

ACADEMIC RULES AND REGULATIONS

ADOPTED BY THE INSTITUT BOARD OF DIRECTORS ON 1ST JULY 2025

Regarding decree n° 2016-24 dated 18 January 2016 relative to the *Institut d'études politiques de Paris*; Regarding the academic rules and regulations adopted by the Executive Committee of the *Institut d'Études politiques de Paris* on 20 June 2011, modified on 22 May 2019 and published on 6 June 2019.

Glossary:

- « Sciences Po » refers to the Institut d'études politiques de Paris;
- UE refers to Unité d'enseignement (teaching unit);
- UP refers to *Unité pédagogique* (course code);
- College: group of educational bodies which host the undergraduate study programmes;
- Schools: educational bodies which host Master's programmes.

Annexed documents:

- Academic Integrity Charter (adopted by the Institute's Board of Directors on 21 March 2023).
- Charter for the use of Sciences Po's information systems (presented to the Students Life and Education Committee on 3 February 2020 and the Board of Directors on 11 February 2020).

TITLE I: GENERAL PRINCIPLES OF ACADEMIC AFFAIRS FOR ALL STUDENTS

Article 1: Academic duties and obligations

Students of Sciences Po shall comply with the duties and obligations detailed in these rules and regulations. Failure to comply with any of these duties and obligations may lead to the student concerned being required to repeat a year or to having his or her diploma withheld.

The following matters are considered as obligations:

- Academic integrity, including intellectual honesty throughout the study programme and compliance with copyright laws in all university coursework.
- Compliance with the Charter for the use of Sciences Po's information systems.
- Administrative registration.
- Course registration.

ACADEMIC RULES AND REGULATIONS Last amended on 1, July 2025

- Satisfaction of requirements of the degree programme in which the student is enrolled, and conformity
 with course assessment procedures, particularly exams and in-class tests, attendance and
 punctuality.
- Evaluation of courses each semester.

Article 2: Administrative registration

A student whose administrative registration has not been completed or whose administrative status is not current cannot under any circumstances receive credit for that academic year. He or she may be blocked from course registration and may also be denied any certificates or documents relating to their course of study (transcripts, enrolment certificates or other documents).

Article 3: Course registration

Students are responsible for ensuring that they register for the appropriate courses as required by their degree programme. Except in substantiated extenuating circumstances, (specifically: high-level athletes or artists, students with disabilities, military reservists, etc.), no manual registration can be made by the academic teams and no changes or additions to courses or schedules may be made after classes have begun.

In extenuating cases, the student must provide the relevant academic office with proof of his or her specific circumstance prior to course registration.

Every student registered for the first time at Sciences Po (first year at Undergraduate College or first year Master's) is required to complete, during the autumn semester, all the online training modules relative to combating sexual and gender-based violence, to the fight against all forms of discrimination and to academic integrity. The completion of these modules determines access to course registration for the spring semester. Should one or more of these training modules not be completed in their entirety by the end of the autumn semester, the student's profile will be temporarily blocked by the academic office, preventing any course registration from taking place in January. Access is only restored once the student has validated all the relevant modules.

Article 4: Attendance and punctuality

The obligations of attendance and punctuality extend to all academic study. All absences must be justified to the academic office within 8 working days.

Persistent lateness may be considered as an absence by the teachers.

When a class is cancelled, it will be rescheduled at a later date. Attendance at this make-up session is mandatory, except in the event of a schedule conflict with another class.



ACADEMIC RULES AND REGULATIONS Last amended on 1, July 2025

Participation in all events requiring individual registration (career workshop, recruitment breakfast, etc.) is binding and requires actual attendance, except if the reason is previously notified and substantiated.

Exceptionally, subject to consideration of the reason given on a case-by-case basis, and to validation by the Department of Education and Student Success, an absence can be deemed justified, without necessarily requiring documentary or medical proof, particularly when it pertains to legitimate personal circumstances.

Article 5: Student default

After more than two absences, including justified absences, from a course spanning 24 hours or more, or after two absences from a course spanning less than 24 hours, a student will be considered to be in "default", whatever the reason for the absences. The same applies if a student fails to comply with the evaluation procedures for a course. The grade "default" will be recorded on the student's transcript.

Article 6: Exams and in-class tests

Written and oral exams and in-class tests are scheduled in accordance with the calendar set by the Sciences Po administration and notified to students at the start of the academic year. Students must make themselves available throughout the specified period, irrespective of the precise dates of their exams. In accordance with current regulations, students will be notified of the precise examination timetable at least two weeks before the exam.

Students are required to attend exams and in-class tests on the dates and times and at the venues for which they have been notified.

They are required to take note of, and comply with, the general instructions which apply to written and oral exams, available on the Sciences Po student website and sent to them before each session, as well as the deadlines set for submitting homework assignments. In addition, specific instructions may be issued on the day of the exam.

Where appropriate, students can benefit from the support of the Student Disability Support Service to facilitate the taking of examinations. Applications for such support must be made, and supporting documentation provided, to the Disability Support Service, and validated at least 3 weeks before exams begin.

Article 7: Evaluations' deferment and retake exams

If for serious and compelling reasons a student is unable to be present at an examination or to submit work, he or she must present a written explanation to the teachers concerned and to the relevant academic office.

Depending on the circumstances, the student may be authorised by the relevant academic advisor to submit work at a later date without penalty, to attend a make-up session or to retain his or her continuous assessment grade and retake only the final examination.

ACADEMIC RULES AND REGULATIONS Last amended on 1, July 2025

In the event that a student must undergo a retake due to not having validated a fundamental course or having failed a final exam, the mention of the retake will appear on the transcript. Each successive grade obtained for the course will be included on the transcript.

Article 8: Harmonisation of grades

The grades awarded by different evaluators in a course are subject to harmonisation.

When there is a difference of more than one point (above or below) between the average of a course section or individual evaluator and the overall average for the course or for all exam papers evaluated, the Department of education and student success may harmonise the grades by adjusting the average of the section or individual evaluator to within this range.

Article 9: Course credit

The workload, assessment methods and criteria, deadlines for assignments and the weight of each exercise in the overall grade are detailed in the course syllabus made available before the semester begins or, at the latest, on the first day of classes. Evaluation for a course must be based on at least two graded exercises.

Sciences Po uses the European Credit Transfer System (ECTS). A semester-long programme is worth at least 30 ECTS credits and a year-long programme counts for at least 60. Each ECTS credit corresponds to a workload of 25 to 30 hours, including classes, examinations and independent study.

Students obtaining a grade equal to or higher than 10/20 for a course will validate the course and receive the total corresponding number of ECTS credits. For any grade lower than 10/20 or for default, the student will not validate the course and no credits will be awarded.

When students are awarded ECTS credits they also receive an alphabetical grade reflecting the quality of their work in the course. Of the students receiving credit for the course, the first 10% are given an A, the following 25% a B, the next 30% a C, and the next 25% a D, while the remaining 10% of students get an E. The letters therefore represent the relative ranking of the students in each course. Finally, the letter F is used for students who have failed to validate the course.

Article 10: Language instruction, English and French

Sciences Po provides teaching of several foreign languages with respect to the humanities and social sciences. Students may take one or two language courses depending on the content of their programme.

English is both a taught and a working language, common to all students.

English instruction is provided through face-to-face and e-learning methods as well as language study halls. English is taught in groups according to level of proficiency - A1, A2, B1, B2, C1, C2, in ascending order - in

ACADEMIC RULES AND REGULATIONS Last amended on 1, July 2025

accordance with the Common European Framework of Reference for Languages (CEFR). Each level corresponds to a certain set of skills, as defined by CEFR criteria. In order to receive a Master's degree, students must have achieved a level in English equivalent to at least C1 on the CEFR table.

Students from the Undergraduate college of Sciences Po achieving the C1 level in English during the second year of study will keep the legacy of the C1 level achievement when graduating to a Master's degree, as long as they have: attended a Master's degree curriculum taught in English or followed and validated an English learning course or a course taught in English (C1 level). This policy also applies to students admitted directly to first-year Master's, who have obtained C1 level prior to their admission.

Sciences Po will take care of financing the external certification leading to the C1 level in English on request and only once in a student's education in the pricing conditions predefined by its partners.

Attending all Master's degree courses taught in the English language demands the C1 level in English.

