

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 their 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 and a supporting document is provided within 48h.

Summer School activities will not be considered as justifications for absences.

Article 4: Student default

Beyond the following 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. All Summer School students are subject to a minimum attendance rate of 75% in order to receive the completion certificate, even if all the absences were excused.

A student in this situation will be able to take the exam but the grade will not be taken into account and a certificate of attendance will not be issued.

Article 5: Disability & Accessibility

If you have a temporary or permanent disability or disabling health condition, Sciences Po will ensure that you receive the necessary support and adjustments to complete your chosen programme and get fully involved in student life.

Contact: pole.handicap@sciencespo.fr

Requests for accommodations must be made prior to the start of the programme, complete with supporting documentation from the student’s home University regarding academic accommodations. We do not require confidential medical documentation to be sent directly to the Summer School administration.

Article 6: 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.

Article 7: Deferment of evaluation

If for serious and grave reasons a student is unable to be present at an examination or to submit an assignment, they 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 to retake the evaluation.

Article 8: Course completion and the obtaining of credits

The Summer School awards a certificate of participation and a transcript to students who complete programme requirements, complete the final programme 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 minimum and abide by the present academic rules and regulations 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 an elective course, and 1 ECTS for a workshop. For any grade lower than 10/20 or for insufficient attendance ("défaillant"), credit will not be awarded for the class.

Article 9: 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 as well as during their studies 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.

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.

More about Academic Integrity:

<https://www.sciencespo.fr/students/en/study/academic-integrity/>

Article 10: Modifications to course registration

The core course in which a student is admitted (and the elective class for which they register), 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.

After the start of the session, it is not possible to change elective courses, except for students in a French language elective 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 levels. Specific modification requirements for core French language classes are detailed in article 10.

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 their 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 11: Modifications to course registration for the French Language track

For the French Language Track, students are admitted at the language level corresponding to the test provided during their admission. On the first day of the programme, during orientation day, all students are re-evaluated both orally and in writing by our teachers, without exception.

Following this re-evaluation, students may change levels (either higher or lower). This decision rests with the teachers of both the initial and destination levels. This procedure aims to place participants in courses suitable for their level, ensuring homogeneity for optimal learning.

However, if a student wishes to contest this decision, they must urgently schedule an appointment with the programme coordinator (reachable at the Summer School email address: summer.school@sciencespo.fr) within 2 days following orientation day. No change requests will be processed after this deadline. The programme coordinator will consolidate all requests for level changes and make a decision in consultation with the academic advisor and the concerned teachers. All decisions are final.

Article 12: 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 13: 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.