



ACADEMIC REGULATIONS OF THE EHESP

Directorate for Studies

Secretariat-General – Directorate for Education and Student
Life



University
of Rennes

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PREAMBLE

L'Ecole des Hautes Etudes en Santé Publique (EHESP) is a public scientific, cultural, and professional institution (EPSCP) constituted in the form of a large institution.

Among the tasks entrusted to it, the EHESP conducts its education tasks in accordance with the constitutional principles of equality before the public service and non-discrimination.

In line with its strategic project, the EHESP embodies an original and innovative model – initiated during the transformation of the ENSP into the EHESP – of a higher education and research institution with strong professional roots, conducting public service missions.

Pursuant to the provisions of Decree No 2006-1546 of 7 December 2006, as amended, on the Ecole des Hautes Études en Santé Publique, the academic regulations were submitted to the Teaching and Learning Committee at its meeting on 1 October 2020 and approved by the Management Board by Resolution No 26/2020 of 8 October 2020.

The academic regulations were amended and approved by the Management Board, by decision of 15 December 2021, in Title III, with a view to clarifying the doctoral degree, and with the addition of an annex relating to the procedure for the defence of theses.

The Academic Rules and their annexes were amended and approved by the Teaching and Learning Committee at its meeting on 4 October 2024 and by the Management Board at its meeting on 17 October 2024.

TITLE 1 – GENERAL PRINCIPLES

Article 1 – EHESP LEARNERS

The following are considered learners at the EHESP:

- Student civil servants, who have the status of civil servants-trainees, and follow the courses of the EHESP as part of initial and post-success training in a competition for admission to the public service of the State and Hospitalier and for adaptation to employment, as well as successful candidates in the tests for admission to the preparatory cycles for competitions for the public service,
- Students enrolled, at the EHESP or at an institution whose courses are co-accredited with the EHESP, in a course leading to the award of a diploma,
- Continuing Education Trainees, enrolled in the EHESP or in an institution whose courses are co-accredited with the EHESP, as part of a degree course, certifying, qualifying or short training,
- Free auditors, enrolled in one of the courses provided at the EHESP to follow the courses, without being granted the status of pupil, student or trainee in continuing education.

Where, at the same time, a pupil who is an official follows a course of study which diplomas, certifies,

or qualifies, his status as a pupil who is an official shall take precedence over any other status.

Article 2 – GENERAL ORGANISATION OF SCOLARITY

Schooling is structured in semesters and teaching units (EU), which are themselves organised in modules and sequences. The re-engineering of the competency-based approach to the organisation of the courses into competency blocks is implemented for several courses and is ongoing, in line with the Strategic Establishment Project 2024-2027.

The EHESP institutional website and the CAMPUS pedagogical platform detail the organisation of each pathway.

For continuing education trainees enrolled in short programmes and for candidates for the validation of prior learning, these elements are listed on the EHESP continuing education website and are communicated when the programme is convened and/or delivered at the beginning of the programme.

Article 3 – RIGHTS OF LEARNERS

I – Support for learners with disabilities

To facilitate the reception of people with disabilities, the EHESP implements a specific policy, set out in a disability master plan.

Any learner with a disability may, if he or she so wishes, seek the advice of a disability officer (referent-handicap@ehesp.fr), <mailto:referent-handicap@ehesp.fr> whose tasks are to:

- Propose adequate accommodation (accessibility of premises, accommodation and catering, pedagogical and material adaptations, etc.),
- Propose compensatory measures during knowledge checks, assessments and other tests subject to being entered at least one month before the start of the tests (installation of specific equipment, human support, adaptation in the presentation of subjects, increased composition time, etc.),
- Accompany learners and courses managers in the follow-up of traineeships, the taking up of posts and the professional integration of learners.
- Promote awareness of disability situations among the entire EHESP community and contribute to the inclusiveness of EHESP campuses.

II – First name of use

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

When the change of civil status is acquired, the learner has the possibility to obtain a diploma or training certificate in line with the new civil status, by applying to the Directorate for Education and Student Life.

If the learner wishes to have, for any administrative procedures, documents edited either with the first name of use or with the first name of civil status, the application must be submitted to the education department.

III – Teaching resources

On entering the course, learners, with the exception of trainees enrolled in short training and candidates

for the validation of prior learning, are provided with an e-mail address in the format ‘first name.last name@edu.ehesp.fr’. <mailto:first name.last name@edu.ehesp.fr> This address is assigned to them for the duration of the programme and is kept active 6 months after the end of their courses.

The learners concerned, benefit from access to the CAMPUS pedagogical platform, which makes it possible to obtain online the details of the organisation of each course, the pedagogical resources considered essential by each teacher and course manager (syllabus, course materials, exercises, schedules, office automation training, etc.).

It is up to the learners concerned to ensure the proper use of the EHESP digital resources.

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

IV – Multi-service card (CMS)

The Directorate for Education and Student Life issues learners (except for the validation of prior learning and trainees of the short sessions) with a multi-service card (CMS) which gives access to the EHESP’s premises, (libraries included), and allows the payment of catering services on the Rennes campus.

This card is personal and non-transferable. Any loan, exchange, falsification, or attempted falsification is prohibited and punishable.

At the end of the course, the CMS must be returned to the reception desk of the EHESP. In the event of loss, theft or damage, the reissue of a CMS is subject to the payment of a sum the amount of which is fixed by decision of the board of directors.

On the Paris campus, a card is issued to learners, allowing access to the services managed by the CROUS.

Article 4 – OBLIGATIONS OF LEARNERS

I – General Code of Conduct at the School

Learners must behave:

- In accordance with public policy and the proper functioning of the EHESP,
- Respectfully,
- With courtesy,
- Inclusive and non-discriminatory,
- Protector of the health, hygiene and safety of property and persons,
- Protector of the environment.

Mobile phones and other means of communication must be placed in ‘airplane’ mode during teaching, assessments, other tests and competitions, as well as inside libraries.