Article 11: Juries

Grades and credits for all courses are definitively awarded only by a jury, presided over by a full professor or a figure of equivalent authority, and comprised of the academic coordinators and members of the faculty of the programme of study, in accordance with article L. 613-1 of the French Code of Education.

The end-of-year jury decides for each student, on the basis of his or her academic performance, whether he or she should advance to the next year, repeat the year, or advance conditionally upon passing certain examinations. The degree jury decides whether or not to grant the degree for the programme of study in which the student is enrolled.

One task of the juries is to consider individual cases of default. Each student should take care to supply the Office of the Dean of Academic Affairs with all the information necessary to assess his or her particular circumstances. The juries have the power to waive defaults, determine grades and decide on the awarding of credits.

The decisions of the jury are final.

Article 12: Academic integrity

A Charter comprising in detail the principles of academic integrity and listing the forms of non-compliance and good practices, hereafter "the Charter", is addressed to all students, during annual administrative registration and is available on the Sciences Po website.

This charter must be carefully read and endorsed; it applies throughout the study programme at Sciences Po.

All students are required to comply strictly with the Charter, in the same way as they must comply with all other obligations indicated in the present Regulations.



ACADEMIC RULES AND REGULATIONS Last amended on 1, July 2025

Any failure to conform to the rules of academic integrity as defined in the Charter also constitutes a breach of the academic obligations.

The Charter defines plagiarism. An anti-plagiarism detection software is used by Sciences Po and is accessible to all teaching staff.

Online examinations and any work done at home must be submitted in digital format.

Failure to comply with these Regulations or the Charter will result in the application of pedagogical measures as set out in the Charter:

- In the case of a methodological error as opposed to plagiarism: points will be deducted from the grade, at the discretion of the teacher and according to the goals set out for the assignment.
- In the event of plagiarism, the teacher will allocate a mark of 0/20 to the assignment.

The juries may exercise their discretion in taking into consideration plagiarism, according to its degree of seriousness, within the assessment criteria of the work submitted.

In the event of fraud or attempted fraud, the conditions set out in the Code of Education will apply, and specifically article R.811-12.

A disciplinary procedure may be engaged by the Director of Sciences Po within the terms set out in the Code of Education and in the decree n° 2016-24 dated 18 January 2016 (modified) relative to the *Institut d'Études politiques* de Paris.

In this case, the Disciplinary section can impose one of the sanctions contained in the terms of article R.811-36 of the Code of Education.

The application of any sanction in the event of fraud, including plagiarism, will result in the invalidation of the corresponding paper for the person concerned. The Disciplinary section may also decide, if appropriate, to void the group of papers or series of exams.

The Director may alternatively decide to propose, should the student accept responsibility, a "plea-bargain" procedure as set out in article R.811-40 of the Code of Education.

This procedure is subject to the student's consent and adoption by the Disciplinary section. The acceptance of this measure will result in the invalidation of the corresponding examination for the person concerned. The Director may also decide to void the relevant group or series of exams. In the event of refusal by the student, the Director must refer the matter to the Disciplinary section.

Article 13: The Disciplinary section

Members of the Disciplinary section are elected by and among the elected representatives of teachers, researchers, staff, and students to the board of the *Institut d'études politiques* de Paris, the Scientific Council and Board of the Student Life and Education Committee.



ACADEMIC RULES AND REGULATIONS

Last amended on 1, July 2025

The Chair of the Disciplinary section is elected under the terms stipulated in article 27-II of Decree n° 2016-24 dated 18 January 2016 relative to the Institut d'études politiques de Paris.

Matters are referred to the Disciplinary section by the Director of Sciences Po.

In accordance with article R.811-36 of the Code of Education, the following disciplinary sanctions can be issued by the Disciplinary section:

- Warning.
- Reprimand.
- Specific measure of accountability.
- Exclusion from the institution for a period of up to five years: possibly with a deferral if the exclusion does not exceed two years.
- Permanent exclusion from the institution.
- Exclusion from all public higher education institutions for a period of up to five years.
- Permanent exclusion from all public higher education institutions.

In keeping with the same article, in the event of fraud or attempted fraud committed during continuous assessment evaluations, exams or competitive exams, the issuing of one of the sanctions listed above will result in the invalidation of the corresponding examination for the person concerned. The student is considered to have been present at the exam without taking it. The Disciplinary section may also decide, if appropriate, to void the group or series of exams.

In accordance with the terms of article R.811-40 of the Code of Education, in the event of fraud or attempted fraud committed during registration, continuous assessment evaluations, exams or competitive exams, the Director may alternatively decide to initiate a "plea-bargain" procedure, should the student accept responsibility. The following sanctions may then be applied directly to the student concerned:

- Warning.
- Reprimand.
- Specific measure of accountability.
- Exclusion from the institution for a maximum of one year, possibly with a deferral.

The application of one of the sanctions listed above will result in the invalidation of the corresponding examination for the person concerned. The Director may also decide to void the relevant group or series of exams.

In the event of refusal by the student, the Director must refer the matter to the Disciplinary section.

In the context of an exchange programme, the student's home university will be notified of the facts and the sanctions applied for non-compliance with the principles of academic integrity during their studies at Sciences Po.

Article 14: Modifications to courses of study

ACADEMIC RULES AND REGULATIONS Last amended on 1, July 2025

Students wishing to make modifications to their course of study may do so only with the prior approval of the Office of the Dean of Academic Affairs, to which they must submit a written request outlining their reasons for the modification. Within the framework of the curriculum, the new programme will detail the definitive requirements for the degree programme. Responsibility for compliance with this new commitment will then lie with the student.

Possible modifications to courses of study are as follows:

- Amendment: Courses are substituted for those normally included in the programme or postponed to another semester, without altering the duration of the student's programme.
- Extension: Students defer certain courses to a later semester, while respecting the pedagogical
 progression of the curriculum. Receiving credits for the year, credit for the programme, or the degree
 is postponed accordingly. Programme's extension entails the payment of social security and tuition
 fees for each additional semester of study. Financial aid offered by Sciences Po is not automatically
 extended.
- Suspension: The student is temporarily considered to no longer be a student at Sciences Po. He or she does not pay tuition fees and therefore does not enjoy any corresponding benefits, including internship agreements. He or she regains student status at the close of the period of suspension. Tuition fees must be paid in full for any semester already underway. A suspension is applicable to students encountering serious difficulties.
- Gap year: Under certain conditions, students may take one year off from studies maximum one year
 per programme of study upon submission of a letter of motivation and with the approval of the
 academic advisor of the programme. During this year off, the student must pay 25% of their tuition
 fees or 100% of tuition fees if the time off takes the form of an exchange semester at a partner
 university, to retain their status as a student of Sciences Po. After the year off, students return to their
 programme of study.

Given that programmes of study are liable to change, following any period of suspension or time off, students must follow the programme in force at the time of their return.

Article 15: Duration of studies

The duration of studies, excluding any modifications granted to students (cf. articles 14 and 16 of these Rules and Regulations), is three years for an undergraduate degree and two years for a Master's degree, apart from specific programmes (in particular dual degrees and joint programmes between Schools).

Agreed modifications to programmes of study may lead to an extension of the study duration. Except in special cases, students may only repeat an academic year once, regardless of the level of studies.

Article 16: Special provisions for competitive athletes and high-level artists

ACADEMIC RULES AND REGULATIONS Last amended on 1, July 2025

Modifications to courses of study may be approved to allow for the special circumstances of competitive athletes and high-level artists, upon submission of a request to the Department of Education and Student Success.

Competitive athletes recognised by the French Department for Sport and high-level artists recognised by the committee set up by Sciences Po, who obtain a study extension at the start of the academic year, will also benefit from the corresponding extension of tuition fees.

High-level artists are recognised by a committee composed of arts professionals, key members of Sciences Po's academic staff – representatives of Admissions, the Department of Education and Student Success, as well as the Undergraduate college and Schools – and a student representative. It meets once a year, during admissions at the end of June, and more often if necessary.

Furthermore, upon request to the Department of Student Life, optional sports courses may be substituted by sports practice if it gives rise to competitions at a national level (cf article 36).

TITLE II: THE UNDERGRADUATE PROGRAMME

Article 17: Presentation of Sciences Po's Bachelor of Arts (BA)

The Bachelor of Arts is the undergraduate degree awarded by Sciences Po's College. The BA is conferred on students having completed six compulsory semesters of study, representing a total of 180 ECTS credits validated.

