered learners at EHESP:

- Civil servant students, who have the status of trainee civil servants, and who attend EHESP as part of their initial training and after passing a competitive examination for access to the state and hospital civil services and for adaptation to employment, as well as those who have passed the preparatory courses for civil service entrance examinations,
- Students enrolled in a diploma-based programme at EHESP or in an institution whose course is co-accredited with EHESP,
- Trainees in continuing education, enrolled at EHESP or in an institution whose course is co-accredited with EHESP, as part of a diploma, certification or qualification course or a short course,
- Non-award students who are matriculated on one of the courses offered at EHESP to follow taught courses, without being awarded the status of student or trainee in continuing education.

Where a student civil servant is simultaneously following a diploma, certification or qualification course, their status as a student civil servant takes precedence over any other status.

Article 2 - GENERAL ORGANISATION OF SCHOOLING

Schooling is structured into semesters and teaching units (TU), which are themselves organised in modules and sequences. Courses of study re-engineered in line with a skills-based approach aimed at organising block-based teaching will be implemented in the years to come, in accordance with the institution's strategic plan.

The educational platform presents the organisation of each learning pathway in detail.

For trainees in continuing education enrolled on short courses and for candidates wishing to validate prior learning, these elements appear on the EHESP continuing education website, and are disclosed at the time of the invitation and/or given at the beginning of the course.

Article 3 - RIGHTS OF LEARNERS

I - Support for learners with disabilities

In order to facilitate the reception of learners with disabilities, the EHESP implements a specific policy, set out in a disability master plan.

Any learner with a disability may, if they so wish, seek the advice of a disability adviser (referent-handicap@ehesp.fr), whose tasks are to

- Suggest appropriate arrangements (accessibility of premises, accommodation and catering, educational and material adaptations, etc.),
- Propose compensatory measures during knowledge tests, examinations and other tests, provided that the matter is referred to them at least one month before the start of the tests (installation of specific equipment, human support, adapted presentation of subjects, increased time for writing, etc.),
- Support learners and course heads in the monitoring of placements, take-up of a position, and the professional integration of learners,
- Promote awareness of disability issues within the EHESP community and contribute to making EHESP campuses inclusive.

II - Customary first name

EHESP facilitates the use of the customary first name for any person who requests it, while taking the necessary precautions to ensure the compliance of official documents and the traceability of data from its information systems.

Once a change of civil status has been acquired, the learner may obtain a diploma or course certificate corresponding to their new civil status, by making a request to the Department of Schooling and Student Life (*Direction de la scolarité et de la vie étudiante*).

If, for administrative purposes, the learner wishes to have documents issued either with the customary first name or with the civil status first name, the request must be submitted to the Department of Schooling and Student Life.

III - Educational resources

Upon entry to the course, learners, with the exception of trainees enrolled on short courses and candidates wishing to validate prior learning, are given an email address in the format “firstname.lastname@eleve.ehesp.fr”.

The learners in question benefit from access to an educational platform that provides online details of the organisation of each course, the educational resources deemed essential by each lecturer and course head (syllabus, course materials, exercises, timetables, office training, etc.).

It is the responsibility of the learners concerned to ensure compliance with the charter for the proper use of EHESP's digital resources, which must be signed and initialled and/or accepted when they first log in to the computer system.

A documentation service, present on the Rennes and Paris campuses, is open to all learners.

IV - Multi-service card

The Department of Schooling and Student Life issues learners (except for candidates wishing to validate prior learning and short-course trainees) with a multi-service card which gives access to the EHESP premises, including libraries, and allows the payment of catering services on the Rennes campus.

This card is personal and non-transferable. Any loan, exchange, falsification or attempt to falsify it is prohibited and may be punished.

At the end of the course of study, the multi-service card must be returned to the EHESP reception desk.

In the event of loss, theft or damage, the reissue of a multi-service card is subject to the payment of a sum to be determined by the Board of Governors.

On the Paris campus, a card is issued to learners, giving them access to services managed by the CROUS (Regional Centre for University and School Works).

Article 4 - OBLIGATIONS OF LEARNERS

I - General obligations in terms of student life

Learners are expected to behave

- In a way that does not breach public order or the smooth operation of the EHESP,
- Respectfully,
- Courteously,
- Inclusively and in a non-discriminatory way,
- In a way that protects the health, hygiene and safety of persons and property,
- In a way that protects the environment.

Mobile phones and other means of communication must be switched to “airplane” mode during lessons, examinations, other tests and competitive exams, as well as inside libraries.

Students who have the status of trainee civil servants are required to comply strictly with the principle of neutrality both in their expression and in their behaviour. In this respect, they shall refrain from wearing signs that manifest a personal attachment to philosophical or religious convictions.

Students, trainees and non-award students may, however, wear signs expressing their personal attachment to philosophical or religious convictions, while complying with the principle of secularism and diversity of opinion, and without proselytising.

Learners may consult the secularism adviser for matters involving secularism, the fight against radicalisation, racism and anti-Semitism to raise any questions or make a report or complaint about a potential breach of the rules of secularism, or the expression of racism or anti-Semitism (referent-laicite@ehesp.fr).

A gender equality adviser for discrimination based on gender and sexual orientation is also available for consultation by learners (egalite@ehesp.fr).

II - Safety and access to premises

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

The Director reserves the right to refuse access to the premises to any person whose behaviour proves to be incompatible with the proper functioning of its activities, health, safety and security of persons and property.

The EHESP premises may not host meetings and/or events that have not been expressly authorised in advance by the Department of Schooling and Student Life.

