

# ACADEMIC RULES AND REGULATIONS

## SCIENCES PO SUMMER SCHOOL 2019

### 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
- Satisfaction of requirements of the degree programme in which the student is enrolled and conformity with course evaluation procedures, particularly exams and in-class tests
- Attendance and punctuality
- Intellectual integrity in all work
- Programme evaluations

### Article 2: Administrative registration

Administrative registration is completed once the student receives a letter of enrolment from the Summer School.

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

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

### Article 3: Attendance and punctuality

The obligations of attendance and punctuality extend to all academic study. All absences must be justified with the Summer School administration. Persistent lateness may be considered as absences.

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 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 **two non-justified absences** for the Social Sciences track and **two non-justified absences** for an elective class, and **four non-justified absences** in the French language track (two for the main French

language class and one for each workshop), a student will be considered to be in “default”, whatever the reason for the absences. Default will be recorded on the student’s final transcript. A student who fails to comply with the validation procedures for a course will not receive a transcript. If the student complied with all academic rules and regulation, a certificate of participation will be awarded.

An absence is counted for each class. 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 in accordance with the calendar set by the Summer School management and students will be notified before the commencement of each session.

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

Students may benefit from extra time and/or the use of computer equipment for taking an exam in relation to their situation. A request accompanied by justification must be provided to the Summer School management during enrolment.

## Article 6: Deferment of evaluation

If for serious and grave reasons a student is unable to be present at an exam or to submit work, he or she must present a written explanation to the teachers concerned and to the Summer School management.

Depending on the circumstances, the student may be authorised by the Summer School management to submit work at a later date without penalty, or to retain his or her Continuous Assessment grade and retake only the final exam.

## Article 7: Course completion and the obtaining of credits

Methods of evaluation, evaluation criteria, workload, and weighting of each exercise in the overall grade will be explained by each professor at the first class. The final mark of each student will be based on several grades (at least two grades for continuous assessment in classes with more than 36 hours or more of contact time)

Science Po uses the **European Credit Transfer System** (ECTS). Students who obtain a grade of 10/20 or greater will receive credit for the course as well as the total corresponding number of ECTS credits. For any grade lower than 10/20 or for default, the student will not receive credit for the course and no credits will be awarded.

## 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.

Students suspected of cheating during an exam will be allowed to complete the exam. A report will then be submitted, signed by the director’s representative and countersigned by the proctor who observed the alleged cheating.

Teachers suspecting students of plagiarism must inform the head of academic studies, providing 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 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](mailto: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](mailto: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: Teacher evaluations

Students will complete a programme evaluation questionnaire which will be sent to them at the beginning of the fourth 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. Students participating in both the June and July session of the Summer School will complete two separate questionnaires at the end of each month.