Pupils who have the status of probationary civil servants are required to comply strictly with the principle of neutrality both in their expression and in their behaviour. As such, they shall refrain from wearing signs showing a personal attachment to philosophical or religious beliefs.

On the other hand, students, trainees, and free listeners can show signs of their personal attachment to philosophical or religious convictions, while respecting the principle of secularism, diversity of opinion and without proselytism.

Learners have the opportunity to contact the referent for secularism and the fight against radicalisation,

racism and antisemitism to remove any queries or submit a report or complaint due to a potential breach of the rules of secularism or in the expression of acts of racism or antisemitism (referent-laicite@ehesp.fr).

A gender equality referent for discrimination related to gender and sexual orientation can also be requested by learners (egalite@ehesp.fr <mailto:egalite@ehesp.fr>).

II – Security and access to premises

The Director is responsible for order, hygiene and safety at EHESP campuses.

The Director reserves the right to refuse access to the premises to any person whose conduct is incompatible with the proper functioning of his activities, the hygiene, safety and security of persons and property.

EHESP premises may not host meetings and/or events which have not been the subject of prior and express authorisation by the Directorate for Education and Student Life.

III – Display rules

Within the EHESP, the display is governed by the following rules:

- In the case of students, trainees and free auditors, with due regard for freedom of expression and information with regard to political, economic, social and cultural problems, the distribution of leaflets or the display of any document shall be authorised within the school, in the places reserved for that purpose, on the express condition that a copy of the document and/or leaflet be given in advance to the Directorate for Education and Student Life.
- As regards student civil servants, the distribution of leaflets or the display of documents must comply with the obligations laid down 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. Prior to its posting or distribution, the leaflet or document must be handed over to the Directorate of Education and Student Life.

Posting, distribution of leaflets or any other document of a commercial nature shall be prohibited, unless the Director has given her prior and express authorisation to do so.

IV – Intellectual honesty

Any breach of the rules of probity and honesty constitutes non-compliance with schooling obligations.

In case of suspicion of fraud during an examination, in whatever form, the learner is allowed to continue its composition. A report shall be drawn up and signed by the person responsible for the course or the sector and countersigned by the person supervising or following up the examination which found the suspected fraud. The report shall be forwarded without delay to the director, who may refer the matter to the competent disciplinary body.

In case of suspicion of plagiarism, the director is immediately seized. Any representation or reproduction, in whole or in part, of a work of the mind, in violation of the Intellectual Property Code, is prohibited and may give rise to disciplinary action independent of the implementation of criminal proceedings.

In order to identify potential plagiarism, the EHESP has developed an IT tool to detect plagiarism. Where plagiarism or fraud is found, a score of 0 may be awarded to the examination in question, without prejudice to referral to the competent disciplinary body.

For questions on questions relating to intellectual honesty, learners can contact the Scientific Integrity Referent (RIS@ehesp.fr<mailto:RIS@ehesp.fr>).

V – Hazing offence

Hazing is an offence, provided for and punishable by the Criminal Code, which consists in causing any person, against his or her will or not, to suffer or commit humiliating or degrading acts or to consume alcohol excessively, during demonstrations or meetings related to school, sports and socio-educational environments.

Irrespective of criminal prosecution, hazing can lead to disciplinary prosecution.

Article 5 – REPRESENTATION OF LEARNERS

I – Representation of civil service students and other students in institutional bodies

The representation of student civil servants, students and doctoral students on the board of directors, the Teaching and Learning Committee and the Scientific Council shall be determined in accordance with the provisions of Decree No 2006-1546 of 7 December 2006 on the School of Advanced Studies in Public Health, as amended.

The elected representatives are the directorate's main interlocutors for dealing with cross-cutting issues concerning the school's general policy in relation to their schooling and life on campus.

Dissemination of information from learners' representatives to the bodies is made possible by regular meetings between learners and management, to which those they consider useful may be invited. The agenda is drawn up jointly by the learners' representatives and management.

These meetings may be the subject of a report drawn up by the learners' representatives and distributed to all learners, after consulting the management.

Representatives may be granted discharges or leave of absence to attend preparatory meetings and plenary sessions of Councils. Such release time and authorised absences may also cover preparation and reporting activities, for a total duration of up to three times the scheduled meeting time.

In the framework of committees and working groups set up by the school, they may have to attend meetings on subjects that concern them.

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

On the occasion of the renewal of the bodies, it is up to the representatives of the learners.

- To promote the role of elected representatives, inform learners about voting arrangements and encourage voters to participate in the institutional life of the EHESP.
- To ensure, as far as possible, the transfer of representative functions and the appropriation of functions by new elected officials.

II – Promotion delegates

Promotion delegates play a representative role for all learners in each promotion.

They are the privileged interlocutors of the person responsible for the course and teachers, with whom they deal with practical questions specific to the life of their promotion and relating to pedagogy.

The promotion delegates are elected each year by their peers within each promotion, by the nominative majority vote in one round. The election of promotion delegates shall take place within 45 days of the effective start of each promotion. The number of delegates shall be as follows:

- Promotion from 1 to 29 learners: 2 full members, 2 alternates,
- Promotion from 30 to 59 learners : 3 full members, 3 alternates,
- Promotion from 60 to 89 learners : 4 full members, 4 alternates,
- Promotion from 90 or more learners: 5 full members, 5 alternates.

When they are set up, they participate in the courses orientation committees led by the person responsible for the sector or the course and in the thematic meetings organised by the elected representatives of the learners in the bodies.

They act as a bridge between promotions and the elected representatives of learners in the instances and vice versa, on any issues they deem useful.

In the framework of working groups set up by the school, they may be invited to participate in meetings on subjects that concern them.

Article 6 – CAMPUS LIFE

I - Student and Learner Office - B2E

In order to promote ‘better living together’, the school’s associative fabric is federated by the pupils’ and students’ office (B2E), set up as an association governed by the Law of¹ July 1901, which brings together, as far as possible, representatives of each promotion in order to guarantee representativeness.

