



Academic regulations of EHESP School of Public Health

Studies Direction
Registrar office



EHESP

Academic regulations of EHESP School of Public Health

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Preamble:

EHESP School of Public Health is a public scientific, cultural and vocational institution (EPCSP) with grand établissement status. Among the tasks entrusted to it, EHESP undertakes its educational missions in compliance with the constitutional principles of equality before public service and non-discrimination.

The preamble of the EHESP rules of procedure recalls that, with a view to developing public health "in action", both with and for citizens, EHESP implements an approach which serves the collective values of social justice and equality in the interests of people's health and safety. Professionals trained by EHESP will have as their guiding principles:

- the promotion of equal access for everybody to health prevention and the healthcare system
- to implement solidarity in the redistribution of resources in order to fight against social and regional inequalities in health;
- to pay particular attention to the care needs of vulnerable people;
- to enhance the performance of the healthcare system, to ensure they comply with benchmarks and constantly improve the quality thereof;
- to promote productive research in the healthcare sector and innovations that are acknowledged and distributed internationally;
- to adopt a vision of public health that respects sustainable development issues and is concerned with cost control.

The ambitious goals, in both academic and professional terms, both nationally and internationally, which EHESP has set itself can only be attained, in an ethical manner, if they are founded on the qualities and values which EHESP is particularly concerned to promote:

- Respect for individuals, where they come from, where they are going to, the projects they have;
- responsiveness to ensure that in terms of training, expertise and research, the School is always able to provide crucial insights for public policy;
- collective endeavour, particularly in terms of a multidisciplinary, international and network-based approach;
- a dynamic of continuous improvement founded on the quality of our training programs and based on internal quality management systems;
- openness towards and partnerships with other academic and scientific institutions;

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- imagination and excellence, the necessary conditions for change and for the creation of an ambitious institution that seeks to rise to the great challenges ahead.

To this end, the EHESP academic regulations detail a number of rules provided for in the EHESP rules of procedure, governing the way the academic programs are implemented. These academic regulations cover everybody who undertakes training at EHESP, irrespective of the location where the teaching actually occurs.

These academic regulations were presented to the EHESP Academic Board on April 5, 2011 and submitted for approval to the Board of Governors on April 26, 2011.

Any amendments to these regulations must be approved by a majority of the members of the Board of Governors, following recommendations from the Academic Board.

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Title 1: General provisions

Article 1: Users receiving training at EHESP

Users of the School receive the teaching, research and knowledge dissemination services offered by EHESP.

There are three categories of user within the School:

- "public employee students" (sometimes referred to as "pupils") are those individuals who follow teaching provided by the School for their initial training after they have successfully passed a competitive entrance exam for the State and hospital civil services, as well as those who have successfully passed the entrance exams for the Preparatory Classes to prepare for the public hospital civil service competitive entrance exams;
- "students" are individuals who are enrolled at EHESP on a program which leads to the issuance by the School of a diploma (Bachelor's, Master's, Doctorate, engineering diploma or establishment diploma, including specialist Master's degrees) or people who are present in the School on individual or institutional exchange programs with other higher education institutions;
- "interns" are people enrolled on non-degree courses that are organized as part of the lifelong learning system.

Auditors are considered to be:

- students when they follow degree programs;
- interns if, under an agreement between EHESP and the intern's home institution, they are allowed to benefit from the curriculum dedicated to public employee students.

When a user who is a public employee student also follows a degree course, the status of public employee student overrides that of student. The participation in classes and examinations by public employee students also following degree programs are subject to exemptions, workload reduction and double validation workload reduction schemes.

As provided for in Article II-2-a of EHESP rules of procedure, all students are represented on the various boards of the School, in accordance with the statutory texts in force (Board of Governors, Scientific Board, Academic Board), as well as other boards and commissions set up by the school.

