

SciencesPo

**REGULATIONS  
ON STUDENT LIFE**

JULY 2021

## REGULATIONS ON STUDENT LIFE

Regulations adopted on 13 June 2016 and modified on 5 July 2021, by the *Conseil de la vie étudiante et de la formation* (Student Life & Education Committee) and submitted to the *Conseil de l'Institut* (Board of the Institut d'études politiques de Paris) on 27 June 2016 and 6 July 2021, in accordance with article 15 of Decree no. 2016-24 of 18 January 2016 and article 2 of the Rules of Procedure of the IEP de Paris.

*This English translation of the current Regulations on student life is provided solely for information purposes. Only the original text in French, adopted by the Conseil de la vie étudiante et de la formation, can be considered legally binding.*

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## PREAMBLE

The purpose of these regulations is to define the principal aspects of student life at the *Institut d'études politiques* de Paris. It establishes a frame of reference and determines how Sciences Po students exercise their political, student union, cultural and community activities while seeking to reconcile the spirit of independence and freedom that characterises Sciences Po with the logistical, regulatory and legal constraints that apply to a world-class higher education institution.

Engaging in political, student union and community activities lies at the very heart of Sciences Po's educational approach. While Sciences Po prides itself on offering its students the best teaching possible, the goals of the institution since its foundation in 1872 are wider, more ambitious and more complex. Rewarding intellectual courage, instilling in its students a capacity to withstand difficulties, to embrace the world in all its complexity and to uphold respect and consideration as the fundamental values of public-spiritedness and, more broadly, of citizenship; educating citizens in the abiding respect of others and in the fight against bigotry, violence, hatred and all forms of discrimination – are all objectives that Sciences Po seeks to attain.

In this regard, Sciences Po recognises students and student associations as active participants in the ambitions it sets itself.

These different forms of engagement enable students to interact around common aspirations and share their areas of interest with an academic community of exceptional richness; they are a means of living their citizenship to the full; they contribute to developing the culture of debate and intellectual curiosity encouraged by Sciences Po; they constitute an invaluable experience in project management and teamwork; finally, they provide an awareness of the unique role of community work as a mode of action.

Through their actions, Sciences Po's associations contribute to the excellence of the institution and defend its values, both within the school and beyond. In this context, student associations are invited to take part in the advancements of our society in terms of gender equality, to welcome students with disabilities or chronic illnesses and include them in their activities, to consider the environmental aspects of their actions and to commit to an approach based on sustainable development. Charters defining these collective goals may be appended to these regulations.

Furthermore, students involved in associations and initiatives play an essential role in the active network of Sciences Po's campuses, and are encouraged to use their activities to promote exchanges between those campuses and to engage fully in their multicultural student community.

## CHAPTER I – GENERAL PROVISIONS FOR STUDENT LIFE

### Article 1 – Freedom of association and assembly

Within Sciences Po, freedom of association and assembly is exercised within the framework of the regulations in force, and respects the fundamental principles set out by the French law of 1 July 1901 on the association contract.

Any student association, whether or not it is representative, may hold statutory public meetings or information meetings in accordance with the procedure for making rooms and spaces available and with the regulatory provisions in force.

### Article 2 – Individual freedom

Sciences Po guarantees that members of its community can exercise their rights and freedoms. Consequently student behaviour complies with the laws and regulations in force and with the commonly accepted rules of civility and mutual respect.

In all activities, including association activities, students take care to respect the sensitivities, dignity and convictions of others, including in the digital realm.

The fact of one person causing another, against their will or not, to be subjected to or commit humiliating or degrading acts or to consume excessive quantities of alcohol at events or meetings is an offence punishable under the terms of the French penal code, notwithstanding any independent disciplinary sanction.

### Article 3 – Respect for persons and property

Any act of physical or psychological pressure against any member of the Sciences Po community is strictly prohibited. Acts of sexual harassment or bullying are punishable under the terms of the French penal code, notwithstanding any independent disciplinary sanction.

Insulting speech, acts of denigration or harassment, personal bullying and racist, homophobic, antisemitic, sexist actions or speech and any other form of incitement to hatred or discrimination are strictly prohibited.

Any action likely to threaten the safety of members of the Sciences Po community or breach the right to education is prohibited. Examples include:

- hindering access to premises, free movement of people about the campuses or the activities of Sciences Po, including occupying or attempting to occupy Sciences Po premises;
- disrupting Sciences Po teaching and activities;
- entering Sciences Po's sites while drunk or under the influence of prohibited substances, or bringing or consuming any illicit substance within the sites (drugs etc.);
- bringing or using within Sciences Po sites any dangerous items (weapons, including objects that can be used as weapons, fireworks, toxic liquids or gases etc.) or any items that appear dangerous.