III - Posting rules

On the EHESP premises, posting is governed by the following rules:

- With regard to students, trainees and non-award students, in accordance with freedom of expression and information on political, economic, social and cultural issues, the distribution of leaflets or the posting of any document is authorised within the School, in the places reserved for this purpose, on the express condition that a copy of the document and/or leaflet is submitted to the Department of Schooling and Student Life beforehand.
- With regard to civil servant students, the distribution of leaflets or the posting of documents must respect the obligations set out in Article 25 of Law No. 83-634 of 13 July 1983 on the rights and obligations of civil servants, and in particular the obligation of neutrality and the principle of secularism. Before being posted or distributed, the leaflet or document must be submitted to the Department of Schooling and Student Life.

The posting or distribution of commercial leaflets or any other commercial material is prohibited, except with the prior express authorisation of the Director.

IV - Intellectual honesty

Any breach of the rules of probity and honesty constitutes a breach of the obligations of schooling.

In the event of suspected fraud during an examination, in whatever form, the learner is authorised to continue their composition. A report is drawn up and signed by the programme head or course head and countersigned by the person responsible for supervising or monitoring the examination who noted the suspected fraud. This report is sent promptly to the Director who may refer the matter to the competent disciplinary body.

In case of suspicion of plagiarism, the Director is immediately informed. Any representation or reproduction, in whole or in part, of a work of the mind, in breach of the French Intellectual Property Code, is forbidden and may give rise to a disciplinary sanction, independent of the implementation of criminal proceedings.

In order to detect possible plagiarism, EHESP has developed a computerised tool.

Where plagiarism or fraud is found, a mark of 0 is awarded for the examination in question, without prejudice to referral to the competent disciplinary body.

If learners have any questions about intellectual honesty, they can contact the scientific integrity adviser (RIS@ehesp.fr).

V - Hazing offences

Hazing is an offence, punished by the French Criminal Code, which consists of causing any person, whether against their will or not, to undergo or commit humiliating or degrading acts, or to consume alcohol in an excessive manner, during events or meetings related to the school, sports and socio-educational environment.

In addition to criminal prosecution, hazing may be subject to disciplinary action.

Article 5 - REPRESENTATION OF LEARNERS

I - Representation of civil servant students and students on bodies

The representation of civil servant students, students and doctoral students on the Board of Governors, the Course of Studies Board and the Scientific Board is determined in accordance with the provisions of Decree No. 2006-1546 of 7 December 2006 relating to the Ecole des Hautes Études en Santé Publique, as amended.

The elected representatives are the privileged contact persons of the department when dealing with cross-functional questions on the general policy of the School in relation to their schooling and life on campus.

The dissemination of information from the learner representatives to the bodies occurs via regular meetings between the learner representatives and the department, to which anyone they deem useful may be invited. The agenda is set jointly by the learner representatives and the department.

These meetings may be minuted by the learner representatives with the minutes circulated to all learners, after receiving a favourable opinion from the department.

Representatives may be granted time off or leave of absence to attend preparatory meetings and plenary sessions of the boards. These leaves of absence may also include preparation and reporting time, equivalent to a total of three times the time set for the session and/or meeting.

In connection with committees and working groups organised by the School, they may be asked to participate in meetings on subjects that concern them.

Under Decree No. 2012-571 of 24 April 2012 on committees concerned with health, safety and working conditions in higher education establishments under the authority of the French Minister for Higher Education, as amended, users' representatives are invited to attend extended meetings of the Health, Safety and Working Conditions Committee (CHSCT), whose mission is to contribute to the protection of the health, safety and working conditions of staff in their work.

When these bodies are renewed, it is up to the learners' representatives:

- To promote the role of elected representatives, to inform learners about the voting procedures and to encourage voters to participate in the institutional life of EHESP,
- To ensure as far as possible the handover of representative functions and the take-up of functions by the newly elected representatives.

II - Class representatives

Class representatives represent all the learners in each class (year group).

They are the privileged contact persons for the course head, the programme head, and for lecturers, with whom they handle the practical questions specific to the life of their class and relating to education.

Class representatives are elected each year by their peers within each class, in a first-past-the-post election. Class representatives are elected within 45 days of the effective start of each class. The number of representatives is set as follows:

- Class sizes from 1 to 29 learners: 2 full members, 2 substitutes,
- Class sizes from 30 to 59 learners: 3 full members, 3 substitutes,
- Class sizes from 60 to 89 learners: 4 full members, 4 substitutes,
- Class sizes of over 90 learners: 5 full members, 5 substitutes.

Once they are voted in, they take part in course orientation committees led by the programme head or course head, and in themed meetings organised by the elected representatives of the learners on the bodies.

They act as a link between the classes and the learners' elected representatives on the bodies and vice versa, on all matters they deem useful.

In connection with the working groups set up by the School, they may be asked to participate in meetings on subjects that concern them.

Article 6 - CAMPUS LIFE

I - Student Office - B2E

In order to promote better social integration, the School's associative structure is federated by the Student Office (B2E), constituted as an association governed by the Law of 1 July 1901, which brings together, as far as possible, representatives of each class in order to guarantee representativeness.

Its role is to organise cultural, sporting or recreational events. In conjunction with the Department of Schooling and Student Life, and as part of a call for projects, the B2E examines collective projects each year before the committee referred to at point III below, chaired by the Director or their representative.

The B2E does not replace class associations or other existing associations. Nevertheless, on aspects of collective and festive life, the B2E is the main EHESP contact. The Chair of the B2E may participate in regular meetings with senior management, under the conditions set out in Article 5-I above.