Article 2: Situation of students enrolled on degree programs

- **Initial training**: Students are enrolled at EHESP for initial training if they have not interrupted their studies for more than one year and were in the initial training on September 1 of the year preceding their year of enrollment. Students who have not interrupted their studies and who work part-time or full-time, as well as all public employee students, are deemed to be in initial training.
- **Continuing education**: Students who enroll at EHESP are deemed to be in continuing education if they have interrupted their studies for more than one year, are not public employee students and were employees on an open-ended contract, fixed term contract, temp contract or worked as a public service official or contract agent, or are seeking employment or are self-employed or retired on September 1 of the year preceding the year of enrollment.

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In the case of diplomas organized under a partnership or co-accreditation agreement, students who are administratively enrolled in a partner establishment are under the authority of this establishment and of the rules of procedure which apply therein. They are nevertheless obliged to comply with the rules of procedure of each of the establishments in which they attend classes or carry out an internship or conduct research work.

Article 3: Enrollment fees and tuition fees

Tuition fees: Tuition fees relating to EHESP diplomas are set annually by the Board of Governors. They correspond to the amount charged to any user for access to courses offered by EHESP. For courses which lead to a national diploma, the tuition fees include the enrollment fee.

Enrollment fees: The enrollment fees for national diploma courses (Bachelor's, Master's, engineering diploma and Doctorate) in public higher education institutions are set annually by an order issued by the Ministry of Higher Education and Research. All students enrolled on a course which leads to the issuance of a national diploma must pay these enrollment fees in order to validate their enrollment.

Public employee students do not pay tuition fees for access to public service training and to validate their enrollment. They must pay the enrollment fees if they wish to validate their enrollment on an EHESP course leading to the issuance of a **national diploma**.

Students enrolled for initial training pay only the enrollment fees to follow a course leading to the issuance of a national diploma. They must pay all of the tuition fees in order to validate their enrollment on any other diploma issued by the school.

Students enrolled on training programs organized as part of EHESP's international cooperation missions or on continuing education programs must pay all of the tuition fees in order to validate their enrollment on a course organized by EHESP.

In accordance with current regulations, EHESP offers a split payment option (in three installments) for the enrollment fees. With regards to tuition fees, split payment options are decided by the EHESP accountant, who takes into account the situation of the student applying for split payment.

Once a semester has been started, it becomes payable. However, due to personal circumstances (sickness, maternity), students may request a suspension, postponement or cancelation of their enrollment. In this context, and subject to supporting documentation being provided, the Dean of EHESP may authorize the reimbursement of all or part of the monies paid by the student.

Article 4: Organization of teaching

Each EHESP course is organized into units of instruction.

Each unit of instruction consists of modules and/or class sequences, each of which is itself made up of classes, internships, personal work, distance learning and assessment.

The end-of-training panel examines the results of each unit of instruction and decides whether or not to pass a student, in compliance with the rules provided for by the academic regulations. Pursuant to the academic regulations and orders, the results of modules or units of instruction may be offset against one another, without exception to the principle of eliminatory grades.

The course director is a teacher who is in charge of coordinating a public service training course or a course leading to the issuance of a diploma.

The director is responsible for selecting the students for courses, when they fall within the remit of EHESP. He is responsible for organizing the validation of the course. Finally, he is the contact for students as they seek to assemble their learning program.

The head of a unit of instruction is a teacher who is in charge of coordinating all the teaching given as part of this unit of instruction. He is the contact for the teachers in charge of the modules and/or class sequences which make up the unit of instruction and is responsible for organizing the assessment of the unit of instruction.

Article 5: Collective projects

EHESP approves groups of students undertaking initiatives for the promotion of various activities. These initiatives are purely optional and, when they are accompanied by a request for support from School, are known as "collective projects". In accordance with the academic regulations and orders, these collective projects may be included and graded as part of the educational programs of the members of each project group.