Students respect all material goods throughout the campuses.

Any person or association who damages Sciences Po buildings or property is responsible for the cost of repairing the damage.

## **Article 4 – Risk prevention and respect for health and safety rules**

Smoking and using electronic cigarettes are strictly forbidden in places designed for collective use.

Students and associations comply with the rules of safety and security, evacuation and confinement, applicable within the campus sites, as well as with the terms of use of premises and the charter for the use of Sciences Po's information systems.

Bringing and consuming alcohol within Sciences Po sites is strictly prohibited. With regard to alcohol products, exemptions may be granted by the department in charge of student life or the management of each campus, on duly justified request, for student events involving a caterer and organised as part of an activity.

The distribution of food products, either free or for a charge, is subject to authorisation from the department in charge of student life or the management of each campus. A duly authorised catering professional must be used for the distribution of food products, processed or not, requiring cold or hot transfer between production and the end consumer. Student associations requesting authorisation to distribute food take out insurance to cover the associated risks.

Students and associations take care to limit excessive noise to avoid disrupting the normal operation of Sciences Po.

## Article 5 – Leaflet distribution and posters on campus

Putting up posters and distributing leaflets and documents for union, association, cooperative and information purposes are freely allowed on campus sites.

Leaflets may be distributed in common traffic areas but not in teaching rooms.

Posters are allowed in the spaces provided for the purpose as long as the surface can be restored to its initial condition.

During campaigns to elect student representatives to IEP bodies, priority for poster spaces is given to candidates' campaign materials in accordance with the terms of the applicable rules in the French education code.

Sciences Po cannot be held liable for the content of the documents and posters covered by this article. All leaflets and posters carry the name of the student association or the student who is legally responsible for them, together with the statutory wording "Ne pas jeter sur la voie publique" (Do not litter).

The associations defined in article 8 and in sections I and II of article 12 are allocated dedicated display spaces under the terms specified by the department in charge of student life or the management of each campus.

Displaying posters and distributing leaflets or documents of a commercial nature within the campus sites are subject to prior authorisation from the department in charge of student life or the management of each campus.

Sending unsolicited commercial or promotional emails via the sciencespo.fr domain is prohibited.

## Article 6 – Tables on campus

Tables may be made temporarily available by Sciences Po to student associations throughout the campuses, subject to the availability of space, to promote their activities in certain halls.

Except in special circumstances, this availability does not apply to the associations listed in section III of article 12.

The locations of the spaces provided and the conditions of their use are announced annually by Sciences Po.

## Article 7 – Sales and canvassing

Commercial canvassing and the sale and distribution of any food product or any other item or service without prior authorisation are prohibited throughout Sciences Po's campuses.

Student associations may be granted authorisation on an occasional basis to organise events giving rise to small-scale commercial transactions. A request for authorisation must be submitted in advance to the department in charge of student life or the management of each campus.

## CHAPTER II – REPRESENTATIVE STUDENT ASSOCIATIONS

### Article 8 – Definition of representative student associations

Any group that includes at least one elected student representative to the *Conseil de l'Institut* or the *Conseil de la vie étudiante et de la formation*, or at least one elected doctoral student representative to the *Conseil de l'Institut* or the *Conseil scientifique* (Academic Board), may ask to be considered a representative student association.

Representative student associations provide the department in charge of student life with a list of the members of their governing bodies, specifying the names, roles and addresses of the students concerned, up-to-date statutes, a receipt for their declaration to the Prefecture and an extract from their publication in the French Official Journal where applicable. Any change in their governance or statutes is communicated as quickly as possible to the department in charge of student life together with the minutes of the relevant General Meetings.

### Article 9 – Funding

As long as they have provided the documents specified in article 8 together with a copy of their bank details, each representative student association benefits from a half-yearly grant of two hundred and fifty euros and an additional grant proportional to the number of elected members of the *IEP de Paris* governing bodies. This additional grant amounts to seventy euros per elected member and per



semester. These amounts may be revised whenever the entire student representation on *the IEP de Paris* governing bodies is renewed.

Representative student associations are eligible for the reimbursement of costs incurred in travelling to the campuses, up to a limit of two return journeys per campus and per semester. The amount reimbursed for each journey is capped according to the Sciences Po travel policy as soon as it takes force.

When undergraduate and doctoral student representatives are elected to *IEP de Paris* governing bodies, groups whose candidatures have been approved are eligible for the reimbursement of the cost of travelling to the campuses for their candidates during the campaign, up to a limit of two return journeys per campus and per group.

For the transport costs, the amount reimbursed for each journey is capped according to the Sciences Po travel policy as soon as it takes force.