Its role is to organise cultural, sporting or convivial events. In conjunction with the Directorate for Education and Student Life, and in the context of calls for projects, the B2E participates each year in supporting collective projects carried out by learners and their associations.

B2E does not systematically replace existing promotion associations and other associations. Nevertheless, on the aspects of collective and friendly life, the B2E is the main interlocutor of the EHESP. The President of the B2E may participate in regular meetings with management, under the conditions laid down in Article 5-I above.

The Directorate for Education and Student Life is the B2E’s main point of contact.

The members of the B2E are elected each year by the learners under the conditions laid down in its rules of procedure.

II - Associations of learners

Learners may freely form associations governed by the law of 1^{July} 1901, after informing the director.

Associations of learners whose subject matter is of direct interest to the EHESP may be authorised by the director to establish their seat there under the conditions she determines for each one of them. In such cases, they must appoint a correspondent responsible for relations with the school's management and departments.

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

III – Collective projects

The taking of initiatives and responsibilities by learners for the promotion of various activities is encouraged by the EHESP, as they aim to support actions contributing to the improvement and outreach of student and campus life. As long as they comply with implementation principles that guarantee the success of the actions undertaken and respect for the image of the institution, they can be supported by the EHESP and be integrated and valued in the training curricula of learners, in accordance with the rules applicable to the course in question.

The agreement of the management is a prerequisite for the implementation of such an initiative, in particular when accompanied by a request for support from the EHESP. The decision comes at the end of a review of the project by a committee composed of:

- The Director or his representative,
- From the directorate of studies,
- The Directorate for International Relations, in the case of a project with an international dimension,
- From the Communication Department,
- From the direction of schooling and student life,
- A representative of the student office and student life,
- At least one representative of the learners elected to the bodies.
- At least one representative of the teaching teams

IV - ALUMNI

The quality of alumnus is acquired by:

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

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

Traineeships and career guidance services <mailto:stages@ehesp.fr> are responsible for facilitating the relationship between learners and the EHESP alumni network.

TITLE 2 – PROVISIONS APPLICABLE TO CIVIL SERVICE STUDENT

The EHESP is responsible for the initial education and adaptation to employment of persons with managerial, management, inspection, control and evaluation functions in the health, social or medico-social fields of the Ministries of Health, Social Affairs and National Education.

During their schooling, student civil servants, named "pupil", have the status of civil servant-trainee. They are remunerated and 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 question relating to the obligations and ethical principles applicable to them, they may refer the matter to the ethics referent (<mailto:déontologue@ehesp.fr>).

The EHESP's courses are:

- For the State civil service:
 - Statutory Engineer of Health Engineering (IGS),
 - Health Studies Engineer (IES),
 - Inspector of Health and Social Action (IASS),
 - Medical Inspector of Public Health (MISP),
 - Pharmacist Public Health Inspector (PHISP),
 - Doctor of National Education (MEN),
 - Health and Safety Technician (T3S),
- For the hospital civil service:
 - Hospital Administration Attaché (AAH),
 - Director of Hospital (DH),
 - Director of health, social and medico-social establishments (D3S),
 - Director of Care (DS),
 - Hospital engineer (IH),
 - The preparatory cycles for the competition.

Persons undergoing job adaptation training (FAE) have the status of civil servant pupil, subject to the specific rules laid down in the special statutes.

Article 1 – OBLIGATIONS OF SCOLARITY

Admission to courses is based on lists of names or any equivalent document drawn up by the National Management Centre (CNG) for the hospital civil service and the Ministry of Health and Prevention for the State civil service.

I – Listing

Administrative registration

Administrative registration is made with the Directorate for Education and Student Life.

Pedagogical registration

Pedagogical registration is carried out in the teaching and research departments, in the sector concerned, in accordance with its own procedures.

II – Pedagogical paths

The guiding principles of the courses provided are:

- Individualisation of training, which may include a positioning approach and is based on the competency-based approach.
- The professionalisation of career paths, structured in particular around apprenticeship.

The pedagogical paths of the students are defined by the rules specific to each sector, in order to allow the student to have the skills described in the professional framework.

They include theoretical teaching and supervised internships.

Periods of inter-stream groupings (common public health seminar, interprofessional modules, interschool sessions, common core of the public service) are organized in order to develop a shared vision of public health concepts and issues.

III – Tuition fees

Students do not pay tuition fees for initial training at the EHESP. For pupils undergoing job-adaptation training, the financial conditions are laid down in the special statutes.

Any pupil who wishes to follow in parallel a diploma course, a qualifying or certifying course of the EHESP, will be exempted from the corresponding registration fees fixed each year by decree by the Ministry of Higher Education. His status as a pupil will take precedence over any other status, in particular in the context of elections to the authorities.

IV - Assiduity and punctuality

In their capacity as probationary officials, pupils are subject to a strict obligation of attendance at teaching, in accordance with the timetables set by the EHESP, and at traineeships.

Any absence must be subject to prior authorisation, except in cases of proven urgency.

Any absence or significant delay which is not justified or whose justification is not accepted by the person responsible for the programme will be sanctioned by a deduction from salary for service not done, as well as by the suspension of training or traineeship allowances.

Repeated absences and delays may hinder the validation of training, on a proposal from the manager of the sector. An exclusion or abandonment procedure may be initiated where appropriate.

Students are required to punctuality. A student presenting himself with a delay exceeding 10 minutes may not be accepted in class, his absence being then considered unjustified.

V - Leave

Pupils are entitled to leave, under the conditions laid down in the general and individual statutes and by-

laws prescribing the conditions of training.

They are also entitled to trade union leave, under the conditions laid down in the Staff Regulations.

Elected officials shall be granted leave of absence, in accordance with the conditions set out in Article 5(1) of Title I above.