The Bachelor of Arts diploma includes the following mentions:

- The student's major, upon successful completion of all requirements.
- The student's regional concentration, upon successful completion of all requirements.
- When applicable, academic honours awarded (conditions outlined in Article 27).

Article 18: The Undergraduate academic programme

The undergraduate academic programme consists of three primary components that allow students to fulfil the requirements necessary to receive the Bachelor of Arts degree:

- A compulsory core curriculum, including required coursework in the major chosen by the student and a Capstone Project.
- A compulsory civic learning programme.
- Optional coursework enabling the student to pursue additional language instruction or to obtain credit for certain student life activities.

ACADEMIC RULES AND REGULATIONS Last amended on 1, July 2025

Article 19: The core curriculum

The successful completion of core curriculum requirements in each academic year enables students to advance to the next year of study within the undergraduate programme and to obtain a considerable portion of the 180 ECTS credits required for the BA degree.

Every undergraduate must choose a major and complete coursework that contributes to the 180 ECTS credits required for the degree programme. Students are considered to have completed the requirements of their major if they obtain at least 35% of the total 180 ECTS credits in their chosen major during the three-year programme.

Undergraduate students may choose to pursue a regional concentration, which is deployed over the three years of study. This regional concentration is validated by:

The third year abroad:

- For students completing their third year in the region studied on their home campus, no additional requirements are needed.
- For students completing their third year outside of the region studied on their home campus, they must successfully complete two classes linked to the region studied on their home campus. Of these two classes, only one may be a language course.

Third year students must submit a compulsory Capstone Project, a written exercise representing a total of 6 ECTS credits. If the exercise is validated, the credits are applied to those credits earned in the context of the student's chosen major.

Article 20: Conditions for passing the First Year

The first-year curriculum consists of five fundamental disciplinary lecture courses, each of which includes both a lecture and a discussion session. A sixth fundamental disciplinary lecture course consists of a lecture and a reading section.

Students who have obtained a minimum of 60 ECTS credits and passed at least five of the six fundamental courses are deemed to have passed their first year.

Students who have obtained between 56 and 59 ECTS credits and passed at least four fundamental courses are deemed to have passed their first year in conditional status. They will be allowed to advance to the second year with the additional obligation to retake the fundamental courses they did not pass during the first year.

Students who have obtained fewer than 56 ECTS credits or have passed fewer than four of the six fundamental courses must repeat the entire first year.

Article 21: Conditions for passing the Second Year



ACADEMIC RULES AND REGULATIONS Last amended on 1, July 2025

The second-year curriculum consists of three fundamental courses - two advanced seminars within the major and one multidisciplinary lecture course within the major. The multidisciplinary course consists of a lecture and a discussion section.

Students who have obtained a minimum of 60 ECTS credits and passed at least two of the three fundamental courses are deemed to have passed their second year.

Students who have obtained between 56 and 59 ECTS credits and passed at least one of the three fundamental courses may retake the necessary fundamental courses before the start of their third year.

Students who have obtained fewer than 56 ECTS credits must repeat the entire second year.

Students must have fulfilled all conditions and requirements for passing the first and second years before being allowed to advance to the third year.

Students who have not fulfilled all conditions and requirements for passing the first and second years prior to the start of the third year must spend an additional semester of study at Sciences Po (the first semester of their third year) in accordance with the terms set forth by the jury.

In such cases, Sciences Po will propose a study programme to the student, subject to the conditions of the Academic Rules and Regulations, enabling the student to obtain the same number of credits at Sciences Po as a semester completed abroad. If the final semester does take place abroad, it can take the form of university study, subject to the availability of places within Sciences Po's partner university agreements, or of an internship. The duration of the internship, subject to the regulations of the host country, must be a minimum of fourteen consecutive weeks, at the same institution.

Article 22: Conditions for passing the Third Year

Except in exceptional circumstances (for example: decisions by public health authorities that prevent departure or stay in the destination country, etc.), the entire third year will obligatorily take place abroad.

It consists of either a full year of university study, or a hybrid year, made up of a semester of university study and an internship.

The student will pursue their concentration in the third year, as part of their university study stay.

The student must meet the academic requirements of Sciences Po as well as those of the host country.

In the case of a study exchange year, the student must validate courses equivalent to 60 ECTS credits and submit a mandatory study report. He or she should validate the study obligations associated with their major.

In the case of a hybrid year, the student should validate courses equivalent to 30 ECTS as well as 30 ECTS credits for an internship, which should last sixteen consecutive weeks within the same organisation subject to the regulations of the host country. Furthermore, the student must submit both a study report and an internship report.

Article 23: Foreign language instruction at the Undergraduate College



ACADEMIC RULES AND REGULATIONS Last amended on 1, July 2025

French and English are the two working languages of the Undergraduate College.

Non-English-speaking students will take English classes. Non-French-speaking students will take French classes.

Non-English-speaking students must achieve level B2 in English before being able to choose another foreign language.

Non-French-speaking students must achieve level B1 in French before being able to choose another foreign language.

Only students who have validated levels C1 in English and B2 in French respectively are exempted from taking classes in these languages and should choose another language for their mandatory language classes.

Article 24: Compulsory Civic Learning Programme

The compulsory Civic Learning Programme represents 9 ECTS credits obtained over the course of the three-year undergraduate programme. To receive the Bachelor of Arts degree, students must validate 6 ECTS credits in the Civic Learning Programme prior to the start of the third year.

The Civic Learning Programme is comprised of the following components:

- A civic engagement letter, to be written during the first semester of the first year.
- A compulsory internship, lasting a minimum of four consecutive weeks and completed between the first
 and second years of study or exceptionally between the second and third years of study. The
 internship must have a civic focus and represents 3 ECTS credits if successfully completed.
- An independent project consisting either of a team project or an associative engagement within the
 institution or in the community. The independent project, completed during the first or second year,
 represents 3 ECTS credits if successfully completed. The project must be pre-approved by Sciences Po
 in order to be considered credit-bearing.

Article 25: Resitting exams

Students who have not validated a fundamental course at the end of each semester of the academic year may retake their exams. The resit exam will be scheduled at the earliest opportunity and, at the latest, before the end of the following semester. These resit exams are subject to the rules set out in article 7 of these Rules and Regulations.

The end-of-year jury may decide whether students who have been admitted with conditional status to the next year of study must resit one or more exams or to retake any fundamental course(s) they did not pass, in accordance with the terms established by the relevant academic office.

Resit exams may be organised in conditions different from the initial exams. The grade obtained on a resit exam is counted as the student's sole and final grade for the course or the Capstone Project.

Article 26: Conditions for repeating a year

ACADEMIC RULES AND REGULATIONS Last amended on 1, July 2025

A jury meets at the end of each academic year to determine if a student has satisfied the conditions necessary to pass to the next academic year, or if a student must repeat a year. Repeating a year may result in the suspension of grants awarded by the CROUS or Sciences Po.

Article 27: Conditions for degree conferral and designation of honours

To be awarded the Bachelor of Arts, students must have completed six semesters of undergraduate study and have complied with the academic rules and requirements set out in this document.

Summa cum laude honours are awarded to the top 2% of graduates with the highest-grade point averages, calculated on the basis of results obtained during the first two years at the College.

Cum laude honours are awarded to the next 10% of graduates with the highest-grade point averages, calculated on the basis of results obtained during the first two years at the College.

Article 28: Admission to the Master's programme from the College

Sciences Po College students must have obtained their undergraduate degree in order to be admitted to a Master's programme at Sciences Po.

Students may request a gap year at the end of their studies at the Undergraduate College. Gap year requests must be duly justified and submitted to the Office of the Dean of the College.

TITLE III: UNDERGRADUATE EXCHANGE PROGRAMME

Article 29: Admission to the Undergraduate Exchange Programme

Except in the instance of refusal to admit students from Sciences Po, or the absence of confirmation to admit students from Sciences Po within a reasonable timeframe by the international partner, candidates must have successfully completed at least two years in the same higher education degree programme outside France in order to be accepted into the Undergraduate Exchange Programme.

Applicants to the Undergraduate Exchange Programme are pre-selected by their home universities and then accepted for admission by Sciences Po. Students are admitted for one semester or for one year.

Students individually applying to the programme are selected based on their application file by a Sciences Po admissions committee.