## Article 10 – Printing and copying for groups of elected representatives

All groups of undergraduate and/or doctoral student representatives who have chosen not to ask to be considered as representative student associations are eligible for the printing of three thousand black-and-white A4 pages using the copiers provided by Sciences Po per semester throughout their term of office.

## Article 11 – Provision of premises

Shared premises may be made available to representative student associations by Sciences Po under the same terms as those in article 14 on the provision of premises for recognised student associations.

# CHAPTER III – STUDENT ASSOCIATIONS

## Article 12 – Definition of student associations

Student associations are considered to refer to groups whose members are principally Sciences Po students acting on behalf of Sciences Po communities or implementing a shared community project. Permanent student associations and recognised student associations are eligible for resources and support from Sciences Po.

## I. Permanent student associations

Permanent student associations are associations with legal personality entrusted with the management of certain services in the interest of students at one or more campuses.

They are instituted by the *Conseil de la vie étudiante et de la formation* following proposal by the department in charge of student life and the management of the campuses concerned, in consultation with the steering committee of the *Conseil de la vie étudiante et de la formation*.

They are instituted in fields relating to the life of the establishment, the undergraduate college, the Schools or specific academic programmes.

They are governed by statutes in accordance with these regulations. The *Conseil de la vie étudiante et de la formation* must be informed of any plans to change their statutes, which are subject before their submission to the Prefecture to the opinion of the department in charge of student life in consultation with the management of the campus concerned.

The committees or equivalent bodies of permanent student associations must consist exclusively of Sciences Po students, unless otherwise authorised by the *Commission de la vie étudiante* to a maximum of a third of members without this status, namely alumni or staff and faculty at Sciences Po.

The status of permanent student association depends on the signature of an annual agreement with Sciences Po approved by the *Conseil de la vie étudiante et de la formation*, defining the services entrusted to it in the interest of the students, the conditions under which they are provided and the resources made available by Sciences Po.

At the end of each academic year, each permanent student association submits an annual and financial report for the opinion of the *Conseil de la vie étudiante et de la formation* on the execution of the annual agreement signed with Sciences Po. The *Conseil de la vie étudiante et de la formation* submits its opinion to management.

Permanent student associations are the guarantors of the respect of these regulations by the candidate groups for the renewal of their governing body. They are responsible for the campaigns they organise. When the campaign involves events open to the student community, the candidate groups must declare themselves to the department in charge of student life or the management of each campus, as soon as they are established, and at the latest two weeks before the start of the campaign. The candidate groups undertake to attend the training course dedicated to the awareness of risky behaviour in festive settings.

## II. Recognised student associations

Recognised student associations are associations with legal personality whose purpose contributes to the development of student life at Sciences Po and whose activities focus

principally on Sciences Po students or enable them to work towards a common goal. They are active on one or more campuses.

The status of recognised student association is awarded by the *Conseil de la vie étudiante et de la formation*, following consultation with the department in charge of student life and the management of each campus, at the beginning of the academic year for a duration of two years.

Recognised student associations are eligible for resources provided by Sciences Po to help them implement their community project.

### III. Other student associations

Groups of students that do not fit into the categories of article 8 or sections I and II of article 12 are considered to be other student associations. Apart from groups in charge of student initiatives such as those described in articles 19 and 20 of these regulations, and unless specified otherwise in these regulations, other associations are not eligible for any allocation of resources by Sciences Po.

## Article 13 – Recognition of student associations

The student associations described in section II of article 12 are subject to a recognition procedure, the terms of which are decided annually by the *Conseil de la vie étudiante et de la formation* based on a proposal by the department in charge of student life.

I. To apply for recognition, an association must:

- already have benefited from the status of recognised association in the two years preceding the application or have conducted actions within the framework of the student initiatives described in article 19;
- submit statutes that have been declared to the Prefecture, which must comply with the general principles of these regulations;
- submit a copy of the receipt for the declaration to the Prefecture or an extract from their publication in the French Official Journal of Associations;
- submit the list of persons in charge of running the association, declared to the Prefecture, specifying their full names, contact details and roles within the association. This list is composed of a minimum of two Sciences Po students, representing at least two thirds of the full list and occupying the functions of president and treasurer or equivalent in the association's statutes and specifically that of legal representative. Upon reasoned request, an exemption may be made by the *Commission de la vie étudiante*, namely for associations including students from higher education institutions that are Sciences Po's partners;
- provide the names of those in charge of each branch when the association is present on more than one campus;
- provide evidence of insurance policies covering all its activities;
- submit a written commitment that its leaders will take part in the common core training sessions for association leaders defined in article 27 within four months of the association's

recognition, or in the sessions organised following the renewal of the governance of the association;

- submit a written commitment to respecting these regulations and their appendices, and to ensuring that they are respected by all its members and/or participants.

