

ACADEMIC RULES AND REGULATIONS

Article 1: Duties and obligations of academic study

Students of the Sciences Po Summer School shall comply with the duties and obligations detailed in these rules and regulations. Failure to comply with any of these duties and obligations may result in the failure to complete the Summer School programme.

Academic study imposes the following duties and obligations:

- Administrative registration.
- Completion of programme requirements and conformity with course evaluation procedures, particularly exams and in-class tests.
- Attendance and punctuality.
- Intellectual integrity in all work.
- Completion of programme evaluation.

Article 2: Administrative registration

Students' administrative registration process is complete upon receipt of the letter of enrolment from the Summer School.

A student whose administrative registration has not been completed, or whose administrative status is not up to date, cannot under any circumstances complete a course at the Summer School.

Students are responsible for their compliance with academic obligations and registration. Changes or additions to course programmes and schedules may not be made after classes have begun, except in extenuating circumstance. In such cases, the student must provide the Summer School administration with relevant proof of his or her particular difficulty before the start of classes.

Article 3: Attendance and punctuality

The obligations of attendance and punctuality extend to all academic study. Three late arrivals will be counted as one absence.

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 required class.

Exemptions: Absences for Sciences Po online course registration, absences due to taking a DELF or DALF exam at the Alliance Française and absences due to illness or medical disability will be excused, provided the teacher and the Summer School team are notified in advance. Summer School activities will not be considered as justifications for absences.

Article 4: Student default

Beyond these number of absences, a student will be considered to be in “default”, whatever the reason for the absences.

- Two absences for the Social Sciences track
- Two absences for an Elective Class
- Four absences for the French language track
 - *An automatic email may be sent by our platform warning students when they miss more than the allowed number of absences. If you are attending this track and did not exceed 4 total absences, please disregard this email.*
- No absences are allowed for the Academic and Professional Workshops

The status “défaillant (DF)” will be noted on the student’s final transcript and the student will not receive a certificate of participation.

A student who is absent for a whole day will gain an absence for each individual class missed during that day.

Article 5: Exams

Exams are scheduled according to the calendar established by the Summer School administration and students will be notified of exam dates before the start of each session. The exam dates are fixed and cannot be changed.

Except as otherwise indicated, the use of any documents or electronic devices is prohibited during exams.

Students with special needs will be allowed additional time for taking examinations. Requests for accommodations must be made prior to the start of the programme, complete with supporting documentation, to the Summer School administration.

Article 6: Deferment of evaluation

If for serious and grave reasons a student is unable to be present at an examination or to submit an assignment, he or she must present a written explanation to the teachers concerned and to the Summer School administration. Depending on the

circumstances, the student may be authorized by the Summer School administration to submit the assignment at a later date without penalty or retake the evaluation.

Article 7: Course completion and the obtaining of credits

The School awards a certificate of participation and a transcript to students who complete program requirements, complete the final program evaluation, and do not exceed the maximum number of authorized absences.

For each course, the methods of evaluation, evaluation criteria, workload, and weight of each exercise in the overall grade will be explained by the professor at the start of class. Students' final grades are calculated from multiple grades (at least two grades from evaluations during class time, in addition to the final exam or project).

Sciences Po uses the European Credit Transfer System (ECTS). Students who obtain a grade of 10/20 or greater will receive 6 ECTS credits for a core course in the social sciences track; 6 ECTS for a core course in the French language track; 3 ECTS for the elective course, and 1 ECTS for the workshops. For any grade lower than 10/20 or for insufficient attendance ("défaillant"), credit will not be awarded for the class.

Article 8: Intellectual integrity

Any failure to conform to basic standards of honesty and integrity constitutes non-compliance with the duties and obligations of academic study.

Professors suspecting students of plagiarism must inform the director of academic studies and provide all available evidence. Plagiarism is deemed to have occurred when a student's ideas as expressed in his or her work cannot be distinguished from those of other authors. It may be constituted by any of the following: clusters of consecutive words (five or more) without citation, paraphrasing, translation, and verbatim copying.

In the event that cheating or plagiarism can be demonstrated, the student concerned will be given a grade of 0/20 for the course.

The usage of AI is supervised at Sciences Po, [learn more about our rules on this subject](#).

Article 9: Modifications to course registration

The core course to which a student is admitted (and the elective class for which he/she registers), is considered to be definitive, with the exception of students in a French language class (core or elective) whose final level will be determined by a placement test at the start of the programme.

However, a student may submit a written request to summer.school@sciencespo.fr to change their core or elective class up until the start of the session. The Summer School team will consider this request depending on the availability of spots in the requested class and the academic coherence of the request.

Students may continue to register for an elective course until the start of the session, subject to the availability of spots in the class, and, for French language elective courses, upon providing proof of their French level.

After the start of the session, it is not possible to change core courses, except for students in the French language track who may request to change French levels. All level change requests must be made by the end of the second French language class at the latest and must be validated by the professors at the initial and the new level.

After the start of the session, it is not possible to change elective courses, except for students in a French language class who may request to change French levels. All level change requests must be made by the end of the first class and must be validated by the professors at the initial and new level.

A student who wishes to withdraw from an elective class must make a written request to summer.school@sciencespo.fr before the start of the second class. If a student requests a withdrawal before this deadline, the elective class will be removed from his/her transcript. After this deadline, the elective class will appear on the student's transcript with a grade and/or record of participation. No refunds will be granted for withdrawn elective classes.

Article 10: Duration of studies at the Summer School

Each Summer School session runs for four weeks. Students may complete one or two sessions. To successfully complete a session, the student must complete all obligatory classes as outlined during their course registration (excluding any exceptional changes).

Students must register for courses whilst respecting the academic requirements of the course for which they are enrolled.

Article 11: Programme evaluations

Students will complete a programme evaluation questionnaire, which will be sent to them at the beginning of the final week of the session. In order to receive their certificate of participation at the Summer School, students must complete the evaluation before the end of the session.