



# THE GAP YEAR

Specific rules related to gap year at the EHESP



## Definition

A 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 (Article D. 611-13 of the Education Code).

The break period occurs at the initiative of the student and may not be made compulsory in the course in which the student is engaged (Article D.611-14 of the Education Code).

## Who can benefit from a gap year?

All students enrolled in initial courses with a view to obtaining a university degree. Each cycle of studies entitles the student to a break period.

## Why a gap year?

The purpose of the section is, in France or abroad:

- The follow-up of a course different from the original programme,
- Professional experience:
  - o A traineeship in a professional environment of a maximum duration of 6 months in the same host organisation provided that the traineeship is part of a course in a different field from that of the original programme (Article L. 124-5 of the Education Code and D.124-2),  
During the gap year, no traineeship agreement can therefore be signed by the EHESP.
  - o Employment on fixed-term contracts,
- A volunteer commitment, civic service or volunteering,
- A project to create an activity as a student entrepreneur,
- The development of a personal project.

## How long?

At the EHESP, the gap year takes place over one academic year. It may be carried out:

- Before entry into M1,
- Between M1 and M2, subject to the agreement of the EHESP for enrolment in the second year of the master's degree,
- During the doctorate, for an inseparable period of up to one year, in accordance with the procedures laid down in Article 14 of the Decree of 25 May 2016.

## What status during the gap year?

Student status is retained, as well as the benefits that are attached to the status.

## The student's obligations

Before leaving for a gap year, the student must:

- Obtain the approval of the Director of the EHESP, in accordance with the procedure described below,
- Pay the Student Life Contribution and Campus CVEC,
- Enrol administratively and pay tuition fees at the reduced rate provided for by ministerial decree each year (Art. D.611-19),
- If applicable, if the student is eligible for a scholarship based on social criteria, request the continuation of the scholarship during the period of recess, it being specified that the semester or academic year of recess financed by the scholarship will be included in the statement of scholarship rights.  
An international gap year project does not make it possible to benefit from the mobility grants offered to the EHESP.
- In the event of a gap year abroad, students must contact their health insurance fund and the CLEISS (Centre des Liaisons Européennes et Internationales de Sécurité Sociale) <https://www.cleiss.fr>, in order to prepare for their departure.

During the gap year, the student must:

- Maintain a constant link with the person in charge of the reintegration training at the end of the gap year, in accordance with the procedures defined in the gap year contract, keeping him regularly informed of the progress of the gap year and his situation,
- Validate the university year preceding the gap year.

If the student wishes to interrupt his/her gap year before the term set in the agreement, he/she must request his/her early reinstatement in writing. Reintegration into courses may not take place without the written agreement of the Director of the EHESP.

After the break, the student is offered to carry out an assessment of the gap year and present it to his or her pedagogical referent.

The possible allocation of ECTS is not automatically authorised. It requires agreement and practical arrangements for validating the experience and skills acquired by the teaching team for the year following the break period. Any ECTS obtained must be added to the total number of European credits awarded at the end of the course (Article D.611-20). They are therefore enrolled on a diploma supplement.

Students wishing to develop their skills in the form of 3 ECTS credits will benefit from enhanced support to enable them to identify and develop their skills in the form of a written report and during a defence.

### The obligations of the EHESP

- Issuing a student card to the beneficiary of the section.
- Sign a gap year contract,
- Accompany the student and provide pedagogical support during the gap period:
  - o Basic support for all:
    - Preparatory support for the break:
      - interview with the director of education and student life or his representative,
      - interview with the person responsible for the original course,
    - Framing during the break:
      - Access to the CAMPUS educational platform,
      - contact with the pedagogical referent, at least twice a semester,
    - Support for the assessment of the break:

- access to a tool to help with the assessment and evaluation of the gap period (report).
- Enhanced support for students applying for skills development in the form of ECTS:
  - Basic support,
  - Access to a tool to assist in the assessment and valorisation of acquired skills,
  - Maintenance of support for the development of acquired skills,
- Reintegrate the student into the course chosen at the end of the gap year.

## When to apply?

Two application campaigns are open per academic year:

- A spring campaign for gap departures at the beginning of the first semester of the following academic year,
- A summer campaign, for first-time arrivals, for gap year departures at the beginning of the 1<sup>st</sup> semester of the following academic year.

The opening and closing dates of the campaigns are decided by the Directorate for Education and Student Life and can be found on the EHESP website.

## How to apply?

The application form is presented on the EHESP website and will be given to the student after his/her interview with the Directorate for Education and Student Life.

It must be completed and accompanied by adequate supporting documents, including a covering letter explaining the project, the expected contributions and the wish to return to or continue the course undertaken, a photocopy of the student card, the certificate of the host organisation, if applicable.

In the event of a gap year abroad, civil liability and repatriation insurance is strongly recommended. The student must also provide a signed printout of the country sheet and advice to travellers taken from the MEAE website at the time the application is submitted and again when the contract is signed: <https://www.diplomatie.gouv.fr/en/advice-to-travellers/advice-by-country-destination/>.

The application file must seek the opinion of the pedagogical officer responsible for the original course and the reintegration training. The complete application must be submitted to the Directorate of Education and Student Life before the closing date and time set for the submission of applications for each application campaign.

Any incomplete file will be considered inadmissible and will not be examined.

## Assessment of the gap year application

The application is analysed in the light of the quality and consistency of the project submitted by the student (Article D. 611-18 of the Education Code).

Each complete application will be examined by a sectional committee composed of:

- From the Director of Studies or his representative (Presidency)
- From the Pedagogical Manager of the course or his representative
- From the Director of Education and Student Life or his representative
- From the Director of International Relations or her representative, if applicable

The opinion of the Commission shall be sent to the Director together with the application file. When the Director gives her approval, an agreement is signed with the student. In the event of refusal, the decision of the Director shall be communicated to the student by registered letter with acknowledgement of receipt.

#### THE CONTRACT OF THE GAP YEAR

The contract is signed by the Director of the EHESP and the student before leaving for a gap year. This contract shall contain the mandatory particulars laid down in Article D.611-18.