II. The department in charge of student life, in consultation with the management of each campus, ensures the purposes of candidate associations comply with the principles set out in these regulations and with the criteria established in section I of this article.

Any requests for exemptions from any of the criteria specified in section I are evaluated by the *Commission de la vie étudiante*, which issues an advisory opinion for the *Conseil de la vie étudiante et de la formation*, which decides on the request for recognition.

By exemption, a section or branch without its own legal personality pertaining to an association outside of Sciences Po, declared to the Prefecture, may apply for recognition if the association guarantees by its statutes or regulations or certified decisions that the student branch benefits from the autonomy to undertake its actions and manage its budget within the framework of its activities at Sciences Po. The association provides the documents required by section I of this article and the document of the nomination of the leaders of the Sciences Po branch, exclusively students at Sciences Po and a minimum of two.

III. All recognised student associations undertake to inform the department in charge of student life of:

- changes in the governance of the association that have occurred since its recognition;
- planned changes to the name, purpose or statutes of the association;
- any plans to dissolve the association.

## Article 14 – Domiciliation and registered address

Only permanent student associations may be authorised by management to domicile their registered office at Sciences Po on formal prior request, according to the terms set out annually by the department in charge of student life.

Domiciliation is granted on a revocable short-term basis.

No student association domiciled at Sciences Po may accommodate another association without the prior formal authorisation of the department in charge of student life or the management of each campus.

Premises may be made available to permanent or recognised student associations if their activities and the premises allow. This availability is subject to an agreement on the provision of premises for recognised student associations or is included in the annual agreement for permanent student associations.

The users of the premises use the space provided reasonably and in accordance with the purpose allocated to it by Sciences Po, comply with the opening hours and days of the buildings and in general with the internal regulations and the directives and recommendations of Sciences Po, and ensure that everyone occupying the space also respects these provisions.

A condition report and an inventory of the fixtures, fittings and equipment made available to associations, are prepared by Sciences Po when the premises are allocated and vacated.

Student associations take the premises in the condition they are found in when made available, and may not require Sciences Po to carry out any modifications, repairs or replacements of any kind outside the legal obligations.

Student associations are personally responsible for any damage caused to goods made available and for any disturbances to quiet possession caused by third parties and take action directly against the originators of such disturbances without seeking any liability on the part of Sciences Po.

Any damage to the premises or its fixtures and fittings may lead to the return of the premises and/or the fixtures and fittings made available and the cost of repairs or replacement is payable by the person or persons responsible.

In general, student associations comply with the requirements, regulations and orders in force, particularly with regard to roads, cleanliness, the police, safety and the labour inspectorate, such that no liability on the part of Sciences Po can be suggested or claimed.

All resources made available to student associations by Sciences Po are *intuitu personae*. Consequently, student associations may not:

- transfer the enjoyment of resources, fixtures and fittings or premises made available to them by Sciences Po to anyone in any form, even temporarily, free of charge or on a short-term basis;
- sub-let them in full or in part.

## Article 15 – Insurance and civil liability

Student associations take out civil liability insurance with a company known to be solvent that has an office in France, covering the association's members, volunteers and participants in the event of injury or physical or non-physical damage occurring during activities practised regularly, occasionally or exceptionally.

Associations organising events take out organisers' civil liability insurance to cover any damage that may occur during the event.

Student associations for which premises are made available take out multi-risk insurance covering fire and explosion, lightning, broken windows and water damage together with damage caused by break-ins.

## Article 16 – Publications

Student associations and initiatives take care to respect the principles set out in these regulations in their written, press, audiovisual and digital communications, particularly with regard to respecting the sensitivities, dignity and convictions of others.

In their digital communications, permanent and recognised student associations and initiatives take steps to ensure that comments made by third parties are moderated.

In student discussion groups on social media, run by permanent or recognised associations and student initiatives, participants are informed in the terms of use of the application, of these regulations in these spaces.

## Article 17 – Events organised outside Sciences Po

When organising events outside Sciences Po, such as student parties and orientation weekends and events, permanent and recognised student associations and student initiatives take measures to manage risks during these events and ensure that they comply with the legal framework in force, including:

- taking all necessary steps to ensure the physical safety and moral integrity of the participants throughout the stay, transport where relevant, and the event, by specifically ensuring the prevention of bullying, sexist and sexualised violence, discrimination and racist or antisemitic actions or comments;
- take out insurance to cover their civil and criminal liability during these events;
- respect safety standards appropriate to the scale of the event;
- prevent unsafe behaviour associated with excessive consumption of alcohol or psychoactive substances;
- prevent excessive alcohol consumption by making alcohol more expensive and less easily available than non-alcoholic drinks;
- prohibit any form of "open bar" (with alcoholic drinks), particularly for a fixed price or free of charge, or any event only offering alcoholic drinks, in accordance with article 94 of French law no. 2009-879 of 21 July 2009 on hospital reform, patients, health and the regions;
- offer food free of charge or at reasonable prices;
- make fresh water freely available;
- ensure that the team responsible for distributing drinks does not serve alcohol to participants who are clearly intoxicated;
- prohibit any slogans encouraging the consumption or promotion of alcohol, and partnerships with alcohol producers;
- undertake not to favour the benefits of alcohol sales but to limit any excessive consumption;
- actively encourage people who are clearly intoxicated not to drive and facilitate the organisation of alternative transport.