Projects must comply with implementation principles guaranteeing the success of the actions undertaken and respect for the image of the establishment. Any action taken by the students of EHESP, whether it not it takes place on the site of the School, is liable to be attributed thereto. Consequently, formal consent from the Dean must be obtained for implementing initiatives such as these, after the project has been examined by a commission made up of the Academic Dean or his representative, the Director of Administration or his representative, the Head of the Public Employee Student Services Unit and, depending on the kind of project at hand, the director of communications, the directors of the courses concerned and any other person invited to the commission on the basis of their responsibilities.

The commission looks at the desirability and feasibility of the project put to it and issues a reasoned opinion which it submits to the Dean of EHESP. The Dean takes the decision to accept or refuse each project.

The project leaders are informed in writing of the decision of the Dean and any aid given by the school.

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Title 2: Academic obligations

The students of EHESP comply with the academic obligations set out herein. Failure to comply with any of these obligations may lead to an obligation to repeat a year or for students to fail to graduate on the diploma for which they have enrolled or for public employee students to fail to validate their training program.

The following are academic obligations:

- administrative enrollment (article 1),
- registrations in classes (article 2),
- attendance and punctuality (article 3),
- participation in examinations (article 4),
- complying with the module assessment methods (article 5),
- intellectual honesty in the work submitted (article 6).

Article 1. Administrative enrollment

All users beginning training at EHESP must necessarily undergo administrative enrollment at the EHESP Registration Unit or Lifelong Learning Unit.

For courses organized under partnerships (co-authorization, co-accreditation), and when this is stipulated in the convention on the organization of the course, enrollments are to be carried out with the authorities of the EHESP partner establishments. Students may only be admitted to a doctoral network when they have enrolled with a partner graduate school from the network.

Any users who have not undergone administrative enrollment or whose administrative situation is not up to date can under no circumstances validate the current academic year or the course which they are following. They may be denied access to academic registration as well as to the issuance of various academic documents.

Students must return their fully completed administrative file to the Registration Unit before beginning their training. Interns must return their fully completed administrative file to the lifelong learning service before beginning their training.

Each year, in accordance with the course directors, a specific timetable is drawn up to enable users (and in particular international students) to carry out the necessary administrative formalities before beginning training (visas).

Once they have enrolled, users are issued with the necessary supporting documents (school attendance certificate, multi-service card, student card if applicable).

For students, enrollment at EHESP is annual and must be renewed at the start of each academic year, including for students who have been granted leave to take two years to complete a course which is normally scheduled to last one year. In accordance with the decree n° 2010-1426 of November 18, 2010 amending decree n° 71-376 of May 13, 1971 on the registration of students, it is the Dean who each year fixes the date on which classes start, on which university enrollments cease and the end of the academic year. No enrollment or re-enrollment will be accepted after the dates which are fixed each year by the Dean of EHESP.

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For students to be properly administratively enrolled, it is essential that they:

- have paid their contribution to the student social security system, for those under 28 years of age who are not covered by the general social security scheme,
- have paid the enrollment fees for students in initial training
- have begun payment of all or part of the tuition fees for students in initial training or international cooperation agreements.

In the event of a drop-out, it is possible to refund the enrollment fees and tuition fees, on the basis of a proposal made by the Academic Dean and upon presentation of proof that there is a real and serious obstacle to completing the training (e.g.: illness, visa problem ...).

In cases of enrollment on more than one program, enrollment fees and tuition fees may be reduced.

Subject to the presentation of supporting documentation, students with grants are exempted from enrollment fees and social security contributions for courses accredited by the Ministry of Higher Education.

Any student who is awarded a higher education grant must inform the EHESP Registration Unit thereof and transmit a copy of the award decision. Because EHESP scholarships cannot be combined with grants awarded by the Ministry, this information is an academic obligation.

Reductions in enrollment fees and tuition fees may also be granted to students who so request because of their personal situation, in particular refugees and unemployed workers.

Students enrolled on an international program pay the enrollment fees in their home university, in the case of exchange programs, or to the coordinator of the exchange, in the case of a mobility program. They are therefore not subject to EHESP tuition fees or enrollment fees.