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

Any student absent for health reasons must send the head of the sector a medical certificate. The doctor appointed by the EHESP may be called upon to examine the person concerned at his or her office or at the pupil's home, if the pupil is unable to travel.

VI – Exams

The exams charter sets out the procedures for evaluating courses. The procedures for validating course are laid down in the course orders for each sector and/or the procedures for checking the knowledge and skills specific to each course. Exams can take different forms (continuous assessment, writing on the table, delivery of deliverables with or without oral presentation, oral, case studies, traineeship notes ...).

They shall be organised in accordance with the conditions laid down in the order.

Article 2 – SCOLARITY AMENDMENTS

I – Individualisation of curricula

Students may request individualisation of the education path, which may lead to less education, provided that they propose a compensation scheme. For the examination of the application, a self-positioning test may, where appropriate, be requested by the sector manager.

Individualisation of the course may be decided by the head of the course, in agreement with the teacher or teachers concerned, and may be the subject of a decision signed by the head of the course and notified, by any means, to the pupil.

II - Other schooling arrangements

By way of exception, other tuition arrangements may be proposed by the Studies Directorate, on the advice of the head of the sector, to the National Management Centre or to the Ministry of Solidarity and Health.

To this end, students must submit a reasoned written request to the head of the course, accompanied by supporting evidence.

The case of postponement of schooling is dealt with directly by the National Management Centre (CNG). And by the Human Resources Department of the Ministry.

Article 3 – STRUCTURE OF THE ACADEMIC PROGRAMME

I – Organisation of courses

Courses distinguish between periods of education and traineeships.

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

II – Traineeships

Traineeships are an integral part of the course and take place under the pedagogical responsibility of the EHESP.

Traineeships aim to place students in a position of responsibility and familiarise them with a variety of professional environments.

The traineeships are defined by the training decrees specific to each professional sector (discovery, external, professionalisation, specialisation, observation, professional practice, etc.).

Places of traineeship are proposed each year by the manager of the sector.

Students are assigned to traineeships by decision of the head of the course. This assignment is accompanied by a scoping document aimed at by the pupil, the traineeship supervisor and the head of the sector, which indicates the nature of the objectives sought and the criteria for evaluating the pupils.

During the traineeships, pupils are placed under the functional authority of the traineeship supervisor and remain subject to the hierarchical authority of the school and the headmaster of the host institution.

They are required to reside in or near the place where the traineeship takes place.

Each traineeship gives rise to an evaluation and a production, according to the methods defined by the teaching decree specific to each sector.

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

III – Validation of courses

The assessment of pupils takes the form of continuous assessment, table tests or oral tests.

Grades are awarded by the head of the course, on a proposal from the head of the education unit concerned.

In order to assess the pupils' achievements and skills, the jury examines all the marks collected by the pupils during their schooling, as well as the traineeship assessments and assessments.

The dates and arrangements for the organisation of the tests shall be laid down by the persons responsible for each sector.

If a pupil has been prevented, for a legitimate reason recognised by the person responsible for the sector, from taking part in a test, he may be authorised to take a test of the same nature within a period laid down by that person.

For pupils who, without impediment recognised as valid and despite two formal notices from the director, have in any way avoided teaching, traineeships or one of the tests contributing to the validation of the training followed, a procedure for leaving the 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 deduction from salary made in the absence of service done.

IV – Evaluation of lessons learned

Teaching delivered under the responsibility of the EHESP is assessed by students (online survey).

The pace and sequence of evaluations shall be defined by the person responsible for the course.

Summaries of evaluations shall be sent to the Course Manager and the Education Manager.

Students are informed of the results of these assessments.

V – Commission for the improvement of the quality of teaching for civil servant pupils

The Commission for the Improvement of the Quality of Student Teaching is a forum for dialogue that contributes to improving the quality of teaching between and within each sector and makes proposals on themes common to the sectors.

It is composed of the directorate of studies, the quality manager, the student representatives in the bodies, the heads of each course, the directors of the teaching and research departments, a representative of the pedagogical support centre and two ‘quality’ referents for each promotion, appointed from among the promotion delegates.

It meets at least twice a year. Its secretariat and its functioning are provided by the directorate of studies in connection with the students who compose it.

VI – Discontinuation of schooling

The pupil who wishes to definitively end his training must take over from the Human Resources Directorate by means of a detailed written document.

Depending on the provisions laid down in the special statutes, it may be necessary to reimburse all or part of the tuition fees.

Article 4 – DISCIPLINE

Disciplinary power lies with the appointing authority.

In the event that a pupil commits, during his training, one or more acts likely to fall within the remit of the Disciplinary Board, a detailed report will be sent by the director to the appointing authority, with a view to any referral to the Disciplinary Board.

Article 5 – SOCIAL ACTION IN THE PROFIT OF STUDENTS

I – Guide to prevention and social action

A guide to prevention and social action for pupils is drawn up in consultation with their representatives at the authorities.

II – Social worker assistance

Pupils in the public hospital service can seek help from the EHESP social worker.

III – Social Action Commission

The committee examines questions relating to aid applications submitted, in particular, by pupils in the hospital civil service.

Chaired by the director or his or her representative, it shall be composed of the social worker, representatives of the administration, representatives of elected staff and a representative of the learners in the bodies, where a file examined by the committee concerns the situation of a pupil. Its secretariat is provided by the Directorate for Human Resources.

It meets at least once a year.

The committee's minutes are kept in such a way as to guarantee their confidentiality by the Human Resources Department

On a proposal from that committee, the director shall grant aid.

In the event of a serious or urgent individual situation, the director may grant immediate assistance. The Committee shall be informed of this at its next meeting.

Article 6 – VALIDATION OF TRAINING

Subject to specific provisions, once the pupil has passed the validation tests of the course and on the decision of the final selection board, a certificate of completion of the course shall be issued to him by the person responsible for the sector.

Each pupil is then established or placed on a list of suitable candidates.