Permanent and recognised student associations and student initiatives organising festive events undertake to put preventive action in place with regard to their target audience with the support of Sciences Po partner associations that combat risky behaviour.

Permanent and recognised student associations and student initiatives organising student parties and orientation events or trips involving more than 20 students, undertake, within the context of the training described in article 27, that those in charge will attend the sessions raising awareness about risky behaviour in festive environments, and to declare these events to the department in charge of student life or campus management at least 15 days beforehand, and prior to any communication to students.

## Article 18 – Withdrawal of recognition and sanctions

I.- If any of the conditions in articles 12 and 13 is no longer satisfied, the recognised or permanent student association may receive a request to comply from the department in charge of student life or from campus management. The association has one month to prove to the department or management that it has complied.

Failing this, the department in charge of student life informs the *Conseil de la vie étudiante et de la formation*, which may withdraw the status of recognised or permanent student association from the association, either temporarily or definitively.

II.- Any breach of the rules set down by these regulations by a student association as defined in articles 8 or 12 or by a student initiative as defined in article 19, may be the subject of one of the following measures, pronounced temporarily or definitively by the *Conseil de la vie étudiante et de la formation*:

- withdrawal of the status of permanent student association or recognised student association or student initiative;
- withdrawal of domiciliation;
- denial of the provision of premises;
- denial of the provision of spaces for events;
- refusal to allocate resources;
- reimbursement of an allocated grant;
- withdrawal of the right to use the Sciences Po name.

III.- Decisions taken under sections I and II must be justified.

The association's legal representative or the person in charge of the student initiative is informed in advance of the measure being considered and has the right to be heard, on request, by the *Conseil de la vie étudiante et de la formation*. In this case, he or she may present written or spoken observations and enlist the assistance of an advisor.

IV.- In urgent cases, the Director of the Institute may impose a precautionary suspension of the association's activities until, where relevant, one of the measures specified in sections I and II is pronounced against it.

V.- Before the association concerned makes any appeal before the competent court, it has one month from the date when it is notified of the measures pronounced against it to request that *the Conseil de la vie étudiante et de la formation* re-examine the case.

## CHAPTER IV – STUDENT INITIATIVES

### Article 19 – Definition of student initiatives

I. Student initiatives are selected limited-duration student projects led by one or more students in fields such as, but not limited to, culture, knowledge, sport, the environment, solidarity, health, civic engagement and the fight against discrimination.

II. The student associations defined in article 8 and in sections I and II of article 12 may not submit student initiative projects.

Initiatives whose purpose is a profit-making commercial activity or a religious activity are excluded.

The list of selected student initiatives is adopted each semester by the *Conseil de la vie étudiante et de la formation* for a duration not exceeding the current academic year.

### Article 20 – Procedures for selecting student initiatives

A procedure for selecting the student initiatives described in article 19 is put in place each semester based on a timetable and terms set annually by the *Conseil de la vie étudiante et de la formation* based on a proposal by the department in charge of student life.

The department in charge of student life, in consultation with the management of each campus, monitors the compliance of student initiative candidate projects with these regulations and its principles. It puts projects of the same type or with the same purpose in contact with each other. If necessary, it may request an advisory opinion from the steering committee of the *Conseil de la vie étudiante et de la formation* to approve the list of candidate projects.

The student initiative candidate projects are presented to the entire student community at the beginning of the semester via a dedicated website. To be selected, student initiatives must be able to demonstrate support at each campus where they are to be implemented of either five percent (5%) of the students at the campus or one hundred and twenty (120) students at the campus.



Each Sciences Po student may support three candidate projects at the campus to which he or she belongs.

The results of these support campaigns are communicated to the *Conseil de la vie étudiante et de la formation*, which adopts the list of student initiatives chosen for the semester or the academic year.

## Article 21 – Support for project leaders

The leaders of student initiative projects can benefit from the allocation of resources specified in chapter V of these regulations to implement their project.

They can benefit from advice from the department in charge of student life or the management of the campus to which they belong or support from one or more permanent student associations depending on requirements and possibilities.