Article 2: Enrollment in classes

As part of the individualization of training programs, students are responsible for constructing and complying with their own curricula, chosen from among the various units of instruction and complementary modules offered to them. To that effect, they enter into a contract with EHESP and, where applicable, with their employer.

No changes to classes or to the student's schedule, or any additional enrollment, can be taken into account once classes have begun.

Prior to enrollment in classes, each student must inform the course director and the Registration Unit of any specific constraints they may have (employment contract, distance from home, medical obligations, etc) which are then taken into account as far as possible by the departmental secretariats.

Article 3: Attendance and punctuality

The obligations of attendance and punctuality cover every aspect of the curriculum: internships, lectures, conferences, seminars, collective projects, educational events, assessments, examinations.

EHESP is responsible for monitoring the attendance of students on the various courses it organizes. It may on occasion need to transmit proof of attendance to the organizations and institutions which fund the enrollment of users or which award them a grant.

All absences must be justified to the class teacher and the course director. All supporting documents are provided to the end-of-year panel.

Students who are more than 10 minutes late may be denied access to a class. Repeated late arrivals may be counted as absences.

When a class is canceled, attendance at the catch-up class is obligatory unless it is impossible for the student to participate, in which case this must be proved to the course director.

All students involved in a collective project must make every effort to ensure it is completed. In the event that they abandon the project, students must discuss the matter with the commission in charge of assessing collective projects.

Article 4: Examinations

Participation in examinations is an academic obligation. All of the necessary information about examinations is set out in the assessment charter, which is appended hereto.

In accordance with the relevant orders and decrees, and the administrative documents pertaining to each course, the means by which students are assessed may take a number of forms: Continuous assessment, written examination, internship, group work, viva, end of year dissertation, interview with a panel.

The details of these examinations and tests are set out in the course descriptions or regulations governing each program. For courses leading to the award of a diploma, the course regulations are approved each year by the EHESP Academic Board. These regulations may provide for a retake session.

Examinations are held each year according to the schedule set by the Dean of EHESP. The schedule is made known to students no later than one month after the start of each course or of each semester, in the case of courses lasting more than 6 months.

Participation in examinations is an academic obligation.

If a student is unable to attend an examination or to hand in work for any serious reason (accident, illness, bereavement, etc), supporting documentation must be provided to the teachers concerned (module director and director of unit of instruction) as well as the course director.

Depending on the situation, the student may be authorized by the course director, after agreement from the teachers concerned and from the Academic Dean's Office, to hand in the work late, without any penalty, or to retake the examination in question, in compliance with the assessment charter, appended hereto.

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Article 5: Validation of class content and the ECTS system

The assessment methods and criteria, workload and weighting between the different exercises in each unit of instruction, are all set out in the course regulations or in the course orders, in the case of public service courses. EHESP is responsible for implementing the course regulations or the provisions set out in the course orders.

Each module may have its own grading system: continuous assessment, final examination, a combination of continuous assessment and final examination or final report.

Students must comply with the assessment methods for each module. This is an academic obligation. Failure to hand in work leads to a grade of 0/20. Any delay in the submission of work may lead to a grading penalty which is at the discretion of the teacher.

EHESP uses the European Credit Transfer System or ECTS. In order to implement this system of equivalences between courses, each unit of instruction or training obligation (vocational course ..) is assigned a certain number of credits, with each semester of teaching counting for at least 30 obligatory credits and a whole year of training for at least 60.

Students who obtain a grade of greater than or equal to 10/20 in a unit of instruction are deemed to have passed. A grade that is less than 10/20 in a module or in a unit of instruction, or any absence at the final examination, make it impossible to validate the module or the unit of instruction, respectively. If the course regulations or course order so stipulate, eliminatory grades may be offset by results obtained in the other modules or units of instruction, respectively, comprising the program.