Article 30: General guidelines for the Undergraduate Exchange Programme

So far as their studies are concerned, students enrolled in the exchange programme are considered as Sciences Po students in every respect. They must therefore comply with the duties and obligations outlined in Title I of these rules and regulations, except as otherwise expressly indicated in the present Title.

ACADEMIC RULES AND REGULATIONS Last amended on 1, July 2025



Article 31: Course registration for Undergraduate Exchange Programme students

Students wishing to obtain the Undergraduate Exchange Programme Certificate must register for courses totalling 30 ECTS credits per semester, within the curriculum of their academic programme.

Article 32: Evaluation of Undergraduate Exchange Programme students

Students on the exchange programme are assessed according to the same methods and procedures as Sciences Po students. Except in exceptional circumstances, assessments cannot be deferred or postponed for exchange programme students.

Article 33: Undergraduate Exchange Programme Certificate

To be eligible for the Certificate of Studies in Social Sciences and Humanities, exchange students must validate 20 ECTS credits during a semester (and attempt 30 ECTS credits) or 45 ECTS credits during an academic year (and attempt 60 ECTS credits). They must also follow two courses from the disciplinary core curriculum (5 ECTS each) or a lecture course ("cours magistral") combined with a methodology tutorial ("conférence de méthode") (10 ECTS). Students may choose 20 credits from other types of course (seminars, languages, methodology workshops, artistic workshops). A Default in one or more courses (absence, coursework not submitted) will make them ineligible for the certificate.

Students not wishing to obtain the Certificate of Studies in Social Sciences and Humanities are free to choose the number of credits they wish (between 5 and 30 credits per semester), after verification of the requirements of their home university.

TITLE IV: THE MASTER'S PROGRAMME

Article 34: Master's degree preference for the students from the Undergraduate College

During their studies at the Undergraduate College, students are invited to follow the guidance available from Sciences Po Careers, with the aim of expressing their preference of Master's in line with their academic and professional projects.

Students graduating from the Undergraduate Programme should express their preference for their Master during their third year, in accordance with the schedule provided.

Article 35: Change of Master's

Once students have chosen a Master's programme, they must see it through to completion.

ACADEMIC RULES AND REGULATIONS Last amended on 1, July 2025

Any student from the Undergraduate College wishing to switch Master's programme or change track within his or her chosen Master's programme must obtain the approval of the Director of the School for both the original and prospective Master's programmes. The final decision rests with the Department of Education and Student success, in accordance with the schedule provided at the time of the choice of Master's.

No request to change the programme can be authorised before the end of the first semester. Students switching Master's programme after courses have begun are required to recommence their studies in the first year of the new programme. In such cases, with the exception of credits obtained through the validation of common academic curriculum courses and modern languages, the student will not retain the benefit of validated ECTS credits. This exceptional change is subject to double validation by the academic teams concerned.

Article 36: Academic organisation of the Master's programme

The Master's programme consists of four compulsory semesters, unless an exception is made for the programme concerned, as mentioned in article 15 on the duration of studies.

Students must follow the modules defined by the chosen Master's programme. The curricula include common academic courses, specialisation and elective courses, language courses (both mandatory and optional), an off-campus semester, which can take various forms. Students must enrol for a minimum of 24 compulsory ECTS credits and a maximum of 36 compulsory ECTS credits per semester, giving a total of 60 to 72 ECTS credits over the year, plus credits for any make-up courses.

Students practising sports or cultural activities undertaken through courses offered by Sciences Po can earn one additional ECTS credit per semester and per activity, or two additional ECTS credits for a university or federation competition sport, to a maximum of two ECTS credits per semester, irrespective of the number of activities undertaken, or three ECTS credits if one of the activities is a university or federation competition sport. Excepting competition sports, the validation of credits is subject to no more than 2 absences per semester and per activity.

Article 37: Common academic curriculum

All Sciences Po students must successfully complete at least two common academic curriculum courses during their Master's programme, save in exceptional cases. Exchange students may take up to two common academic curriculum courses each semester.

Article 38: Off-campus semester

Certain Master's programmes include an off-campus semester. This semester may take the form of an internship, study abroad, a Master's thesis or a specific project related to the programme in which the student is enrolled, approved by the relevant academic staff. The off-campus semester does not apply to apprenticeship students.

Internship



ACADEMIC RULES AND REGULATIONS Last amended on 1, July 2025

The internship must be at least 14 consecutive weeks at the same organisation or institution, except as otherwise authorised by Sciences Po Careers and the academic advisor of the Master's programme. The internship must be undertaken during the first or second semester of the second year, depending on the programme. It may begin in the inter-semester period.

The field of activity of the host organisation or institution and the nature of the tasks and responsibilities to be performed must be closely related to the Master's programme in which the student is enrolled. Internship agreements must be submitted for approval at least ten working days before the start of the placement.

At the end of the internship, an evaluation form is sent to the internship supervisor to assess the quality of the work carried out. The internship is validated or not on the basis of this evaluation form.

In accordance with the regulations governing internships, internships must take place during the student's administrative enrolment at Sciences Po, i.e. no later than 31 August of the year of graduation.

In exceptional cases and for compelling reasons, a student may ask to have one semester of their gap year validated as their off-campus semester. Approval is given by the Department of Education and Student Success and implies payment of the corresponding tuition fees.

Study abroad

Students may request to spend the whole of their off-campus semester on a study abroad programme. Approval for study abroad is given by the academic advisor of the Master's programme in which the student is enrolled. Students must then submit their applications to the International Affairs Office.

Master's thesis, Capstone, personal project

The off-campus semester may take a different form, with the authorisation of the academic advisor: namely, a Master thesis, personal project, or a Capstone.

Article 39: The Grand Oral exam

Aside from any exceptions, Sciences Po's emblematic "Grand Oral" examination draws on the students' experience during their off-campus semester, whether it be an internship, a study period abroad, a Master's thesis, a personal project or any one of the specific projects in place in certain Schools. Students must select one issue with a connection to the core subjects studied during their Master's.

Article 40: Foreign languages

English is the main language common to all Master's students. If a student has not yet achieved C1 level, registration for an English language course is mandatory. If a student demonstrates a proficiency level of C1 based on acceptance in an English-speaking Master's programme at Sciences Po, external certification or validation by the Language department, he or she may take up to two modern languages per semester, unless exempted by competitive exam preparation, and as required by his or her Master's programme.

International students who wish to benefit from the "non-French speaking" designation on their exam papers must be registered in a "French as a Foreign Language" class.

ACADEMIC RULES AND REGULATIONS Last amended on 1, July 2025

Progress from one level to another depends on the student achieving the required language proficiency skills, as validated by their teacher. Students in their second year of Master's cannot change language between their first and second year if they have not achieved C1 level in the first year, unless exempted by competitive exam preparation. Furthermore, they cannot begin another language in their second year.

Article 41: Completion of the first year of Master's

Students who have obtained 60 ECTS credits and have met the requirements of their programme's curriculum validate their year and move on to the second year.

Students who have obtained at least 48 ECTS credits may advance conditionally to the next year and must make up the credits they are missing.

Students who have obtained fewer than 48 ECTS credits must repeat the first year of their Master's programme. In this case, they may or may not be allowed to retain the benefit of those courses validated during their first year, according to the decision of the end-of-year jury.

Article 42: Conditions for obtaining the Sciences Po Master's degree

In order to receive a Master's degree from Sciences Po, students must have met the following conditions:

- hold a Bachelor's degree or equivalent, or have obtained their Bachelor's diploma from the Undergraduate College;
- been registered as a student throughout the period of their programme of study (see article 15);
- satisfied all academic requirements;
- validation of two common academic curriculum courses;
- validation of all specialised courses required by the Master's programme in which they are enrolled;
- validation the off-campus semester, an internship for apprenticeship students, or a research thesis;
- attainment of English proficiency at least equivalent to C1 on the Common European Framework of Reference for Languages;
- validation of the Grand Oral examination;
- validation of at least 120 ECTS credits.

Article 43: Awarding of summa cum laude and cum laude honours

Honours for Master's degrees are awarded within each respective programme. If applicable, it is included on the final year diploma of the *Institut d'études politiques de Paris*.

ACADEMIC RULES AND REGULATIONS Last amended on 1, July 2025

The *summa cum laude* honour is awarded to Master's students graduating with grade point averages in the top 2% of their programme.

The *cum laude* honour is awarded to Master's students graduating with grade point averages in the next highest 10% of their programme.