## CHAPTER V – SCIENCES PO'S SUPPORT FOR ASSOCIATIONS

### Article 22 – Organising events and meetings

The student associations defined in article 8 and in sections I and II of article 12, and student initiatives in the course of their implementation, can organise events or meetings at Sciences Po, with authorisation, as part of their activities. Exemptions may exceptionally be granted to the associations defined in section III of article 12 on presentation of a request submitted by at least three student guarantors.

Authorisation must be requested for events and meetings under the terms of article 25.

Events are open to students, teaching staff and employees of Sciences Po, in addition to the inner circle of the association. If these events require the attendance of external contributors, their names and roles must be provided along with the request for authorisation. External audiences may be invited if the organisers make this clear in their request for authorisation, as long as the safety instructions defined by the management are respected.

These events or meetings must not threaten public order, the morality or the safety of people or Sciences Po property or hinder access to the premises by Sciences Po staff, on penalty of being prohibited by the director or his or her representative.

With exception to events organised in collaboration with Sciences Po, events open to external audiences during national or local election campaigns with candidates or their representatives are not authorised.

Meetings or events of a commercial, profit-making or religious nature or that benefit a third party or voluntarily limit access with regard to any of the forms of discrimination outlined in article 225-1 of the French penal code, are prohibited.

## Article 23 – Communication

In communications about their events and activities, student associations make it clear that the events and activities are organised by a student association and not by Sciences Po.

The student associations defined in sections I and II of article 12 may publish a short presentation on the web pages dedicated to student life on the Sciences Po website, together with the contact details provided at the beginning of the academic year.

Events are organised at the beginning of each academic year according to the terms defined by the department in charge of student life and campus management, in consultation with the steering committee of the *Conseil de la vie étudiante et de la formation*. Representative, permanent and recognised student associations may take part to promote their activities. Depending on the timetable, student initiatives presented for selection may be invited to take part.

Student events as defined in article 22 may be announced to the student community via a website dedicated to student events, or via an electronic newsletter distributed by the department in charge of student life or the management of each campus, under the terms defined each year by the department in charge of student life, in consultation with the Communications department.

## Article 24 – Printing and copying

Permanent and recognised student associations, together with student initiatives in the course of their implementation, are eligible for the printing of a limited number of copies by the copying service or the copiers provided by Sciences Po, authorised each semester by the department in charge of student life or the management of each campus with regard to the number of associations and Sciences Po's budgetary considerations.

The funds necessary to cover this copying allowance are drawn from a student association fund.

## Article 25 – Temporary provision of rooms and spaces

The events described in article 22 are subject to a request for authorisation, submitted, except for specific cases or specific provisions at regional campuses, to the designated department at each campus at least one month before the event. Exemptions may be granted, namely when the planned event relates to an unforeseen issue of national or international importance, having a considerable impact on the student community. For live performance events requiring the installation of complex technical equipment, the request must be submitted forty-five days in advance.

However, requests may be still be submitted and taken into consideration after the deadline, should the availability of the department in charge of student life permit.

For operational meetings by associations or student initiatives, requests are made as early as possible, and at the latest 8 days before the planned date.

A room or shared space may be allocated for these meetings or events, as long as they do not impede the smooth organisation of teaching.

Unless special permission is granted, the duration of an event is limited to the usual length of a teaching session at the campus concerned.

The request for authorisation and for the allocation of a space must include: the name of the student association or initiative responsible for guaranteeing the smooth-running of the event or meeting and for the safekeeping of the premises; the name and contact details of the person responsible for the event; a description of the event; the planned contributors; the number of participants expected; whether the event is to be opened to external audiences; any specific equipment required and any external partnerships.

If external contributors take part in the event or an external audience is invited, the organiser establishes a registration system complying with the safety instructions given at the same time as the authorisation, and must provide a list of attendees to the reception of the campus concerned on the working day prior to the event.

When making the request, the organiser undertakes to ensure these regulations are respected.

The rooms and spaces made available to event organisers must be vacated in perfect conditions of operation and cleanliness. Any repair or restoration work required is the responsibility of the event organisers.

## Article 26 – Provision of equipment or an email address

I. Tables, chairs, boards and audiovisual equipment may be made available to student event organisers and installed as long as the request is made at the same time as the request for

authorisation for the event and as long as the departments concerned have given their consent. Responsibility for such equipment lies with the event organiser.

If computer or telecommunications equipment is made available, their terms of use and the regulations applicable must be respected.

II. Permanent and recognised student associations may request the allocation of a generic email address in this format: asso.XXXX@sciencespo.fr, for the duration of their recognition or their continued permanent association status. These requests should be made to the department in charge of student life.

The allocation of an email address requires the signature of a provision agreement and its use entails compliance with the charter for the use of Sciences Po's information systems.