The Department of Schooling and Student Life is the main B2E contact.

B2E members are elected each year by the learners, in accordance with the conditions set out in its rules of procedure.

II - Learners' associations

Learners may freely form associations governed by the law of 1 July 1901, after informing the Director.

Student associations whose purpose is of direct interest to EHESP may be authorised by the Director to set up their headquarters on site under the conditions the Director determines for each of them. In such cases, they must designate a correspondent responsible for relations with the School's senior management and departments.

The provision of space is subject to prior authorisation; relations between EHESP and the association are then governed by an agreement.

III - Collective projects

EHESP encourages learners to take initiatives and responsibilities for the promotion of various activities, insofar as they aim to support actions that contribute to the improvement and influence of student life and campus life. As long as they comply with implementation principles that guarantee the success of the actions undertaken and respect for the institution's image, they may be supported by EHESP and integrated and publicised within the students' course of study programmes, in accordance with the rules applicable to the course in question.

The agreement of senior management is a prerequisite for the implementation of such an initiative, especially when it is accompanied by a request for support from EHESP. The decision is taken after the project has been examined by a committee composed of

- The Director or their representative,
- The Department of Studies,
- The International Relations Department, when the project has an international scope,
- the Communication Department,
- the Department of Schooling and Student Life,
- A representative from the student office and student life,
- Learners' representatives on the Board of Governors.

IV - ALUMNI

Alumnus status is acquired by:

- Validation of an initial course of study,
- Obtaining a national diploma for which EHESP is accredited or co-accredited,
- Obtaining a diploma for which EHESP is responsible for the certification tests,
- Obtaining an institutional diploma,
- Obtaining certification or a course of study certificate.

Alumni can join the network, notably via social networks, and thus facilitate their entry into the professional world, recognition of the curriculum and the sharing of experience.

The placement and career guidance service (stages@ehesp.fr) is responsible for facilitating the relationship between learners and the EHESP alumni network.

TITLE 2 - PROVISIONS APPLICABLE TO CIVIL SERVANT STUDENTS

EHESP is responsible for the initial training and adaptation to employment of people who are to undertake leadership, management, inspection, control and assessment functions in the health, social or medico-social fields under the responsibility of the French Ministries of Health, Social Affairs and National Education.

During their schooling, civil servant students, hereafter "students", have the status of trainee civil servant. They are remunerated and are subject to the general obligations of civil servants, as laid down in Law No. 83-634 of 13 July 1983, as amended, on the rights and obligations of civil servants.

For any questions relating to the ethical obligations and principles applicable to them, they can contact the Ethics adviser (déontologue@ehesp.fr).

EHESP's programmes are:

- For the state civil service:
 - Statutory engineer of sanitary engineering (IGS),
 - Health Engineer (IES),
 - Inspector of Health and Social Action (IASS),
 - Public Health Medical Inspector (MISP),
 - Public Health Pharmacist Inspector (PHISP),
 - National Education Doctor (MEN),
 - Health and Safety Technician (T3S),

- For the hospital civil service:
 - Hospital Administration Officer (AAH),
 - Hospital Director (DH),
 - Director of health, social and medico-social establishments (D3S),
 - Director of Care (DC),
 - Hospital Engineer (IH),
 - The preparatory cycles for the competitive examination.

Those persons on job adaptation courses have the status of civil servant students, subject to the specific rules laid down by the individual statutes.

Article 1 - SCHOOLING OBLIGATIONS

Course admission occurs via nominative lists or any equivalent document drawn up by the national management centre (*centre national de gestion*, CNG) for the hospital civil service and the Ministry of Solidarity and Health for the State civil service.

I - Matriculation

Administrative matriculation

Administrative matriculation is done via the Department of Schooling and Student Life.

Educational matriculation

Matriculation occurs via the teaching and research departments of the relevant programme, in accordance with its own procedures.

II - Educational pathways

The guiding principles of the courses of study provided are:

- Individualised course of study, which may include a positioning approach and support provided by a course pathway advisor,
- Professionalisation of pathways, which may, if necessary, take the form of an individual training contract.

Students' educational pathways are defined by the rules specific to each programme, with a view to providing the student with the skills described in the professional reference framework.

They include theoretical courses and supervised placements.

Periods of inter-programme grouping (common public health seminars, inter-professional modules, inter-school sessions, cross-functional skills blocks) are organised in order to develop a shared vision of the concepts and issues of public health.

III - Course of study costs

Students do not pay any fees to follow an initial course of study at EHESP. For students on job adaptation courses, the financial conditions are set by the specific statutes.

Any student who wishes to follow a diploma course, a qualifying course or a certification course at EHESP in parallel must pay the relevant matriculation fees. The student's status as a student takes precedence over any other status, particularly in the context of elections to bodies.

IV - Attendance and punctuality

As trainee civil servants, students are bound by a strict obligation to attend classes, in accordance with the timetable set by the EHESP, and to participate in placements.

Any absence must be authorised in advance, except in cases of proven emergency.

Any significant absence or lateness without justification or whose justification is not accepted by the course head will be sanctioned by deduction of salary for services not rendered, as well as the suspension of course or placement allowances.

Repeated absences and lateness may prevent the validation of the course, at the proposal of the programme head. If necessary, a procedure for exclusion or abandonment of post may be initiated.

Students are expected to be punctual. A student who is more than 10 minutes late may not be accepted in class, their absence being considered as unjustified.