ACADEMIC RULES AND REGULATIONS Last amended on 1, July 2025



ANNEXES

- Annexe 1: Academic Integrity Charter (2023)
- Annexe 2: Charter for the use of Sciences Po's information systems (2020 in French)

Academic Integrity Charter

Contents:

- 1. Introduction
- 2. Breaches of academic integrity:
 - What constitutes fraud and attempted fraud?
 - What constitutes plagiarism?
- 3. Student obligations
- 4. Support mechanisms at Sciences Po with regard to academic integrity
- 5. Procedures and sanctions

Annex

1. Introduction

The multidisciplinary education offered at Sciences Po encourages students to learn about and comprehend temporal and spatial changes in contemporary societies, drawing on knowledge and methods in the fields of law, economics, history, the humanities, political science, sociology and the sciences.

Our purpose is to educate enlightened, creative citizens and professionals who are agents of change and who contribute to the common good, fully aware of their responsibilities in terms of equity, ethics and collective well-being.

Academic integrity is the foundation of trust in scholarly and scientific communities and institutions, as well as in the value of educational programmes and degrees. It is closely linked to scientific integrity, whose principles for research activities are set out in the Sciences Po Research Ethics Charter.

In order to meet these requirements, **academic integrity** is the cornerstone of high-quality study programmes in which every student is able to uphold the values of intellectual honesty in all university and professional contexts, and to:

- Forge their own critical reflections, by selecting and analysing relevant sources, including academic literature and authors, in order to support an argumentative scheme;
- **Increase their knowledge** of both content and form by making ongoing and renewed intellectual efforts, acquiring rigour and transparency, mastering scholarly methods, particularly with respect to referencing, structure, and clarity of expression in their work;
- Develop original and innovative ideas, practices, and solutions;
- Respect copyright covering text and images.

2. Breaches of academic integrity

By contrast, fraud, including plagiarism and falsification, as well as attempted fraud are among the most serious violations of academic integrity. They represent a grave threat to the quality of educational programmes, to the value of the degrees obtained, and to the functioning and to the reputation of academic institutions, undermining the educational goals and exemplarity of Sciences Po.

2.1. What constitutes fraud and attempted fraud?

Fraud and attempted fraud can be defined as any act or attempted act, committed during registration, continuous assessment evaluations or final exams, with the aim of falsifying, cheating or deceiving, in violation of legislation and regulations.

The following list of situations is non-exhaustive:

- Fraud or attempted fraud relative to any data or documents submitted by the student to the Sciences Po administration:
- Fraud or attempted fraud in written on-site examinations through the use of crib sheets, prohibited tools, Internet access when prohibited, copying a neighbour's work, etc.;
- Fraud in home assignments (with allowed access to sources) as part of continuous assessment
 evaluations or a remote final exam, including recourse to paid or unpaid third parties, online
 purchases of assignments, etc.;
- Online distribution, without consent, of materials produced by students or instructors, reserved for internal course use;
- Falsifying documents, data, results, messages or web links (modification or forgeries).

2.2. What constitutes plagiarism?

Legal and scientific principles

Plagiarism simultaneously violates the rules of law and the rules of deontology:

- **In legal terms**, plagiarism is an infringement of intellectual property and copyright laws that is comparable to counterfeiting and is liable to disciplinary criminal prosecution;
- **On a scientific level**, plagiarism is defined as the complete or partial appropriation of an idea or content (text, images, tables, graphics, data, computer programmes, outlines, etc.) without citing sources in an appropriate manner (even with author consent).

Plagiarism concerns the appropriation of all or part of a text or other content created by others (through copying and pasting, for example) without correct referencing (i.e., through the use of quotation marks and bibliographic footnotes or reference lists at the end of a text), as well as the appropriation of ideas through paraphrasing (reformulation) and/or translation. This includes self-plagiarism, i.e., the reuse of an individual's previously produced work without explicit citations, which undermines the unpublished, original character required of individual reflection and assignments.

Best practices

In academic work, it is often necessary to engage in critical reviews of the state of the art or relevant literature, which involves discussing an author's ideas in such a way as to support one's own thoughts. It is definitely crucial to properly cite the sources that inform and inspire us.

Readers are therefore able to refer to these sources and verify the accuracy of the interpretation, which in turn allows students' work to be correctly appraised by evaluators, while also providing a record of their readings, and their familiarity with the range of sources.

Proper citation and referencing practices require an explicit, coherent citation of sources:

- A **direct, in-full citation:** the use of quotation marks (or occasionally the use of italics for the cited passage), numbered footnotes or bracketed references in the text, the complete bibliographical reference via an endnote or bibliographical entry at the end of a text;
- It should be noted that **the translation of a text from a foreign language** amounts to a direct citation and must be referenced as such;
- Lastly, **rephrasing** and **reformulating an original idea** (outline, reasoning scheme, demonstration, etc.) by a third-party using summary or paraphrase must always be accompanied by **a reference to the author** and the original source in which the idea was initially expressed.

3. Student obligations

In the course of their academic activities and assignments, students undertake not to commit any fraudulent acts, specifically of plagiarism or falsification of materials, of any kind¹:

- individual or collective,
- written, oral, audio, audiovisual, photographic, cartographic, digital, etc.,
- reports, reading summaries, oral presentations, essays, written analyses, master's theses, articles, databases, open-source archives, blogs, websites or computer programmes, etc.

¹ In addition, the School of Journalism's <u>Student conduct charter</u> reiterates the integrity concerns linked to this study programme at Sciences Po and to journalistic professions.

The following are considered to be **aggravating factors**:

- Repeated breaches of academic integrity,
- Plagiarism committed as part of a **collective work**, causing the entire group to be penalized,
- Submitting work produced by a **remunerated third party**, including by **artificial intelligence** technologies (if not authorized by the teacher), or on a **website in exchange for payment**,
- Plagiarism committed in order to **obtain a diploma or university degree**, which undermines the value of the degree and the reputation of the institution that delivers it (Capstone projects for undergraduate students Grand Écrit, Grand Oral, Master Theses, PhD dissertations),
- Committing plagiarism in documents intended for publication (Master's and doctoral theses or articles) which undermines the obligation of respecting scientific integrity and the quality of the scientific work.

Failure to comply with these obligations will result in the following **pedagogical measures**:

- In the case of a methodological error as opposed to plagiarism: points will be deducted from the grade, at the discretion of the teacher and according to the goals set out for the assignment concerned, both regarding content and format,
- In the event of plagiarism, the teacher will allocate a mark of 0/20 to the assignment.

For all types of fraud (plagiarism, falsification or fabrication of data, documents, links, etc.), the Director will be informed and may refer the matter to the relevant Disciplinary section. However, if the student accepts responsibility for the committed fraud, the Director may initiate a "plea-bargain" procedure as set out in Article R 811-40 of the Code of Education (see Section 5, dedicated to "Procedures and sanctions" within the present Charter).

Students registered for **Sciences Po's exchange programme**, at undergraduate or Master's level, are subject to the current academic rules and regulations at Sciences Po.

4. Support mechanisms at Sciences Po with regard to academic integrity

Sciences Po recognises that proper citation practices are part of the learning process of university methodology and that the internet, artificial intelligence and instant access to a wide array of sources have increased the risks associated with plagiarism. For this reason, the institution offers a variety of instructional, academic and methodological resources (see the dedicated Sciences Po webpage on Academic integrity) to train students regarding best citation practices and to raise awareness about the importance of academic integrity.

The following persons at Sciences Po work together to promote and support academic integrity:

- Instructors and teaching assistants
- School, campus, and programme academic advisors
- The Sciences Po "scientific integrity officer"

Sciences Po reserves the right to use plagiarism detection software. Students agree to provide, on instructor or administration request, digital versions of their work.

5. Procedures and sanctions

Breaches of the French Code of Education, the intellectual property code, Sciences Po's <u>Academic Rules</u> and <u>Regulations</u>, and the present charter, are subject to **pedagogical measures** and/or **disciplinary sanctions**.

The Director may refer the matter to the **Disciplinary section**, or he may decide, if the student accepts responsibility of the fraud, to initiate a "**plea-bargain**" **procedure** as set out in Article R.811-40 of the Code of Education. This procedure is subject to the student's consent and adoption by the Disciplinary section.