The procedure for assigning pupils who have fulfilled their training obligations does not come under the EHESP, but under the National Management Centre (CNG) for pupils in the hospital civil service and under the Ministry of Solidarity and Health or National Education for pupils in the State civil service.

Article 7 – OBLIGATION TO SERVE

Prior to their assignment to the EHESP, probationary officials undertake to serve for a period varying according to the professional field in question.

The termination of the commitment to serve will result in the reimbursement of all or part of the tuition fees under the conditions laid down in the Special Statutes.

TITLE 3 PROVISIONS APPLICABLE TO STUDENTS

EHESP is entitled to issue national diplomas and diplomas accredited by the Conférence des Grandes Écoles (CGE), as well as establishment diplomas of its own.

In that context, it shall issue:

- The doctoral degree for which it is accredited by the Ministry of Higher Education or co-accredited,
- Master's degrees for which it is accredited by the Ministry of Higher Education or co-accredited,
- Specialized mastère's degrees®, accredited by the Conference of Grandes Écoles (CGE),
- Establishment diplomas in its own name,
- The certificate of suitability for the post of director of a social establishment or social intervention service (CAFDES) issued on behalf of the Ministry in charge of social affairs,
- Continuing education certificates in his own name.

In the case of diplomas awarded in co-accreditation or partnership, students enrolled administratively in a partner institution are subject to the authority of that institution and to the regulations in force in that institution. However, they remain obliged to respect the rules of procedure and schooling of each of the institutions in which they may be led to follow courses. They have the status of 'passenger' students and, subject to the terms of the co-accreditation or partnership agreement, enjoy the same rights and services as students registered administratively at the EHESP.

Article 1 – TYPOLOGY OF STUDENTS

I – Students enrolled in a diploma course accredited by the Ministry of Higher Education (master and doctoral degree)

Students are enrolled under either the initial or continuing education status. The status applicable to each student is determined prior to enrolment, as is the amount of tuition fees, which is set based on the student's personal and professional situation and in accordance with the current tuition policy. This is established by the Registrar's Office in coordination with the Directorate of Studies and the Directorate of Development and Continuing Education.

Once they apply for an agreement with the EHESP, they are enrolled in continuing education. In such cases, they are also bound by the provisions of Title 4 of these school regulations.

Apart from any agreement, students are covered by the initial teaching scheme.

If necessary, a one-off commission is set up to determine the student's status and, if he or she so requests, to decide on a specific tariff rebate where the status chosen is that of continuing education. This committee is made up of the Director or his representative, the Director of Studies, the Director of Development and Continuing Education, the Accounting Officer, one or more representatives of the teaching teams, and the Director of Education and Student Life. The Director of Research and the Director of International Relations may also be requested by the Commission when requests are made by doctoral students or international students respectively.

Doctoral students register with the education service, since, for the first year of their doctorate, the home

doctoral school has given a favourable opinion on enrolment.

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

Doctoral students enrolled in the EHESP, and doctoral students enrolled in a doctoral school that is a member of the doctoral network in public health may be part of the doctoral network in public health.

II – Students enrolled in non-authorised diploma training at the Ministry of Higher Education (masters, DE)

Registered persons can also benefit from student status in view of their personal and professional situation. They may also fall within the scope of continuing education and are, in such cases, bound by the provisions of Title 4 of these tuition regulations.

III – TALENT Preparatory Classes of the Public Service

A TALENT class is set up each year, under the conditions laid down by the Decree of 5 August 2021 on course cycles known as ‘Prépas Talents’ preparing for competitions for access to certain schools or bodies providing course for officials or magistrates of the judicial order.

As part of the course provided by the EHESP, candidates admitted to the TALENT class may have student status if they meet the criteria defining this legal status.

They may be eligible for an allowance under the conditions set out in Article 10 of the aforementioned decree.

When they are students, learners in the Prépa TALENT class may, if they meet the criteria laid down by the Ministry of Higher Education, be eligible for higher education grants, in addition to the allowance provided for in Article 10 of that article.

When they are beneficiaries of the France Travail scheme, learners in the Prépa TALENT class may, in addition to the allowance provided for in Article 10 of that article, be entitled to the allowances provided for by virtue of their status as jobseekers.

On the other hand, learners cannot combine higher education scholarships and allowances under the France Travail scheme.

All tuition fees are covered by the EHESP, as well as accommodation and catering (breakfast and lunch), during the opening periods of the school’s restaurant.

Article 2 – UNIVERSITY YEAR

The limits of the academic year shall be fixed by decision of the Management Board, after consulting the Teaching and Learning Committee and the Technical Committee.

Article 3 – SCOLARITY OBLIGATIONS

I – Application

Applications are submitted via a dedicated platform during the application periods set by the Directorate for Education and Student Life. Non-European foreign students can also apply to Campus France for countries eligible for the scheme.

Unless the Director decides otherwise due to an exceptional situation, any application that arrives outside the prescribed deadlines will be automatically rejected.

At the end of the examination of the applications and after relaunching, if necessary, any application which does not comply with the prescribed forms will be automatically rejected.

II – Admission to the course

The jury for each entry, the composition of which shall be decided by the Director, after consulting the Directorate for Studies, shall draw up the lists of candidates admitted to training for each course by the selection boards.

For selective courses, a number of places shall be determined by deliberation of the Management Board for each academic year.

III – Administrative registration

All administrative registration formalities for students are carried out jointly between the student and the Directorate for Education and Student Life before the start of the course. They must be completed no later than 3 months after entry into the programme, except in exceptional circumstances justified by the student.

Students entering EHESP courses must complete an administrative registration with the Directorate for Education and Student Life.

The administrative registration is annual and must be renewed at the beginning of each academic year, including in the context of tuition arrangements.

Students enrolled under the initial course status must complete an administrative file and pay the registration fees or tuition fees set by deliberations of the Board of Directors as appropriate, and the Student and Campus Life Contribution (CVEC), prior to their entry into the programme.