V - Leave

Students are entitled to leave under the conditions laid down in the general and special statutes and the decrees setting out the course conditions.

They also benefit from trade union leave, under the conditions laid down in the statute.

Elected members of the bodies shall be granted leave of absence under the conditions set out in Article 5 - I of Title I above.

Any unauthorised or unjustified absence will be penalised in accordance with the provisions of Article I. IV above.

Any student absent for health reasons must send a medical certificate to the programme head. The doctor appointed by the EHESP may be called upon to examine the student at their practice or at the student's home, if the student is unable to travel.

VI - Examinations

The procedures for validating the course of study are set out in the training orders for each programme. Examinations may take different forms (continuous assessment, written tests, submission of deliverables with or without oral presentation, oral examinations, etc.).

They are organised in accordance with the conditions set out in the Examinations Charter.

Article 2 - SPECIAL SCHOOLING ARRANGEMENTS

I - Individualisation of courses

A request for an individualised course pathway, which may lead to a reduction in the number of lessons, may be made by students, provided that a compensation system is proposed. In order to review the request, a self-assessment test may, if necessary, be requested by the programme head.

Individualised pathways are approved by the programme head, in agreement with the lecturer(s) concerned, and are the subject of a decision signed by the programme head and notified, by any means, to the student.

II - Other special schooling arrangements

In exceptional cases, other special schooling arrangements may be proposed by the director of studies, on the advice of the programme head, to the national management centre or to the Ministry of Solidarity and Health.

To this end, students must submit a written request to the programme head, giving reasons and providing supporting evidence.

Article 3 - SCHOOLING PROCEDURE

I - Organisation of courses

Courses are divided into periods of teaching and work placement.

Teaching is broken down into teaching units and sequences, and corresponds to skills that are intended to be organised into blocks.

II - Placements

Placements are an integral part of the course of study and take place under the educational responsibility of the EHESP.

The aim of placements is to put students in a situation of responsibility and to familiarise them with various professional environments.

Placements are defined by the course decrees specific to each professional programme (discovery, external, professionalisation, specialisation, observation, professional practice, etc.).

Placement locations are proposed each year by the programme head.

Students are assigned a placement by decision of the programme head. This assignment is accompanied by a framework document signed by the student, the placement supervisor and the programme head, which indicates the nature of the objectives sought as well as the criteria for student assessment.

During placements, students are placed under the functional authority of the trainee supervisor and remain subject to the hierarchical authority of the school director.

They are required to reside in or near the placement location.

Each placement gives rise to an assessment and a production, in line with the arrangements defined in the course decree specific to each programme.

Students may not receive a bonus when they undertake a placement as part of their course, in addition to their salary and placement allowances, regardless of the status of the host organisation, be it public or private.

III - Validation of taught courses

Assessment of taught courses is carried out in the form of continuous assessment, written tests or oral examinations.

Grades are awarded by the programme head, on the proposal of the head of the teaching unit concerned.

In order to assess the students' achievements and skills, the tenure jury examines all the marks obtained by the students during their schooling, as well as the evaluation of the placement and assessments.

The dates and organisation of the tests are set by the heads of each programme.

In the event that a student has been prevented, for a legitimate reason recognised by the programme head, from taking a test, the student in question may be authorised to take a test of the same nature within a time limit set by the programme head.

In the case of students who, without a valid reason and despite two formal notices from the Director, fail in any way to attend taught lessons, placements or any of the tests contributing to the validation of the course of study undertaken, a procedure for abandonment of post may be initiated by the appointing authority, at the request of the Director under the conditions laid down in Article 4 below, without prejudice to the deduction of salary in the absence of services rendered.

IV - Assessment of taught courses

The taught courses delivered under the responsibility of EHESP are subject to assessment by students (online questionnaire).

The pace and sequencing of the assessments are set by the course head.

Summaries of the assessments are sent to the course head and the teaching head.

Students are notified of the results of these assessments.

V - Committee to improve the quality of courses for civil servant students

The committee to improve the quality of student course is a dialogue body that contributes to improving the quality of courses between and within each programme and makes proposals on issues common to all programmes.

It is made up of the Department of Studies, the Quality Manager, the student representatives on the bodies, the heads of each programme, the directors of the teaching and research departments, a representative from the educational support centre and two 'quality' advisers from each class, appointed from among the class delegates.

It meets at least twice a year. Its secretariat and operation are ensured by the Department of Studies in conjunction with the students who make up the committee.

VI - Termination of schooling

A student who wishes to terminate their course of study must contact the Human Resources Department in writing, providing details.

Depending on the provisions of the specific statutes, the reimbursement of all or part of the school fees may be required.

Article 4 - DISCIPLINE

Disciplinary power lies with the appointing authority.

In the event that a student commits, during their course, one or more acts likely to be referred to the Disciplinary Board, a detailed report will be sent by the Director to the appointing authority, with a view to potential referral to the Disciplinary Board.

Article 5 - SOCIAL ACTION FOR STUDENTS

I - Prevention and social action guide

A prevention and social action guide for students is drawn up in consultation with their representatives on the bodies.

II - Assistance

Students in the hospital civil service can request the assistance of the EHESP social worker.

III - Social Action Committee

This committee examines questions relating to applications for aid submitted in particular by students in the hospital civil service.

Chaired by the Director or their representative, it is composed of the social worker, representatives of the administration, representatives of the elected staff and a representative of the learners in the bodies, when a file reviewed by the committee concerns a student's situation. Its secretariat is ensured by the Human Resources Department.

It meets at least once a year.