## Article 27 – Training

The leaders of permanent and recognised student associations and student initiatives, attend sessions from the common core training programme, the principles of which are defined annually by the *Conseil de la vie étudiante et de la formation*. This includes modules on the operations of student life at Sciences Po, the organisation of events, the possibilities for internal funding, the basics of budget management and awareness-raising of the fight against sexist and sexualised violence, against racism, antisemitism and other forms of discriminations, as well as on data protection and the prevention of cyber-harassment.

Student associations and initiatives are eligible for optional modules related to their activities (awareness of risky behaviour in festive environments, resource development, communication, large-scale event production, governance, project management, etc.).

Subject to the spaces available, these courses may be offered to other students upon request.

In addition, student associations and student initiatives may benefit from advice and support for their procedures from the department in charge of student life.

## Article 28 – Funding

### I. Half-yearly grants for permanent student associations

Permanent student associations receive half-yearly grants, the amount of which is fixed in annual agreements signed in accordance with section I of article 12.

In addition, permanent student associations may benefit from a grant awarded by the department in charge of student life or campus management, to enable them to meet their

obligations as set out in article 17 of these regulations, with regard to prevention, and security of persons and property.

## II. Student association fund

On presentation of a project, recognised student associations and student initiatives may benefit from a grant awarded by the department in charge of student life or campus management, amounting to a maximum of five hundred (500) euros.

These grants aim to facilitate communication for events held at Sciences Po; to encourage the emergence of events and activities organised jointly by associations from different campuses; to enable associations organising events that require a first-aid station to meet their obligations in terms of the security of persons and property; to enable associations to meet their insurance obligations and to enable associations scheduling films, audiovisual or theatrical events, to pay licence fees to the copyright-holders.

Funding of alcoholic drinks is not authorised.

The recipient associations must indicate “With the support of Sciences Po’s student associations fund” on the promotional material for their funded event.

Associations and student initiatives receiving these grants undertake to provide a report on their activities and a financial review within six months of the project's completion. If the completion of the project proves impossible, the sums received will be reimbursed in full or pro rata according to the degree of completion.

On presentation of proof of a current insurance policy, the associations defined in article 8 and sections I and II of article 12 of these regulations are eligible for an annual grant to cover the cost of their insurance policy.

## III. Funding for student projects

Student associations and student initiatives presenting projects whose purpose concerns primarily other students but also the Sciences Po community as a whole, may benefit from funding awarded by the *Conseil de la vie étudiante et de la formation* following examination and review by the *Commission de la vie étudiante*. These projects involve fields such as, but not limited to, culture, knowledge, sport, the environment, solidarity, health, civic engagement and the fight against discrimination.

Permanent student associations and recognised student associations are not eligible for these grants. Partisan or religious projects are not eligible.

Projects put forward by recognised student associations or initiatives take priority when funding is allocated.

The projects presented aim to involve as many Sciences Po students as possible and to positively impact the whole student community.

The grants awarded cannot be used to contribute to any day-to-day operations of an association or to student parties, with the exception of preventive measures or security of persons and property.

The *Conseil de la vie étudiante et de la formation*, based on proposals from the *Commission de la vie étudiante*, may define additional eligibility and priority criteria for the funding of student projects.

Project leaders provide an application defining their objectives, actions, evaluation methods and a balanced budget.

The department in charge of student life assists project leaders in finalising their application.

The timetable and conditions for submitting applications and their subsequent evaluation are defined annually by the *Conseil de la vie étudiante et de la formation* based on proposals from the department in charge of student life.

Except in specific duly justified cases, the funding granted for a project can only partially cover the global budget of the project submitted.

Student associations and initiatives receiving these grants must indicate “With the financial support of the *Conseil de la vie étudiante et de la formation* of Sciences Po” on the promotional material for their funded event.

Student associations and initiatives receiving these grants undertake to provide a report on their activities and a financial review within six months of the project's completion.

If the completion of the project proves impossible, the project leaders undertake to inform the department in charge of student life as quickly as possible. The sums received will be reimbursed in full or pro rata according to the degree of completion.

## Article 29 – Commission de la vie étudiante

The *Commission de la vie étudiante* examines the applications for funding described in section III of article 28. It submits an opinion to the *Conseil de la vie étudiante et de la formation*, which decides on the funding.

The Commission is asked to formulate an advisory opinion on requests for exemption under the procedure for recognising associations described in article 13.

## I. Composition of the *Commission de la vie étudiante*

The *Commission de la vie étudiante* consists of:

- the faculty president of the *Conseil de la vie étudiante et de la formation*,
- the student president of the *Conseil de la vie étudiante et de la formation*,
- an elected student representative to the *Conseil de la vie étudiante et de la formation*,
- an elected faculty representative to the *Conseil de la vie étudiante et de la formation*,
- an elected staff representative to the *Conseil de la vie étudiante et de la formation*.