A split payment may be granted, with the prior agreement of the accounting officer, in view of the student's situation, in particular under the conditions laid down in the Decree of 19 April 2019, as amended, on enrolment fees in public higher education institutions under the responsibility of the Minister for Higher Education.

All students enrolled under the initial course status are required to pay the registration fees (apprentices, students in gap year, etc.), except students receiving a scholarship granted by the CROUS who are by right exempt from registration fees.

Once enrolled, students are provided with the supporting documents and documents necessary for the smooth running of their schooling.

Students whose administrative situation is not up to date are in no way eligible for validation of the academic year.

In the event of withdrawal before the start of the academic year, the reimbursement of tuition fees is granted as a matter of right, subject to a sum remaining acquired from the institution by virtue of the management acts necessary for registration.

In the event of withdrawal after the beginning of the academic year with a view to enrolment in another course of the same entry, the reimbursement of the enrolment fee, with the exception of a sum remaining acquired from the institution by virtue of the administrative acts necessary for enrolment, may be decided by the Director.

Any student who is awarded a higher education grant or a grant from the French Government is required to inform the education department without delay and to send a copy of the award decision.

Students in supervised mobility pay the tuition fees at their home university. They are not subject to the registration fees of the EHESP.

IV – Pedagogical registration

For courses accredited by the Ministry of Higher Education, pursuant to the decree of 30 July 2019, each student is required to register with the person responsible for programme in question, which makes it possible to define precisely the course of each student, taking into account the personalised courses, the support arrangements from which they may benefit, as well as their particular situation (high-level sportsmen, operational reserve, family caregivers or family carers, etc.) and to set the attendance obligations resulting therefrom.

In view of the situation of each student, reliefs and/or exemptions may be granted by the person responsible for the course.

The educational registration requirement applies to all diploma, qualification and certification courses provided by the EHESP, and under the same conditions.

V – Assiduity and punctuality

Under Article L. 612-1-1 of the Education Code and the decree of 30 July 2019 defining the national framework for the education and attendance of students enrolled in course under the Ministry of Higher Education, it is for the director to determine the attendance conditions applicable to students. For other courses, the attendance requirements applicable shall also be determined by a decision of the Director.

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

Leave of absence, for legitimate reasons, may be requested from the person responsible for course.

Students are required to punctuality. A student presenting himself with a delay exceeding 10 minutes may not be accepted in class, his absence being then considered unjustified.

An employed student status, provided for in Article L. 611-11 of the Education Code, may be established at the EHESP. It entails "arrangements in the organisation and conduct of studies and specific rights related to the exercise of particular responsibilities" in order to allow students exercising a professional activity, in particular, to reconcile their studies and their commitment.

Article D. 611-9 details the variations of this principle.

This scheme may be set up at the request of the student, in support of the supporting documents necessary for the legal qualification of this status. It shall be drawn up in agreement with the person responsible for the route concerned.

Article 4 – KNOWLEDGE TEST

I – Procedures for checking knowledge and skills (M3C)

The arrangements for checking the knowledge and skills (M3C) of each course shall be submitted each year, before the beginning of the academic year, and at the latest by the end of the first month of the academic year, for approval by the Management Board, on the advice of the Teaching and Learning Committee.

They shall determine the arrangements for the acquisition or validation of teaching units, as well as the rules for compensation. They shall take into account the obligations relating to attendance.

They shall be brought to the attention of the students by any means, at the latest within one month of the start of the academic year.

M3Cs apply to students and teachers. They cannot be changed during the year.

II – Assessment

Attendance at examinations is a compulsory part of schooling.

A final examination session is organised as part of the final assessment. Resit sessions are organised under the conditions set by the M3C, at the discretion of the programme coordinator.

The examination conditions are set out in the Examination Charter annexed to this Regulation.

The assessment of learning outcomes may take various forms: continuous assessment, written assignments, oral examinations, in-class written exams, validation of traineeships and presentation of traineeships reports, group projects, final dissertation, critical reflection paper, interview with a jury, etc.

Except in exceptional cases, European credits transfer system (ECTS) grades and credits obtained for each course are definitively awarded only by the jury for the course in question.

The jury shall be appointed by the Director or the competent authority as part of a co-accredited diploma.

For doctoral candidates, authorisation to defend a thesis is granted by the head of the institution, following the recommendation of the director of the doctoral school and upon proposal by the thesis supervisor. The candidate must then comply with the thesis defence procedure appended to these regulations, in accordance with the decree of 25 May 2016 establishing the national framework for doctoral training.

Article 5 – SCOLARITY AMENDMENTS

I – Assessment, suspension and postponement of schooling (M3C)

In order to facilitate the schooling of students who, because of their personal situation, would not or no longer be able to continue it, adjustments may be granted by the directorate of studies, on a reasoned proposal from the person responsible for the course. The decision, notified to the learner, shall lay down the final arrangements for the validation of the diploma or diploma cycle.

In this context, students may apply to the person responsible for the course, by means of a reasoned written request, together with supporting evidence:

- A staggering of schooling: teaching may be postponed to a later semester, while respecting the pedagogical progress of the study cycle. Validation of the year and graduation are postponed accordingly. The university fees related to this staggering are due by the applicant student, as well as the payment of the CVEC.
- Suspension of schooling for one semester or one academic year: the request for suspension must be submitted no later than the first day of the six-month period in question. During the suspension period, the student is no longer considered as a student at the EHESP. He/she shall recover his/her student status at the end of the suspension period. No university law or CVEC is due by the student whose request for suspension is accepted.
- Postponement of schooling: the request for carry-over must be submitted no later than the first day of the year in question. During the deferral period, the student is no longer considered as a student at the EHESP. He/she shall recover his/her student status at the end of the deferral period. No university law or CVEC is due by the student whose request for deferral is accepted.

For higher education diplomas, if a student wishes to complete his/her Master 2 course on a discontinuous basis compared to his/her Master 1 year, the EHESP is only required to allow the student to follow his/her M2 during the accreditation period of that Master.