The minutes of the committee are kept in a way that ensures their confidentiality by the Human Resources Department.

On the proposal of the said committee, the Director grants assistance.

In the event of a serious or urgent individual situation, the Director may grant immediate assistance. The committee is informed of this at its next meeting.

Article 6 - VALIDATION OF COURSE OF STUDY

Subject to special provisions, once the student has passed the tests to validate their course of study, and on the decision of the final jury, a certificate of course completion is issued by the programme head.

Each student is then granted tenure or placed on a list of suitable candidates.

The procedure for assigning students who have fulfilled their course obligations is not the responsibility of EHESP, falling instead to the national management centre (CNG) for students

in the hospital civil service and of the Ministry of Solidarity and Health, or the Ministry of Education for students in the state civil service.

Article 7 - OBLIGATION OF SERVICE

Prior to their assignment to EHESP, trainee civil servants sign a commitment to serve for a period of time that varies according to the professional programme in question.

A breach of the service commitment will result in the reimbursement of all or part of the school fees under the conditions laid down in the specific statutes.

TITLE 3 - PROVISIONS APPLICABLE TO STUDENTS

As a major institution or EPSCP, EHESP is authorised to award French national diplomas, and diplomas accredited by the Conférence des grandes écoles (CGE), as well as its own institutional diplomas.

To this end, it issues:

- The doctorate for which it is accredited by the Ministry of Higher Education or co-accredited,
- Master's for which it is accredited by the Ministry of Higher Education or co-accredited,
- Specialised master's, accredited by the Conférence des grandes écoles (CGE),
- Institutional diplomas in its own name,
- The certificate of aptitude for the functions of director of a social establishment or social intervention service (CAFDES) issued on behalf of the Ministry for Social Affairs,
- Certificates of continuing education in its own name.

In the case of co-accreditation or partnership diplomas, students matriculated administratively with a partner institution are subject to the authority of that institution and to the regulations in force therein. However, they are still required to respect the internal regulations and school regulations of each of the institutions in which they may be required to attend classes. They are given the status of "passenger" students and benefit, subject to the terms of the co-accreditation or partnership agreement, from the same rights and services as students matriculated administratively at EHESP.

Article 1 - STUDENT TYPOLOGY

I - Students enrolled in a diploma course accredited by the Ministry of Higher Education (master's and doctorate)

Students are enrolled in initial or continuing education.

As soon as they apply for an agreement with EHESP, they are matriculated as continuing education students. In this case, they are also bound by the provisions of Title 4 of these regulations.

In the absence of any agreement, students fall under the system of initial course of study.

Doctoral students matriculate with the Department of Schooling and Student Life as soon as the doctoral school to which they belong has issued a favourable opinion on their matriculation for the first year.

An agreement for the joint or shared award of the doctoral degree is established between EHESP and each Doctoral School.

Doctoral students enrolled at EHESP and those enrolled in a doctoral school that is a member of the doctoral network in public health may integrate the doctoral network in public health.

II - Students enrolled in diploma courses not accredited by the Ministry of Higher Education (master's, DE)

Matriculated persons have student status.

They may also fall within the bounds of continuing education, and are, in such cases, bound by the provisions of Title 4 of these School Regulations.

III - Integrated preparatory classes

An integrated preparatory class is formed under the conditions set by the order of 30 June 2009 organising the opening of an integrated preparatory class for external competitive examinations to recruit management staff for the institutions set out in points 1 and 7 of Article 2 of Law No. 86-33 of 9 January 1986 on statutory provisions relating to the hospital civil service, directors of health, social and medico-social establishments, hospital administration officers and inspectors of health and social action.

As part of the course of study provided by EHESP, candidates admitted to the integrated preparatory class are granted student status.

They may receive an allowance under the conditions set out in Article 10 of the above-mentioned Order.

All course costs are covered by EHESP, as well as accommodation and catering, during periods when the School's restaurant is open.

Article 2 - ACADEMIC YEAR

The boundaries of the academic year are set by decision of the Board of Governors, after consulting the Course of Studies Board and the Technical Committee.

Article 3 - SCHOOLING OBLIGATIONS

I - Applications

Applications are submitted via a dedicated platform during the application periods set by the Department of Schooling and Student Life. Non-European students must also submit an application to Campus France, for countries eligible for the scheme.

Any applications arriving after the deadline will be automatically rejected.

After review of the applications and after reminders if necessary, any applications that do not comply with the prescribed forms will be automatically rejected.

II - Admission to course

A selection committee, whose composition is decided by the Director, after consulting with the Department of Studies, chooses the candidates to be admitted to courses.

For selective courses, a number of places determined by a decision of the Board of Governors sets the maximum number of students who may be admitted to the course in each academic year.

III - Administrative matriculation

Each year, the Director sets the start and end dates for university matriculation.

Students entering the EHESP programme must undertake administrative matriculation with the Department of Schooling and Student Life.

Administrative matriculation is yearly, and must be renewed at the beginning of each academic year, including in the case of special schooling arrangements.

Students must complete an administrative file and pay the matriculation fees or school fees set by the Board of Governors, as the case may be, along with the student and campus life contribution, before starting the course. Payments by instalment may be granted, with the prior agreement of the accounting officer, in the light of the student's situation, in particular pursuant to the conditions set out in the amended order of 19 April 2019 concerning matriculation fees in public higher education institutions under the authority of the Minister for Higher Education. Students receiving a grant from the CROUS are exempt from paying matriculation fees.

Any semester started entails its payment.