Details regarding the two procedures and the subsequent sanctions:

- **a) Referral to the Disciplinary section:** In accordance with article R.811-36 of the Code of Education, the following disciplinary sanctions can be issued by the Disciplinary section:
- Warning
- Reprimand
- Specific measure of accountability
- Exclusion from the institution for a period of up to five years: possibly with a deferral if the exclusion does not exceed two years
- Permanent exclusion from the institution
- Exclusion from all higher education public institutions for a period of up to five years
- Permanent exclusion from all higher education public institutions

DEPARTMENT OF STUDIES AND PARTNERSHIPS

In keeping with the same article, in the event of fraud or attempted fraud committed during continuous assessment evaluations, exams or competitive exams, the issuing of one of the sanctions listed above will result in the invalidation of the corresponding examination for the person concerned. The student is considered to have been present at the exam without taking it. The Disciplinary section may also decide, if appropriate, to void the group or series of exams.

Referral to the relevant Disciplinary section by the Director, does not preclude the initiation of civil or criminal proceedings.

- **b)** "Plea-bargain procedure": The Director may alternatively decide to initiate, should the student accept responsibility, a "plea-bargain" procedure as set out in article R.811-40 of the French Code of Education. One of the following sanctions may then be applied directly to the student concerned:
- Warning
- Reprimand
- Specific measure of accountability
- Exclusion from the institution for a one year, possibly with a deferral

The application of one of the sanctions listed above will result in the invalidation of the corresponding examination for the person concerned. The Director may also decide to void the relevant group or series of exams.

In the event of refusal by the student, the Director must refer the matter to the Disciplinary section.

Annex

Sciences Po Academic Rules and Regulations



CHARTER FOR THE USE OF SCIENCES PO'S INFORMATION SYSTEMS

| Preamble | 1 | |
|--|---------|------------------------|
| Chapter 1: General principles applicable to all Sciences Po's IS | 8 e9 | |
| | | Chapter 5: Definitions |

PREAMBLE

This Charter sets out the rules that must be respected in order to ensure that Sciences Po's Information Systems (IS) are used correctly, securely and in accordance with current legislation and regulations.

It applies to all Users of Sciences Po's IS and its aim is to:

- Guide each User to adopt the security practices necessary to ensure the optimum performance and security of Sciences Po's IS.
- Set out the principal rights, duties and responsibilities of Users of Sciences Po's IS, as per current legislation and regulations, as well as the rules and recommendations for accessing the Sciences Po Information System.

The principles set out in this Charter are supplementary to the application of French law and of all Sciences Po's internal regulations, particularly those concerning courtesy and respect for others. Hence, Users must treat their interlocutors appropriately and with the highest respect in interactions of any kind (email, discussion forums, social networks, websites etc.).

Users also have a duty to be sparing and economical in their use of IS and related Information, in order to avoid any unnecessary energy expenditure, the production of which is detrimental to the environment and the ecological transition. They must therefore destroy redundant or useless Information regularly, in order to reduce high energy-consuming stocks of data. Users must also ensure that they switch off their equipment when it is no longer in use.

Sciences Po shall use any method it deems suitable to bring the Charter to the attention of Users. Suitable methods include the following: distribution via the Internet, individual notification etc.



Users are reminded that, in the event of Improper Conduct, Sciences Po may decide to pursue disciplinary action, in accordance with the procedures applicable. These disciplinary measures will be undertaken independently of any legal proceedings that may or may not be instigated.

CHAPTER 1: GENERAL PRINCIPLES APPLICABLE TO ALL SCIENCES PO'S IS

Article 1 – Scope of application

The Charter applies to all Users of Sciences Po's IS. Sciences Po encompasses the following entities:

- The Fondation nationale des sciences politiques (FNSP).
- The *Institut d'Études Politiques de Paris* (IEP de Paris), including, where relevant, those mixed research centres within it that have access to Sciences Po's IS.
- The Librairie des Sciences Politiques LLC.
- The FNSP Press LLC.
- Sciences Po Services LLC.

Article 2 – Access to Sciences Po's IS

1. Management of access to Sciences Po's IS

Access to Sciences Po's IS and, where relevant, to the premises where they are housed requires use of one or more personal, confidential and non-transferable Means of Authentication. These means will be supplied to the User, who is responsible for ensuring their security and confidentiality.

Sciences Po issues the Means of Authentication to each User. The User must comply with the rules for storing and updating his/her Means of Authentication.

In particular, Users must refrain from:

- Noting the Means of Authentication on paper or electronically; storing it in a register, programme or non-encrypted file.
- Using or attempting to use any other Means of Authentication than their own and/or masking their identity.
- Using the Means of Authentication in a way that runs contrary to the Charter.

As a general rule, Users must not do or attempt to do any of the following: bypass the access control measures in place, gain entry to a system without permission or access Information and Resources that they are not authorised to access, as per Article 4 of the Charter.

2. Management of security breaches linked to the Means of Authentication

Without prejudice to the provisions of Chapter 3, in the event of any suspicion that a Means of Authentication may be compromised, Users must alert the IS Security Personnel and/or the Data Protection Officer (DPO) as soon as possible. They must confirm their suspicion in writing, by email, and request that the Means of Authentication be changed. Until this is done, the User remains responsible for any activity carried out under his/her identity, unless his/her good faith can



be demonstrated. As such, uses of IS made with a User-specific Means of Authentication are considered to have been made by the owner of that Means of Authentication, unless otherwise demonstrated.

3. Withdrawal of access

Users of Sciences Po's IS should note that their access may be suspended, restricted or reexamined by an Applications or IS Manager, for reasons of security or service requirements, including:

- When a User is no longer entitled to access Sciences Po's IS (termination of employment, completion of studies or service contract etc.).
- In certain cases of a permanent or temporary cessation of professional, educational or research activities
- As soon as a case of Improper Conduct or Use has been detected.

In the latter two scenarios, the User will be informed in writing that one of the above measures has been taken. Users have the right to reply in writing.

Article 3 – Purposes of use of Sciences Po's IS

1. Use for educational, research or professional purposes

Use of Sciences Po's IS for these purposes is considered use made in the context of the User's professional, educational or research activities and within the scope of the authorisations granted to him/her.

2. Use for private purposes

Use of Sciences Po's IS for purposes outside of a User's professional, educational or research activities, i.e. in the context of his/her everyday or family life, is tolerated on an occasional basis, within reason and on the condition that this use complies strictly with all applicable laws and regulations, as well as with this Charter. Accordingly, the use must not:

- Be detrimental to the User's professional, educational or research activities.
- Have the potential to negatively impact the performance of Sciences Po's IS (disruption or limitation of technical capacities).
- Harm the interests or reputation of Sciences Po.

Hence, any files and messages that, at the time of their creation, processing or storage, have been clearly identified by the User as per the guidelines below, will be presumed private:

- **For messages:** both incoming and outgoing messages must contain an indication identifying them as private (e.g. "personal").
- For files: file names must contain an indication identifying them as private (e.g. "personal") and must be saved in specific directories that also indicate that they are private.

No professional, educational or research-related files may be named "private" or "personal".

In addition, any emails pertaining to trade union matters sent from or to the trade union's functional mailbox, a staff representative body or a trade union officer are considered private under the terms of this Charter, even if they are not explicitly identified as such.

CHARTER FOR THE USE OF SCIENCES PO'S INFORMATION SYSTEMS



Finally, any communications sent or received concerning activities protected by legal provisions (e.g. medical confidentiality) are also considered private under the terms of this Charter, even if they are not explicitly identified as such.

All other messages and files are considered to be professional, educational or research-related.

3. Withdrawal of access and private data

In the event that a User's access is withdrawn, as provided for in Article 2 of the Charter, he/she shall be informed 10 days prior to the withdrawal, except in the case of a withdrawal for security reasons or due to detected Improper Conduct or Use. It is the responsibility of the User to take steps to recover his/her private data within this period.

By way of derogation, Users engaged in trade union activities or belonging to staff representative bodies may, upon written request, be assisted by the DSI to recover any private data relating to their trade union activities.

4. IS security measures and private data

Users are informed that the automatic control measures and procedures implemented by Sciences Po for the purposes defined in Article 12 of the Charter, such as anti-virus software, apply to all incoming and outgoing messages and files, regardless of the presence or absence of an indication identifying them as private.