II – Gap year

The gap year device is specified in Appendix 2 to this Regulation.

The gap year is a period during which a student, enrolled in initial higher education courses, temporarily suspends his studies with the aim of gaining personal or professional experience, either independently or supervised by a host organisation in France or abroad.

Student status is retained during the break period, as well as the social benefits attached to this status.

The gap year can take place over a semester or a university year.

It shall take place at the initiative of the student, subject to having obtained the agreement on the Director of the EHESP, in accordance with the procedure set out in an annex to this Regulation.

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

Article 6 – COURSE STRUCTURE

I – Organisation of courses

Each course is organised in an education unit (EU).

Each teaching unit is composed of sequences, which in turn consist of courses, traineeships, personal work, distance learning, evaluation.

II – Traineeships

An online platform for job vacancies and traineeships managed by the EHESP ensures the dissemination of traineeship and job vacancies to students and pupils.

For international traineeships (organisation, advice, intercultural preparation, etc.), the Directorate for International Relations is, from an administrative point of view and for the preparation of the project, the privileged interlocutor of the students.

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

III – Mobility grants abroad

In the context of study stays and traineeships abroad, mobility grants may be granted by the EHESP (<mailto:bourses.international@ehesp.fr>).

IV – Student Engagement

The student engagement scheme is specified in Annex 3 to this Regulation.

Building on Law No 2017-86 of 27 January 2017 on equality and citizenship, the EHESP is committed to a policy of recognising and promoting the involvement of students in peri-university activities.

To this end, the EHESP intends to recognise and value the commitments of its students, whatever they may be, as long as they are consistent with the values of:

- The diversity and complementarity of its missions,
- The sense of the general interest,
- The guiding professional values: continuity, commitment, integrity, legality, loyalty, neutrality, respect, responsibility,
- Adaptability, efficiency and responsiveness.

The study and evaluation of the files is carried out under the responsibility of the Directorate of Studies, within the framework of the student engagement evaluation committee, composed of:

- A representative of the Directorate for Studies,
- A representative of the Directorate for Education and Student Life and,
- A manager of master's courses, where possible in which the student seeking recognition and valorisation of the student engagement is enrolled.

It is up to the pedagogical committees of each master's degree to validate the 'student engagement' teaching units.

V – Validation of lessons

The arrangements, assessment criteria and weighting between the examinations of each teaching unit shall be detailed in the model of the diploma and the arrangements for checking knowledge (MCC) specific to each training course, approved under the conditions laid down in Article 4 – I of this Title.

The assessment of a teaching unit must be based on several grades.

The EHESP applies the European Credit Transfer System (ECTS). One semester of education has at least 30 compulsory ECTS credits and one year of training has at least 60 for master's and doctoral degrees.

Students who have obtained a grade equal to or higher than that set by the knowledge control arrangements validate the teaching unit and obtain all the corresponding ECTS credits. Once approved by the awarding panel, this validation does not entitle students who have been accepted but wish to improve their grade to a remedial session. A score of strictly less than 10 or a failure prevents the validation of the teaching unit and the obtaining of credits, unless otherwise provided for by the knowledge control arrangements.

Repetition of the academic year is decided by the programme board. It results in the automatic re-enrolment of the student concerned and entails payment of the corresponding fees.

VI – Evaluation of lessons learned

The courses delivered under the responsibility of the EHESP are evaluated by the students (online questionnaire).

The pace and sequence of evaluations shall be defined by the person responsible for the course.

Summaries of evaluations shall be sent to the Programme Coordinator and the Education Manager.

Students are informed of the results of these assessments.

Article 7 – DISCIPLINE

The disciplinary section responsible for users is an emanation of the Management Board.

Under the conditions laid down in Articles R. 811-10 to R. 811-42 of the Education Code, it is called upon to rule on the facts alleged against any user of the EHESP, as an author or accomplice

- Fraud or attempted fraud, committed in particular during enrolment, continuous assessment, examinations, or competitive entrance procedures,
- Any fact likely to damage the order, the proper functioning or the reputation of the establishment.

It is referred to and chaired by the Director of the EHESP.

Article 8 – SOCIAL ACTION FOR STUDENTS

I – Scholarships based on CROUS social criteria

A scholarship based on social criteria may be granted by the Regional Centre for University and School Works (CROUS) for students in initial education and who are undergoing course entitled to receive scholarships.

II – Preventive medicine

Students have access to the student health service located at the Interuniversity Social Health Centre (SSE) in Rennes or the Interuniversity Service for Preventive Medicine and Health Promotion (SIUMPPS) at the University of Paris.

They monitor the student's health, provide free and confidential medical and social services, and provide assistance to students with disabilities.

Article 9 – GRADUATION

I – Diploma and Diploma Supplements

After transmission to the Directorate for Education and Student Life of the jury minutes, and no later than 6 months after the date of the jury, the diploma signed by the director and/or, where applicable, the authorised representatives of the institutions whose courses are co-accredited, is issued to the winning students. In case of co-accreditation, it is the institution where the student is administratively enrolled that establishes the diploma.

The diploma is awarded only once.

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

For master's degrees, a descriptive annex entitled 'diploma supplement' is issued, setting out, in particular, the content of the course and the skills acquired when the student has completed all his

master's courses at the EHESP. When the student has completed only part of his/her course at the EHESP, only this part is presented in the Diploma Supplement

For doctoral candidates, the doctoral programme is validated by the successful defence of a thesis. As the enrolment institution, EHESP is responsible for ensuring the proper implementation of the joint or shared degree agreement with the doctoral school.

II – Procedures for awarding the diploma

Upon written request accompanied by proof of identity, the student will be issued by the Directorate for Education and Student Life, the transcript and the certificate of achievement, within a maximum period of 3 weeks following the proclamation of the results.

The diploma shall be delivered against signature or transmitted on written request accompanied by proof of identity by registered letter with a request for an acknowledgement of receipt.

