

ACADEMIC RULES & REGULATIONS

UNIVERSITY PROGRAMME

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 meet these obligations may result in non-completion of the 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. Students who have not completed their administrative registration or whose status is not up to date will not be allowed to attend classes.

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

1. General principles

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.

Absences that will be excused provided the teacher and the Summer School team are notified in advance:

- Absences for Sciences Po online course registration

- Absences due to taking a DELF or DALF exam at the Alliance Française
- Absences due to illness or medical disability

2. 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**
- **Two absences for the Intensive Policy Lab**
- **Four absences for the French language track**

Students may receive an automated email if they exceed the allowed number of absences. If you have not exceeded the total absence limit, you may disregard this email: our team will be in touch with you if you do exceed the maximum number of missed sessions allows for the University Programme of the Summer School.

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 receive 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 award academic credit, and a certificate of attendance will not be issued.

3. Late arrival (July session, Social Sciences track)

The following provisions apply exclusively to students enrolled in the July session of the Social Sciences Track.

Students may request exceptional permission to join classes remotely at the start of the programme if they meet one of the conditions below:

- They are unable to travel to Paris for the start of the programme on June 30th for academic obligations that require their presence at their home university / school.
- They must sit one or more end-of-year exams during the first week of July.

To assess eligibility, students must provide supporting official documentation such as exam schedules and official university notification.

Once the documentation has been verified, the Summer School team will organise the necessary arrangements. Students will be authorised to join classes remotely on the approved days of the first week of the July session. If an exam takes place during a scheduled Summer School class, the student will be excused and will be able to catch up on the missed material.

An orientation make up session will be organised for students whose late arrival request has been approved.

Article 4: 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

Students must submit accommodation requests before the programme begins, along with supporting documentation from their home university. However, medical records do not need to be sent directly to the Summer School administration.

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.

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, 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 7: 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**

For any grade lower than 10/20 or for insufficient attendance (“défaillant”), credit will not be awarded for the class.

Article 8: Academic integrity

Students are expected to demonstrate academic integrity as defined in article 1 to 3 of the [Sciences Po Academic Integrity Charter](#) in all works submitted to fulfil course requirements. All relevant information about academic integrity can be found on the [dedicated page of the Sciences Po website](#).

Any violation of academic integrity may result in penalties, including failing the assignment or the course. Serious cases may lead to disciplinary action.

- 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.

Sciences Po student’s guidelines for generative AI:

https://docs.google.com/document/d/1qd4oB_I8c4J2gzhWROVDwdonNpcADPvGqL5fWwRw8vk/edit?usp=sharing

Article 9: Student Conduct

All participants are expected to behave in a way that fosters a respectful, inclusive, and professional academic environment.

1. Respect & Non-Discrimination

Sciences Po values diversity, inclusion, and academic freedom. All students must treat their peers, faculty, and staff with respect, courtesy, and professionalism, both inside and outside the classroom.

Any form of discrimination, harassment, bullying, or verbal/physical abuse will not be tolerated. Violations may result in disciplinary action.

2. In the Classroom

Students must respect differing opinions and perspectives in academic discussions, even when they disagree. Healthy debate is encouraged, but personal attacks or disruptive behavior will not be tolerated.

Electronic devices should only be used for academic purposes during class time.

3. Professional Boundaries with Faculty & Staff

Interactions between students, faculty, and staff must remain professional and ethical, fostering a safe and respectful academic environment. Off-campus meetings should only occur for well-defined academic purposes, preferably in professional or public settings. To

maintain professional boundaries and avoid perceived or actual conflicts of interest, faculty and staff should ensure all interactions uphold the integrity of the academic setting.

4. Reporting Misconduct

Any student who experiences a violation of these rules or witnesses a serious incident is encouraged to report the issue by informing the Summer School team at (summer.school@sciencespo.fr), and by contacting the anti-discrimination officer (referent.lcd@sciencespo.fr).

In the event of an incident, there are several possible routes:

- A confidential discussion
- Launch of a preliminary internal investigation (CEIP)
- Mediation
- Targeted awareness-raising

It is possible to contact the Officer in complete confidentiality, although anonymity cannot lead to the launch of an investigation: it does, however, mean that you can benefit from advice and information.

More about Sciences Po anti-discrimination policies: <https://www.sciencespo.fr/en/about/a-university-open-to-all/>

Article 10: Course Registration Modifications

Course registration is considered final, with limited opportunities for changes based on availability and academic requirements.

1. Social Sciences Track

- **Students may request a change to their core or elective course before the session begins** by submitting a written request to summer.school@sciencespo.fr. Requests will be reviewed based on availability and academic relevance.
- Students may continue registering for an elective course until the start of the session, depending on availability.
- **While withdrawing from a core course isn't possible, students may withdraw from an elective course, by submitting a written request before the start of the second class.** If approved, the course will not appear on their transcript. Withdrawals after this deadline will be recorded on the transcript with a grade and/or participation record. No refunds will be granted.

2. French Language Track

- All students from this track will take a French Language level placement test during the first day of the programme.
- If a level change is necessary, it must be approved by both the current and new instructors. **Requests must be made by the end of the first class.**

→ If a student wishes to discuss their assigned level, they must request a meeting with the Summer School team within the first two days of the programme. The programme manager, in consultation with the academic advisor and teachers, will make a final decision.

Article 11: Programme evaluation

Students will complete a programme evaluation survey, which will be sent to them during 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.