The Director in charge of student life or his or her representative attends Commission meetings but does not have a vote. The department in charge of student life acts as the Commission secretariat.

The student, faculty and staff representatives are elected by the officials they represent on the *Conseil de la vie étudiante et de la formation*.

To assist with the examination of applications, the *Commission de la vie étudiante* invites representatives of the administration, including campus management, or experts directly concerned with the applications on the agenda. If necessary, the *Commission de la vie étudiante* can audition association leaders making the applications. The invited contributors do not take part in voting.

## II. Holding meetings

The applications submitted for examination by the *Commission de la vie étudiante* are sent to its members at least 4 working days before they meet.

The *Commission de la vie étudiante* meets five times a year, or more if necessary, and meetings are called jointly by the presidents of the *Conseil de la vie étudiante et de la formation*.

Members who cannot attend may appoint any other committee member to represent them as long as they belong to the same category.

The *Commission de la vie étudiante* is chaired alternately by the faculty president and the student president of the *Conseil de la vie étudiante et de la formation*.

The deliberations of the *Commission de la vie étudiante* are valid if a majority of its members are present, including members taking part in the discussions via telephone or video conference and members who have appointed representatives.

A statement of the decisions taken is drafted following each meeting, and is approved electronically by the president of the Commission meeting before being submitted to the *Conseil de la vie étudiante et de la formation*.

## CHAPTER VI – MISCELLANEOUS PROVISIONS

### Article 30 – Use of the Sciences Po trademark and logo

The name Sciences Po and its emblem (the lion and the fox) are registered trademarks protected by intellectual property rights belonging to Sciences Po.

Any use of the Sciences Po trademark by student associations, including the name and the logo, is subject to prior written authorisation from Sciences Po's Communications department, and where relevant, must respect the associated visual identity.

The use of the Sciences Po trademark in the name of a recognised or permanent association requires authorisation from the Communications department before the statutes are submitted to the Prefecture. This authorisation applies for the duration of the association's recognition or its status as a permanent student association and ends automatically on its expiry. The statutes of the associations concerned include this stipulation about their name.

The conditions under which the Sciences Po logo and emblem (the lion and the fox) can be used, particularly in student association logos, are defined in the visual identity guidelines produced by the Communications department, which are binding for all associations.

The logos of associations using the Sciences Po trademark, logo or emblem, must be approved by the Communications department before any circulation.

### Article 31 – Press accreditation

Access by journalists to Sciences Po is subject to express authorisation from the Communications department and/or the management of the campus as appropriate. In particular, journalists may be authorised to attend authorised student events organised within Sciences Po. The event's organisers and contributors must have given their consent beforehand.

The Communications department and/or the management of the campus concerned may then authorise access for journalists for the duration of the event.



## Article 32 – Partnerships

Sciences Po is not bound by agreements entered into by student associations or student initiatives with public institutions, private companies or any other organisation governed by public or private law.

In the context of the compensation they can transfer to their partners, student associations and initiatives, as well as candidate groups for permanent associations, ensure not to involve the image of Sciences Po, not to make available resources or property owned by Sciences Po and not to offer space for commercial prospecting within Sciences Po sites without the prior agreement of the Communications department and the department in charge of partnerships, following a request formulated to the department in charge of student life or the management of each campus.

## Article 33 – Intellectual property and image rights

Student associations and initiatives take care to ensure strict respect for intellectual property in their communications (visual, written, audiovisual documents, etc.), including those described in article 23.

They request authorisation to use or represent cinematic, audiovisual, musical or dramatic works and pay any associated fees to their copyright-holders.

When organising events within Sciences Po where sound or audiovisual recordings or photographs will be taken, they request image rights from the contributors giving them the right to record, reproduce, adapt, modify, use, broadcast and communicate to the public, sound and visual and/or photographic recordings reproducing their image.

# CHAPTER VII – FINAL PROVISIONS

## Article 34 – Miscellaneous

A review of student life, which must include a review of the procedure for recognising student associations and initiatives, is presented and debated every year at the first session of the *Conseil de la vie étudiante et de la formation*. The *Conseil de la vie étudiante et de la formation* may constitute a working group to propose possible changes to the Student Life regulations.

## Article 35 – Implementation

These regulations come into force at the beginning of the 2016-2017 academic year.

In the absence of provisions to the contrary, any subsequent change comes into force at the beginning of the academic year in which it is adopted.

## Article 36 – Execution

The Director of the Institute is responsible for the application of these regulations, which are displayed in Sciences Po's premises and published on its website.