Once matriculated, students are given the necessary documents to ensure that their studies run smoothly.

Students whose administrative situation is not up to date may not under any circumstances claim validation of the academic year.

In the event of withdrawal before the start of the academic year, the matriculation fee is automatically refunded, subject to a sum retained by the institution to cover management of the matriculation process.

In the event of withdrawal after the beginning of the academic year with a view to matriculation in another study pathway in the same field, the Director may decide to reimburse the matriculation fees, subject to a sum retained by the institution to cover the administrative procedures required for matriculation. In other cases, there will be no reimbursement of matriculation fees.

Any student who is awarded a higher education grant or a French government grant is required to promptly inform the Department of Schooling and Student Life of this, and to send a copy of the award decision.

Students subject to supervised mobility pay matriculation fees at their home university. They are not subject to EHESP matriculation fees.

IV - Educational matriculation

For courses accredited by the French Ministry of Higher Education, pursuant to the decree of 30 July 2019, each student is required to matriculate with the course head in question, making it possible to accurately define the pathway for each student, taking into account personalised study pathways, the support measures from which they may benefit, as well as their individual situation (high-level sportspersons, operational reserve, family members or family carers, etc.) and to set the resulting attendance obligations.

Schooling conditions with regard to educational matriculation are given to the students in return for a receipt and they are obliged to respect them.

In the light of each student's situation, reductions and/or exemptions may be granted by the course head.

The obligation to matriculate applies to all diploma, qualification and certification courses offered by EHESP, under the same conditions.

V - Attendance and punctuality

Pursuant to Article L. 612-1-1 of the French Education Code and the Order of 30 July 2019 defining the national framework for the schooling and attendance of students matriculated in a course of study under the authority of the Ministry of Higher Education, it is the Director's responsibility to determine the attendance conditions applicable to students. For other courses, the attendance conditions applicable are also determined by decision of the Director.

Exemptions from attendance may be granted to students in the situations referred to in Article 3 of the aforementioned Order of 30 July 2019.

Leave of absence for legitimate reasons may be requested from the course head.

Students are expected to be punctual. A student who is more than 10 minutes late may not be accepted in class, their absence being considered as unjustified.

Article 4 - KNOWLEDGE ASSESSMENT

I - Knowledge assessment procedures

The terms and conditions for the assessment of knowledge for each course are submitted each year, before the beginning of the academic year and at the latest by the end of the first month of the teaching year, for approval to the Board of Governors, on the advice of the Course of Studies Board.

They determine the procedures for the acquisition or validation of teaching units, as well as the rules for compensation. They take into account the obligations imposed regarding attendance.

They are made known to students at the latest in the month following the start of the academic year via the teaching platform.

The terms and conditions of knowledge assessment are binding on students and lecturers. They cannot be amended during the year.

II - Examinations

Participation in examinations is a school requirement.

For the final assessment, an examination session is organised. Catch-up sessions are organised in line with the conditions set out in the knowledge assessment procedures, at the discretion of the course head.

The examination conditions are set out in the Examination Charter, appended to these regulations.

Assessment of learning can take different forms: continuous assessment, written or oral deliverables, written tests, validation of placements and presentation of placement reports, group work, end-of-course dissertation, reflective essay, jury interview, etc.

Except in exceptional cases, the marks and European Credit Transfer System (ECTS) credits obtained for each course are only definitively attributed by the jury of the course in question.

The jury is appointed by the director or the competent authority in the case of a co-accredited diploma.

For doctoral students, the authorisation to present a thesis for defence is granted by the head of the establishment upon the opinion of the director of the doctoral school, after proposal by the thesis director. The doctoral student must then comply with the thesis defence procedure appended to these regulations in accordance with the decree of 25 May 2016 establishing the French framework for courses of doctoral study.

Article 5 - SPECIAL SCHOOLING ARRANGEMENTS

I - Staggering, suspension and deferral of schooling

In order to facilitate the schooling of students who, due to their personal situation, are not or no longer able to continue their studies, the Department of Studies may grant them special arrangements on the basis of a reasoned proposal from the course head. The decision, notified to the student, sets out the final terms and conditions for the validation of the diploma or degree cycle.

In this context, students may apply via reasoned written request with supporting evidence to the course head, in order to request:

- Staggering of studies: lessons can be postponed to a later semester, in line with the progress of the teaching schedule for the study cycle. Validation of the year's study and graduation are postponed accordingly.
- Suspension of studies for a semester or an academic year: the request for suspension must be submitted at the latest prior to the first day of the semester in question. During

the period of suspension, the student is no longer considered a student at EHESP. They regain their student status at the end of the suspension period.

- Deferral of studies: the deferral request must be submitted at the latest prior to the first day of the year in question. During the deferral period, the student is no longer considered a student at EHESP. They regain their student status at the end of the deferral period.

Depending on the circumstances, special schooling arrangements may result in matriculation fees, school fees and student and campus life contributions for any new semester begun, or in the refund of a portion of the admission and school fees. No financial aid can be extended automatically as a result.

For higher education diploma-based courses, if a student wishes to do their M2 non-continuously in relation to their M1, EHESP is only obliged to allow the student to follow the M2 during the accreditation period of the said master's course.

II - Gap year

The gap year is a period during which a student, enrolled in an initial higher education course, temporarily suspends their studies in order to gain personal or professional experience, either on their own or with a host organisation in France or abroad.

Student status is retained during the gap year, as well as the social benefits attached to this status.

The gap year can last one semester or one academic year.