5. Improper conduct linked to the purpose of use of Sciences Po's IS

Unless expressly authorised by Sciences Po and enacted for educational or research-related purposes, any knowing use of Sciences Po's IS to collect, consult or attempt to consult, download, store, publish, share or distribute programmes, software, electronic documents, emails, information or data of the following kinds shall be considered Improper Conduct under the terms of this Charter:

- Violent, pedo-pornographic, xenophobic, racist, anti-semitic, Holocaust-denying, sectarian content and, more generally, any content contrary to current regulations.
- Content infringing respect for the human person, his/her integrity, dignity and private life.
- Defamatory content.
- Bullying, threatening or insulting content.
- Content that is clearly damaging to Sciences Po's internal or external brand image or reputation.
- Content inciting offences, crime and, more generally, any illegal activity or actions contrary to public order.
- Content contrary to public decency.

The above list is a reminder of the legislation in force.

Article 4 – Security requirements for Sciences Po's IS

As a general rule, every User is responsible for his/her use of Sciences Po's IS.

The Hardware supplied by Sciences Po guarantees optimum security and reliability. Accordingly, Users must never change or attempt to change the configuration and settings of IS or Hardware



supplied by Sciences Po, except with the express prior permission of the IS Security Personnel. This particularly applies with regards to:

- Downloading and installing software
- And/or network security devices.

Where necessary, the IS Security Personnel will conduct security checks of any changes or downloads proposed by Users with a view to granting such permissions.

In addition, to help preserve the security of Sciences Po's IS, Users must:

- Protect Sciences Po's IS by complying with any security regulations communicated to them.
- Be vigilant and alert the IS Security Personnel or, where relevant, their superiors if they notice
 any anomalies or any attempted or suspected violations of Sciences Po's IS. This should be
 done as soon as possible and in writing.
- Ensure that they do not allow any security breaches to enter the architecture of Sciences Po's IS and that they do not cause any disruption of the service.
- Not attempt to bypass the IS or Hardware security devices supplied by Sciences Po. In particular, they must not connect any Hardware allowing for wireless connection to the network without the DSI's permission.
- Not exploit or attempt to exploit potential IS security breaches, not publicise these, and not use the Hardware or Resources allocated to them in any abnormal ways.
- Refrain from storing, exchanging or allowing any Information to be processed by online services
 or service providers without the express prior permission of the IS Security Personnel.
- Understand and adopt best practices for the secure use of Sciences Po's IS, particularly as
 regards collaborative work, document sharing and password-related precautions. Users have a
 duty to make use of the appropriate services to keep themselves informed: website, guides, in
 person courses, online courses, SOS-helpdesk.

Article 5 – Information protection

The aim of Information protection is to ensure the availability, integrity and confidentiality of Information. It is vital for all users to be vigilant, since organisational and technical measures alone are not sufficient.

1. Duty of loyalty

The duty of loyalty applies to all Users of Sciences Po's IS. Hence, the following acts are considered Improper Conduct under the terms of the Charter:

- Distorting or using Information from Sciences Po's IS for the purpose of denigration; issuing false statements with the intention of falsifying Sciences Po's data.
- Responding to external requests attempting to obtain information relating to Sciences Po and its
 activities (telephone canvassing, emails, surveys etc.), without the express prior agreement of
 Sciences Po.

2. Duties of confidentiality and discretion

The User has a general and permanent duty of confidentiality and discretion in relation to the use of Information available on Sciences Po's IS. This is to safeguard the assets and interests of the institution and the persons concerned by this Information.



Accordingly, every User must:

- Be vigilant as to the risk of disclosing or publishing any Information used in the performance of his/her duties. This applies particularly to electronic communication and when using mobile Hardware outside of Sciences Po's premises (in hotels, public places, on transport etc.).
 Users are reminded that the confidentiality of digital correspondence, including via the Sciences Po email server, is reliant upon their own practices and vigilance. Hence, such correspondence must not be conducted without the appropriate security measures. Every User is responsible for safeguarding the confidentiality of his/her correspondence.
- Ensure that he/she does not make sensitive Information available to others without prior authorisation from Sciences Po.
- Avoid, other than when required for the performance of his/her duties and position, any use or communication of Information concerning or originating from Sciences Po, its partners, clients and staff, whether in oral or written form (press articles, publications on the Internet through forums or social networks etc.).

3. Duty to maintain the integrity of Information

The User must adhere to procedures for the hosting of Information, insofar as they are defined by Sciences Po. In particular:

- The User must regularly save the Information that he/she uses, creates or alters in the hosting spaces provided for this purpose. He/she is also personally responsible for backing up any data stored locally on his/her devices.
- The User must lock or disconnect his/her Hardware when leaving it unattended, even temporarily.
- The User must not move, duplicate or destroy any Information which his/her position and duties lead him/her to access without first ensuring that doing so will not be detrimental to Sciences Po.

4. Continuity of service

Without prejudice to the provisions set out above, in order to ensure continuity of service in the event that a User changes position within the Sciences Po community or leaves Sciences Po, he/she must follow the procedure for transferring the Information that he/she holds, for example in his/her shared spaces, email inbox or on Hardware supplied by Sciences Po. In particular, deletion of any Information that is not "private" must be subject to the general or specific authorisation of the DSI or the User's line or unit manager.

Application or IS Managers are authorised to back-up or archive all or part of Sciences Po's IS, including systems where Users' data is hosted, in order to ensure the continuity of service.

5. Vigilance and the duty to be trained in the secure use of IS

All Users are responsible for respecting the confidentiality of correspondence. It is therefore mandatory for all Users to be trained in the secure use of any Hardware and applications they use:

- Particular attention must be paid to collaborative work application suites and the email server.
- Users may make use of services provided by Sciences Po to obtain the necessary support and training: website, guides, specialised training services, recommendations.



Article 6 – Management of personal data

Automatic and manual processing of personal data is conducted on Sciences Po's IS as part of the institution's activities. The User is only permitted to process data for professional, educational or research purposes on Sciences Po's IS.

Any creation or modification of personal data processing procedures (including that resulting from the combination or interrelation of pre-existing data processing operations) is subject to the terms of current regulation regarding data protection and the relevant policies implemented by Sciences Po.

Any User who determines the purposes and means of the processing of the personal data, i.e. the objective and the way in which it is carried out, is considered to be operationally responsible for the data processing.

When a User is operationally responsible for the personal data processing, he/she must:

- Declare the personal data processing in the institutional data processing register, as required by the national and European regulations in force. Any attempt to reuse data for purposes not declared in this register constitutes Improper Conduct under the terms of the Charter.
- Obtain the written consent of the persons concerned.
- Follow the recommendations of Sciences Po's Data Protection Officer as far as possible and justify any measures taken in the event of non-compliance with these.
- Ensure that data is deleted and/or archived in accordance with the retention rules in force.

The User must inform Sciences Po's Data Protection Officer immediately in the event of a personal data breach.

Article 7 - Respect for intellectual property on Sciences Po's IS

Users shall not in any way use Sciences Po's IS to read, copy, store or transfer, without a license and for private or commercial purposes, any content or software protected by intellectual property law.

Users may not reproduce or use any third party files, data or databases protected by intellectual property law or private rights in any way that infringes the legal or contractual permissions granted to them.

Furthermore, as per the procedure defined in Article 4 of the Charter, any software authorised by the DSI must be used exclusively in accordance with the conditions of the licences obtained by Sciences Po. When using software distributed under a free licence, the User also undertakes to respect the terms of the corresponding licence.

Users are reminded that intellectual property such as photographs, images, databases, audiovisual and musical works, texts, logos etc. are protected by intellectual property law. The User must therefore not use the Resources (intranet, extranet, network etc.) in any way that infringes the intellectual property rights of Sciences Po or of third parties (illegal downloading, including from the Internet, unauthorised sharing of works protected by copyright etc.), including from the Internet, unauthorised sharing of works protected by copyright etc.).



CHAPTER 2: PRINCIPLES SPECIFIC TO CERTAIN USES OF SCIENCES PO'S IS

Article 8 – Mobile Hardware supplied by Sciences Po

In accordance with the rules set out in Article 4 of the Charter, Users must be vigilant when using mobile Hardware supplied by Sciences Po, particularly when connected to a network not controlled by Sciences Po.

