

# ACADEMIC RULES AND REGULATIONS

## PRE-COLLEGE PROGRAMME 2023 – ONLINE SESSION

These programme regulations are meant to inform both participants and their legal guardians of the policies and rules that apply during the Pre-College Programme, Online Session. It is important that both students and their guardians read this document thoroughly since participation in the programme is subject to their review and acceptance.

If you have questions about any of the Summer School's regulations, please contact us at [summer.school@sciencespo.fr](mailto:summer.school@sciencespo.fr) for assistance.

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### Article 1: Duties and obligations of academic study

Students of the Online Session of the Pre-College Programme 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 programme.

Academic study imposes the following duties and obligations:

- Administrative registration.
- Completion of programme requirements and conformity with the programme evaluation procedures, particularly final presentations.
- Attendance and punctuality.
- Intellectual integrity in all work.
- Completion of programme evaluation.

Late work may be submitted only with instructor approval and according to class policies. Any late work submitted without instructor approval may expose students to sanctions, determined in accordance with his/her instructor.

### 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 the Online Session of the Pre-College Programme.

Students are responsible for their compliance with academic obligations and registration. Changes 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

Attendance and punctuality are fundamental expectations of all students. This applies to all online sessions. Given the short timeframe and the intensive nature of the Online Session of the Pre-College Programme, unexcused absences from any single class may be deemed grounds for an “incomplete” grade at the conclusion of the programme. A medical authorization is required to excuse absences for illness. An absence is counted for each missed class. A student who is absent for a whole day will gain an absence for each individual class missed during that day. In case of a medical issue that prevents a student from attending any online class, the student must immediately inform a member of the Summer School team. Please also note that, in accordance with French law regarding secular education, religious worship or practice of any faith does not constitute grounds for an excused absence.

### Article 4: Course evaluation

The course evaluation for the programme is scheduled according to the calendar established by the Summer School administration. Students will be notified of the course assessment modalities before the start of each session. The modalities of the course assessment are fixed and cannot be changed.

Students may benefit from extra time for taking graded exercises if they have demonstrated the need for an accommodation. An accommodation request must be submitted in advance to the Summer School administration.

### Article 5: Deferment of evaluation

If a student is unable to be present at an exam or to submit work due to serious or grave reasons, he or she must present a written explanation to the professors concerned and to the Summer School administration. The Summer School administration will determine what, if any, make-up procedure is possible given the circumstances.

### Article 6: Programme completion

The Summer School awards a certificate of participation and a transcript to students who complete the programme requirements, complete the end of session survey, and have not been absent from the programme.

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 participation and the final oral presentation).

The programme does not awards ETCS credits.

### Article 7: 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.

## Article 8: Code of conduct in a digital academic environment

Sciences Po has implemented a digital academic environment to ensure an optimal learning experience. The remote pedagogic experience is different from that of traditional learning and implies a change in the way learning and coursework is organized. When students connect to the virtual class platform and participate in a remote class, they commit to following the rules below:

- **Respect punctuality:** Virtual classes start at the usual class time unless the professor says otherwise. We suggest connecting five minutes before class starts.
- **Respect confidentiality:** No recording (audio or visual) is allowed. Only the professor can activate recording for pedagogic reasons and make the recording available to the class. The professor will inform the students before starting the recording. If a student does not want to appear in the recorded video, he or she can deactivate their webcam.
- **Personal environment:** To the extent that it is possible, the student will ensure that he or she is in a quiet place when following virtual classes and will turn off his or her microphone when not speaking. For improved comfort, headsets are recommended, though not required. We recommend students opt for a landline connection over WiFi if possible. If the student does not want their personal environment to be visible on screen, they can use a background image.
- **Etiquette:** Participants are expected to dress in a manner that is appropriate for a learning environment in the same way they would for a class carried out in person, and to not be disruptive to others. Students are prohibited from wearing items that display sexist, racist, discriminatory, offensive or hateful content. The students are invited not to leave in the middle of a class, or use their mobile phone, nor talk to anyone else in the room with them, unless it is absolutely necessary.
- **Participation:** In order to limit audio interference, the student should turn off his or her microphone when the professor or another student is speaking. The student should use the “chat” field to ask to speak, or to otherwise communicate with the professor or the entire class without disturbing the lesson. Two-way conversations are possible but should be avoided if they are not directly related to the class. Technical problems should also be brought to the professor’s attention, but any questions about connections and transmission quality should be addressed to the Summer School team. Finally, the student promises to refrain from circulating resources (particularly audio or video) that might disturb the class.
- **Video:** Activating one’s camera is mandatory for the programme unless it is explicitly allowed by a professor. It may also be deactivated in the event of a recording or a group photo should the student be unwilling to appear. Otherwise, activating one’s camera is mandatory during all classes. When participating to an exam, not activating one’s camera may be ground for failing the course.
- **Use of online tools and sources shared by professors:** For each course, students should make sure they are able to access resources shared by the teachers, whether on the Moodle platform or in a shared folder on Google Drive. Professors can also share documents on Zoom.

The library’s rich digital resources are available for distance learning. Students can access these resources through the catalogue, which includes among other things, e-books and online periodicals, and allows them to search their digital resources (except press and legal data). They can access these resources via their Sciences Po accounts.

## Article 9: Programme evaluation

Students will complete an end-of-session survey, which will be sent to them in the final week of the session. To receive their certificate of participation at the Summer School, students must complete the evaluation before the end of the session.