It occurs at the student's initiative, subject to obtaining the agreement of the Director of EHESP, in accordance with the procedure set out in the deliberation of the Board of Governors No. 25/2019 of 11 July 2019.

A gap year contract is concluded between the student and EHESP.

Article 6 - SCHOOLING PROCEDURE

I - Organisation of courses

Each course is organised into teaching units (TU).

Each teaching unit is composed of sequences, which are themselves composed of classes, placements, personal work, distance learning and assessment.

II - Placements

An online job and placement platform managed by EHESP ensures that placement and job offers are disseminated to students.

For international placements (organisation, consulting, intercultural preparation, etc.), the International Relations Department is, from an administrative point of view and for the preparation of the project, the privileged contact point for students.

Placement agreements are managed by the teaching and administrative team of each course, with the support of the EHESP placement and professional integration department (stages@ehesp.fr; stage.international@ehesp.fr).

III - Foreign mobility grants

EHESP can provide mobility grants for study and placements abroad (bourses.international@ehesp.fr).

IV - Student engagement

Based on Law No. 2017-86 of 27 January 2017 on equality and citizenship, EHESP is committed to a policy that recognises and values students' involvement in extracurricular activities.

To this end, EHESP intends to recognise and value the engagement of its students, in whatever form this may take, as long as it is consistent with the following values:

- Diversity and complementarity of its missions,
- A sense of public interest,
- Overarching professional values: continuity, commitment, integrity, legality, loyalty, neutrality, respect, responsibility,
- Adaptability, efficiency and responsiveness.

Applications are reviewed and assessed under the responsibility of the Department of Studies, as part of the student commitment assessment committee, made up of

- A representative of the Department of Studies,
- A representative of the Department of Schooling and Student Life and,
- The head of the master's programme in which the student applying for recognition and valuation of student engagement is matriculated.

The Department of Schooling and Student Life organises the skills assessment committee, which is responsible for assessing the student's acquisition of skills and is made up of

- The head of the master's programme,
- A lecturer in the master's programme and,
- A person from the professional world.

It is the responsibility of the educational committees of each master's programme to validate the "student engagement" teaching units.

V - Validation of taught courses

The methods, assessment criteria and weighting between examinations for each teaching unit are set out in the diploma template and the knowledge assessment procedures specific to each course, approved under the conditions laid down in Article 4 - I of this Title.

A teaching unit is assessed on the basis of several marks.

EHESP implements the European Credit Transfer System (ECTS). A semester of teaching counts for at least 30 compulsory ECTS credits and a year's course of study counts for at least 60 in master's and doctorate degrees.

Students who obtain a mark equal to or higher than that set by the knowledge assessment procedures validate the course and obtain all the corresponding ECTS credits. A mark of less than 10 or a failure prevents the validation of the course unit and the award of credits, unless otherwise scheduled in the knowledge assessment procedures.

Repeating a year is decided by the end-of-year jury.

VI - Assessment of taught courses

The taught courses delivered under the responsibility of EHESP are subject to assessment by students (online questionnaire).

The pace and sequencing of the assessments are set by the course head.

Summaries of the assessments are sent to the course head and the teaching head.

Students are notified of the results of these assessments.

Article 7 - DISCIPLINE

The appropriate disciplinary section for users is issued by the Board of Governors.

Under the conditions set out in Articles R. 811-10 to R. 811-42 of the French Education Code, it is called upon to rule on the acts of any EHESP user, as the perpetrator or accomplice of

- Fraud or attempted fraud committed in particular during matriculation, a continuous assessment test, an examination or a competitive examination,
- Any act likely to undermine the order, smooth functioning or reputation of the institution.

It is notified by the Director.

Article 8 - SOCIAL ACTION FOR STUDENTS

I - CROUS grants based on social criteria

A grant based on social criteria may be awarded by the Regional Centre for University and School Works (CROUS) for students in initial education who are following a course of study eligible for grants.

II - Preventive medicine

Students have access to the student health service located at the inter-university social health centre (SSE) in Rennes or the inter-university preventive medicine and health promotion service (SIUMPPS) of the University of Paris.

These bodies monitor student health, provide free and confidential medical and social services, and provide assistance to disabled students.

Article 9 - DIPLOMA CERTIFICATION

I - Diploma and diploma supplements

After transmission of the jury's minutes to the Department of Schooling and Student Life, and at the latest 6 months after the date of the jury's deliberation, the diploma is issued to successful students and signed by the director and/or, if applicable, the authorised representatives of the institutions whose courses are co-accredited. In the case of co-accreditation, the institution where the student is administratively matriculated issues the diploma.

The diploma is awarded only once.

The student may, however, request a duplicate of the diploma, provided that a document justifying the loss or destruction of the original is presented.

For master's degrees, a descriptive annex entitled "Diploma Supplement" is issued, outlining the content of the course and the skills acquired.

For doctoral students, the doctoral course is achieved via the validation of a thesis that is presented and defended. The EHESP, as the enrolling institution, is responsible for the proper application of the joint awarding agreement signed with the doctoral school.

II - Awarding of the diploma

Upon written request accompanied by proof of identity, the student will be issued with a transcript of marks and a certificate of achievement by the Department of Schooling and Student Life, within a maximum of three weeks following the announcement of the results.

The diploma is delivered on signature or sent on written request accompanied by proof of identity by registered letter with acknowledgement of receipt.

The student may also request that a third party collect the diploma on their behalf. In this case, the third party must present proof of identity, a copy of the student's identity document and the student's signed authorisation.