They must also take certain specific precautions in order to prevent theft of the Hardware and loss of Information stored on it:

- Information stored on mobile Hardware must be backed up regularly, as per the conditions defined in Article 5 of the Charter.
- In all circumstances, the User must ensure that his/her mobile Hardware is secure, specifically by applying the security measures supplied by Sciences Po (e.g. attaching it to a desk with a security cable, keeping it in a locked cupboard or drawer etc.).
- Outside of Sciences Po's premises, the User must take care not to leave his/her mobile Hardware unattended (e.g. in hotel rooms, cars, public places etc.).
- In the event of loss or theft, the User must inform Sciences Po and/or the DPO as soon as possible.

Article 9 - Email server

1. General principles

Sciences Po provides Users with access to an email server. Inbox volume may be limited. Users may be permitted to exceed the volume limits on an exceptional basis.

In order to ensure that this email server is used appropriately for the exchange of information, in addition to the rules set out in Chapter 1, certain specific rules must be respected. These are as follows:

- The email server must not be used to send unwanted messages or spam.
- Users must not, under any circumstances, automatically forward messages to an email address other than the one provided by Sciences Po.
- Users must be vigilant as to the identity of the senders of messages received, particularly when receiving messages from external senders.
- Subscribing to external mailing lists is reserved strictly for professional, educational or researchrelated use. In addition, at the time of subscribing, the User must systematically check that there is a procedure for unsubscribing.

Users are also reminded that, with the exception of institutional mailing lists, the creation of a mailing list requires written consent from the persons concerned. Accordingly, it is mandatory to:

- Allow recipients on the mailing list to decline future messages ('unsubscribe' link included in all messages).
- Inform recipients on the mailing list of the nature of the message, particularly for messages pertaining to political or trade union matters (to be specified in the Subject line).



Article 10 – Use of online services

The increasing dependence of IS on online services (websites, discussion forums, social networks, file storage and exchange, online applications etc.) highlights new risks which require particular vigilance.

Accordingly:

- Use of these services must be undertaken in compliance with Sciences Po's rules and principles.
- As a preventive measure, Sciences Po implements a certain number of filtering procedures for websites, particularly those whose content may be contrary to public order or decency. Filtering of some sites may be removed upon the authorisation of the DSI.

CHAPTER 3: THE ROLE OF APPLICATION OR IS MANAGERS AND SECURITY MEASURES IN PLACE

Article 11 – IS security measures

Preventive measures associated with the use of Resources

Checks and monitoring measures are implemented in strict compliance with the principles of transparency and proportionality, solely for the purposes of security and the verification of proper access to and use of Sciences Po's IS.

The purposes of these measures are as follows:

- To guarantee the performance of Sciences Po's IS and maintain the continuity of service.
- To monitor compliance with rules relating to the use and security of Sciences Po's IS.
- To enable the detection and, if necessary, sanctioning of Improper Conduct or Use.
- To facilitate response to requests from authorised public authorities (police services, judicial authorities etc.).

To this end, the duties of Application or IS Managers include saving, backing up and managing digital footprints and event logs for Sciences Po's IS over the legal retention period.

In addition, for the sole purpose of raising awareness and training Users, the IS Security Personnel may organise simulated cyber attacks (phishing campaigns).

Finally, Users are informed that Application or IS Managers may access any IS at Sciences Po at any time in order to update, maintain, correct and repair Hardware supplied by Sciences Po and Resources required for IS use.

2. Corrective measures in the event of a security breach

Users are informed that Application or IS Managers may access any of Sciences Po's IS at any time in order to implement protective measures, which may include:

 Saving, storing or deleting Information collected and processed as part of Sciences Po's activities.



 Protecting the integrity and confidentiality of data and IS operation (dates of creation, sharing, receipt or deletion of Information, traces of intrusion into IS, in violation of the legal and regulatory provisions in place etc.).

In the event of Improper Conduct or Use, the IS Security Personnel may restrict or revoke rights to all or part of Sciences Po's IS (network, email, internet etc.) without prior notice. The User concerned shall then be informed in writing of the findings that prompted the intervention and may state his/her case.

Article 12 – Duties and role of Application or IS Managers

1. Rights of Application or IS Managers

The duties of Applications or IS Managers principally involve overseeing the quality and security of Sciences Po's IS. Application or IS Managers are responsible for the performance and security of Resources and the availability of Information and IS at Sciences Po.

In accordance with their role, Application or IS Managers may access Information relating to Users, under the conditions defined by the Charter and in compliance with the regulations applicable. In this respect, only Application or IS Managers are authorised to control Hardware supplied to Users by Sciences Po remotely in order to resolve problems reported to the DSI.

Only Application or IS Managers are authorised to add new Resources to Sciences Po's IS.

2. Duties of Application or IS Managers

Application or IS Managers are bound by strict duty of confidentiality.

Application or IS Managers are informed that they must respect the confidentiality of private correspondence and professional confidentiality, in accordance with the provisions of legislation and regulations in force. Specifically, Application or IS Managers are informed that:

- Messages sent to or from the inbox of an employee, non-permanent trade union representative
 or a member of a staff representative body (member of the CSE or elected member of an
 equivalent administrative committee) may, in the context of the corrective procedure provided
 for in Article 11.2 above, only be consulted subject to the agreement of the Secretary General
 and the head of his/her trade union organisation, in order to ensure that they do not relate to
 his/her trade union activity.
- Correspondence considered "private" as defined in Article 3 of the Charter is subject to the confidentiality of private correspondence and may not be consulted.

CHAPTER 4: ENTRY INTO FORCE

The present Charter is approved by the Boards of the IEP de Paris.

It was also approved by the Economic and Social Committee of the FNSP on 23 January 2020.

The Charter entered into force on 1 May 2020.

This document overrides and replaces all previous documents of the same nature issued by Sciences Po in relation to the use of Sciences Po's IS.



CHAPTER 5: DEFINITIONS

Words capitalised within the Charter are defined as follows.

"Charter": refers to the present document.

"Improper Conduct/Use": refers to conduct or use running contrary to the Charter and/or applicable rules or laws.

"Data Protection Officer (DPO)": refers to the staff member at Sciences Po appointed to inform, advise, support and monitor the institution in matters relating to the protection of personal data and the privacy of members of its community. Hence, by virtue of his/her duties, the Data Protection Officer has access to all information relating to data processing operations at Sciences Po and the persons concerned by these. He/she is bound by a duty of confidentiality. He/she provides training and raises awareness among the various communities concerned, specifying that he/she may also be called the Data Privacy Officer. At the time of adoption of the Charter, the need for this post is stipulated in particular by EU Regulation 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

"Information Systems Department (DSI)": refers to Sciences Po's *Direction des Systèmes d'Information*, the department responsible for the development, technical implementation and operational and security maintenance of Sciences Po's IS.

"Hardware": refers to all fixed or mobile hardware allowing Users to access Sciences Po's IS and/or process Information relating to Sciences Po locally on the Hardware (fixed computers, laptops, mobile phones, smartphones, tablets etc.).

"IS Security Personnel": refers to the personnel at Sciences Po who are responsible for defining and monitoring the effective application of rules ensuring the security of Information and IS. The team is composed of the IS Security Manager(s) and associated staff at the DSI.

"Application or IS Manager": refers to the Users responsible for installing programmes and monitoring their use. Application or IS Managers have a higher level of access to Sciences Po's IS, which allows them to manage and control all or part of their operation.

"Information": refers to an item of knowledge (data, sound, still or moving image etc.) that can be stored, processed or shared through a defined coding system and by way of a physical (paper) or electronic (dematerialised) medium/document.

"Means of Authentication": refers to any element or set of elements enabling a User or Resource to prove his/her/its identity in order, for example, to be granted access to Information or an IS (password, smart card and corresponding activation code, encrypted double key and associated digital certificate etc.)

"Resource": refers to any item (material – printer, servers, network –, software, application, procedures, settings etc.) involved in the implementation and operation of an Information System.

"Sciences Po": refers equally to the Fondational Nationale des Sciences Politiques and/or the Institut d'Études Politiques de Paris.



CHARTER FOR THE USE OF SCIENCES PO'S INFORMATION SYSTEMS

"Information Systems (IS)": refers to all technical means used to process information. The structure of an IS is composed of all Hardware and Resources organised in such a way as to collect, store, process and communicate Information, by means of the User's Hardware.

"User": refers to any person of any status (student, guest, staff member of the FNSP or the IEP, service provider, board member etc.) who accesses and/or uses Hardware, Resources, IS, Information on a continual or occasional basis.

Signed:

Paris, 1 May 2020

Frédéric Mion, Administrator of the *Fondation nationale des sciences politiques* and President of Sciences Po