The student may also request that a third person come, in his or her name and on his or her behalf, to withdraw the diploma on the spot. In such cases, the third party must present proof of identity, a copy of the student's identity document and the student's signed handwritten authorisation.

TITLE 4 – PROVISIONS APPLICABLE TO TRAINEES IN CONTINUING EDUCATION

The EHESP offers continuous training and accompanies trainees in

- The development of their course project in order to identify the most suitable course.
- Validation of their knowledge with a view to integrating a diploma, qualification or certification course or obtaining it in whole or in part (linked to the University of Rennes)

It also provides information on the financing arrangements to which future trainees in continuing education are likely to be eligible.

These courses are qualifying and graduating/certifying.

Article 1 – GENERAL OBLIGATIONS OF TRAINEES

Before beginning any programme, trainees must sign an agreement or contract specifying the exact terms of funding and payment of tuition fees.

In accordance with Article L. 6352-3 of the Labour Code, they are required to comply with the health and safety rules laid down by the internal rules, the rules of procedure specific to trainees for continuing education in the context of intra- and tailor-made programme, as well as the rules of discipline and the arrangements for the representation of trainees as set out below.

Article 2 – ASSIDUITY

Trainees are subject to a strict duty of attendance and punctuality. They must sign the attendance sheets given to them.

In the event of absence, delay or departure before the scheduled time, they must inform the Directorate for Education and Student Life and provide the appropriate supporting documents.

Any unjustified absence within 48 hours may be regarded as misconduct punishable by a disciplinary penalty provided for in the legislation in force, under the conditions laid down in Article 6 below. In addition, in accordance with Article R. 6341-45 of the Labour Code, the trainee is liable to a deduction from his remuneration proportional to the duration of the absence.

Article 3 – WORKING AND COMMUTING ACCIDENTS

If the trainee's absence is linked to an accident at work, it is the trainee's responsibility to carry out the declaration formalities himself, either with his employer if the trainee is an employee or with the Social Security Fund on which he depends if the trainee is a jobseeker.

Only accidents occurring during the training or on the journey between the trainee's home and the place of training shall be reported by the EHESP. It is the trainee's responsibility to inform the Directorate of Education and Student Life without delay of any accident of which he has been the victim. In the absence of this information within 24 hours of the occurrence of the accident, the EHESP declines all responsibility for the obligation to report.

Article 4 – DUTY OF DISCRETION

Trainees are bound by an obligation of discretion regarding the information they may collect about the companies or organisations with which they are connected during their training.

They are prohibited from reproducing and/or disseminating, in any capacity whatsoever and on any medium whatsoever, the various documents handed over or used during the training followed, whatever their form or medium.

Article 5 – REPRESENTATION OF TRAINEES

Trainees who are regularly registered for the preparation of a diploma are eligible to participate in the bodies of the EHESP (Administrative Board and Teaching and Learning Committee).

Article 6 – DISCIPLINE

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

In addition, in accordance with the procedure described in Articles R. 6352-1 to R. 6352-8 of the Labour Code, disciplinary sanctions may be imposed on trainees following wrongful conduct, after they have been informed of the complaints against them.

The employer and the funding body shall be informed of the penalty imposed.

Article 7 – END OF COURSES

At the end of the diploma, qualification or certification training, the trainee who has passed the tests provided for in the knowledge control procedures shall be awarded the corresponding diploma, following a decision by the jury.

For non-certifying training, the trainee is given a certificate of achievement and a training certificate.

The diploma is awarded within a maximum of 3 months. No diploma or certificate may be given to a trainee who has not honoured the payments provided for in the agreement signed before entering the training course.

TITLE 5 – PROVISIONS APPLICABLE TO FREE AUDITORS

Article 1 – RULES OF ADMISSION

Anyone who so wishes, subject to compliance with the pedagogical prerequisites of the training in question, may apply to register with the EHESP as a free auditor.

An application for registration as a free auditor must be made to the Directorate for Education and Student Life, after obtaining the agreement of the person responsible for the training concerned, at least 2 months before the start of the course of the training concerned.

The free auditor will have to pay

- To access a degree course, the registration fees fixed by deliberation of the Board of Directors for the academic year in question, as part of its pricing policy,
- To access an initial civil service training course, the amount of which will be fixed, in the light of the rates set by decision of the Board of Directors, before the start of training.

The free auditor shall not be entitled to the benefits of being a learner at the EHESP. As such, he cannot benefit from a student card, remuneration, scholarships, aid and relief, housing assistance, a specific social security scheme or the benefit of the legislation on traineeships, etc.

A multi-service card (CMS) will be issued under the conditions laid down in Article 13 of Title 1.

Article 2 – Attendance obligations

The free auditors undertake to attend the courses assiduously and on time, in accordance with the programmes which they are called upon to follow. Failing this, they must provide the person responsible for the training concerned with all relevant supporting documents for their absences and/or delays.

Article 3 – Representation of free auditors

Free auditors who are regularly enrolled in a course preparing for a diploma, if they so request, are eligible to participate in the bodies of the EHESP (Administrative Board and Training Council).

Article 4 – Validation of the Auditing Period

At the end of the training, the free auditor is issued with a certificate of follow-up to the training.

The free auditor may not attend the examinations. He cannot be awarded a diploma.

Appendices:

Appendix 1 – EXAMINATION CHARTER

Appendix 2 – GAP YEAR

Appendix 3 – RECOGNITION AND VALORISATION OF THE STUDENT
ENGAGEMENT AT EHESP

Appendix 4 – INTERNAL REGULATION SPECIFIC TO CONTINUING
EDUCATION TRAINEES WITHIN THE FRAMEWORK OF INTRA –
AND TAILOR-MADE TRAINING PROGRAMMES

Appendix 5 – SPECIFIC RULES RELATED TO APPRENTISHIP

Appendix 6 – THESE DEFENCE PROCEDURE