TITLE 4 - PROVISIONS APPLICABLE TO TRAINEES IN CONTINUING EDUCATION

EHESP offers a range of continuing education courses and supports trainees in

- Developing their course project in order to identify the most suitable pathway,
- Validating their experience with a view to taking up a course of study leading to a diploma, qualification or certificate, or to obtaining it in whole or in part,
- Identifying the funding for which they are likely to be eligible.

These courses are diploma, qualification and/or certification courses.

Article 1 - GENERAL OBLIGATIONS OF TRAINEES

Prior to commencing a course of study, trainees must sign a course agreement or contract which specifically sets out the conditions for financing the course and paying the course fees.

In accordance with Article L. 6352-3 of the French Labour Code, they are required to comply with the health and safety rules set out in the internal regulations, the internal regulations specific to trainees in continuing education in the context of intra-institution and bespoke courses of study, as well as the rules of discipline and the methods of representation of trainees as set out below.

Article 2 - ATTENDANCE

Trainees are bound by a strict obligation of attendance and punctuality. They must sign the attendance sheets provided.

In the event of absence, lateness or departure before the scheduled time, they must imperatively inform the Department of Schooling and Student Life and provide the appropriate supporting documents.

Any absence that is not justified within 48 hours may be considered as an offence liable to disciplinary action under the legislation in force, under the conditions set out in Article 6 below. Furthermore, in accordance with Article R. 6341-45 of the French Labour Code, the trainee is liable to have their remuneration withheld in proportion to the duration of the absence.

Article 3 - OCCUPATIONAL AND COMMUTING ACCIDENTS

If the trainee's absence is due to an occupational accident, it is the trainee's responsibility to make the necessary declarations to their employer if the trainee is an employee, or to the social security office if the trainee is a job seeker.

Only accidents that occur during the course of study followed or between the trainee's home and the place of study are reported by EHESP. It is the trainee's responsibility to inform the Department of Schooling and Student Life without delay of any accident they may have suffered. If this information is not received within 24 hours of the accident occurring, EHESP declines all responsibility for the obligation to report it.

Article 4 - OBLIGATION OF DISCRETION

Trainees are bound by an obligation of discretion regarding any information they may collect about the companies or organisations with which they are in contact as part of their course.

They are prohibited from reproducing and/or distributing, for any reason whatsoever and on any medium whatsoever, the various documents submitted or used in the context of their study, regardless of form or medium.

Article 5 - REPRESENTATION OF TRAINEES

Trainees who are regularly matriculated to prepare for a diploma are eligible to vote and stand for election to the EHESP bodies (Board of Governors and Course of Studies Board).

Article 6 - DISCIPLINE

The rules laid down for students in Article 7 of Title IV shall apply to trainees.

In addition, pursuant to and in accordance with the procedure set out in Articles R. 6352-1 to R. 6352-8 of the French Labour Code, disciplinary sanctions may be taken against trainees, following misconduct, once they have been informed of the grievances against them.

The employer and the funding body are notified of the sanction taken.

Article 7 - END OF COURSE OF STUDY

At the end of the course of study leading to a diploma, qualification or certification, trainees who have passed the tests scheduled in the knowledge assessment procedures are awarded the corresponding diploma, following the decision of the jury.

For courses not leading to certification, the trainee will receive a certificate of completion and a course certificate.

No diploma or certificate can be issued to a trainee who has not honoured the payments set out in the agreement signed before starting the course.

TITLE 5 - PROVISIONS APPLICABLE TO NON-AWARD STUDENTS

Article 1 - RULES OF ADMISSION

Any person who wishes to do so, subject to meeting the educational requirements of the course in question, may apply to enrol at EHESP as a non-award student.

A request for matriculation as a non-award student must be made to the Department of Schooling and Student Life, after obtaining the agreement of the course head concerned, at least two months before the start of the course.

Non-award students have to pay

- For access to a diploma course, matriculation fees are set by decision of the Board of Governors for the academic year in question,
- For access to the initial civil service course, a sum to be determined, in accordance with the rates set by the Board of Governors, prior to entry onto the course.

Non-award students may not claim learner status or its benefits at EHESP. As such, they cannot benefit from a student card, remuneration, grants, aid and assistance, housing assistance, a specific social security scheme or the benefits of legislation on placements, etc.

They will be issued with a multi-service card under the conditions set out in Article 13 of Title 1.

Article 2 - Attendance requirements

Non-award students undertake to attend classes regularly and punctually, in accordance with the programmes they are required to follow.

Otherwise, it is their responsibility to provide the required proof of their absences and/or lateness to the course head in question.

Article 3 - Representation of non-award students

Non-award students who are regularly matriculated in a diploma-based course are eligible to vote and stand for election to the EHESP bodies (Board of Governors and Course of Studies Board) if they so request.

Article 4 - Validation of the non-award period

At the end of the course, the non-award student is issued with a certificate of completion of the course.

Non-award students may not sit examinations. They cannot be awarded a diploma.

APPENDICES:

EXAMINATIONS CHARTER

THE GAP YEAR

RECOGNITION AND VALUATION OF STUDENT ENGAGEMENT AT EHESP

OVERSEAS PLACEMENT POLICY FOR PUBLIC SERVICE COURSES OF STUDY

WELCOME BOOKLET

SPECIFIC RULES OF PROCEDURE FOR TRAINEES IN CONTINUING EDUCATION
AS PART OF INTRA-INSTITUTION AND BESPOKE COURSES

RULES OF PROCEDURE FOR EHESP LIBRARIES

PROCEDURE TO DEFEND A THESIS