Apart from the doctorate, any grades and credits obtained for each class are definitively awarded by the end-of-training panel only, the composition of which is defined either in the course order or in the course regulations.

The end-of-training panel examines particular cases of default, (if the student failed to appear for exams). It is the responsibility of each student to submit to the Registration Unit any documents required for assessing the situation. The panel may waive an academic obligation, modify the grade in a module or decide to allocate credit(s).

The end-of-training panel decides, on the basis of the results obtained by the student during their time at EHESP, whether or not to validate the course and, in the case of courses leading to the award of a diploma, whether or not the student should be granted the diploma. The panel also decides whether students should be allowed to move on to the next year, unreservedly or conditionally, and which retakes the student should undergo, for those courses for which the course regulations so provide. If necessary, it proposes that students should retake a year and establishes the conditions under which this should take place.

Article 6: Intellectual honesty

Any contravention of the basic rules of integrity and honesty (plagiarism, fraud in exams, etc.) constitutes a breach of academic obligations.

In case of suspected fraud during an examination, the student is allowed to finish. A report is drawn up by the representative of the Dean and is signed by the proctor who observed the alleged fraud.

In cases of suspected plagiarism, the teacher must inform the Academic Dean's Office and communicate all the documents at his disposal. Plagiarism is deemed to exist when a student submits work which does not make it possible to distinguish his thought from that of other authors: it may be characterized by the absence of quotations for a group of consecutive words (at least five), by reformulation or translation or by copying. An automatic plagiarism detection system may be introduced by the Academic Dean's Office. Any student may be asked to submit work in electronic format.

When plagiarism is demonstrated, a grade of 0/20 is assigned to the module.

In cases of suspected fraud or plagiarism, the case may be referred to the disciplinary section.

Title 3: Special dispensation, aids and disciplinary sanctions

Article 1: Special dispensation

EHESP affirms its desire to facilitate the education of students who, because of their health conditions (illness, maternity) or personal situation, may be required to seek special academic dispensation.

Apart from the procedures for validating life experience credits, it is possible that a student may need to reduce the workload of a semester or even in some cases to temporarily stop his studies.

In compliance with the regulations covering the various programs organized by EHESP, special dispensation may take a number of forms:

- adaptations to the program: certain classes may replace those that were normally provided for in the matrix. Such adaptations are proposed by the course director and validated by the Academic Dean and take the form of a contract with the student concerned.
- exemption from certain courses: Such exemptions are proposed by the course director and validated by the Academic Dean and take the form of a contract with the student concerned.

For diploma programs, special dispensation can also take the form:

- carrying over of classes: classes may be deferred to a later semester, in compliance with the pedagogical progress of the study cycle. Validation of the year, course or diploma is deferred accordingly. Any such deferral leads to additional tuition fees and social security contributions for any new semester undertaken. Where applicable, financial support from EHESP is not automatically extended to cover such deferrals.
- suspension of tuition: the student is temporarily no longer considered a student of EHESP. He will regain his status as a student at the end of the suspension period. Every semester started entails payment of the tuition fees for this semester. If the semester has not been started, the student does not pay the tuition fees and cannot enjoy any of the advantages arising therefrom, in particular an internship agreement.
- deferral of tuition: the student is temporarily no longer considered a student of EHESP for one year. He will regain his status as a student at the end of the deferral period. Every semester started entails payment of the tuition fees for this semester. If the semester has not been started, the student does not pay the tuition fees and cannot enjoy any of the advantages arising therefrom, in particular an internship agreement.

Students wishing to apply for special dispensation must obtain the approval of the Academic Dean after making a written request to the course director and to the Academic Dean's Office. The decision taken will set out the definitive assessment and validation procedures. It is then the responsibility of students to comply with this new commitment until obtaining their diploma.

Article 2: Support for users with disabilities:

EHESP is committed to facilitating access to its programs for persons with disabilities. According to the law of February 11, 2005, a disability is "any limitation on activity or restriction in participation in social life suffered by a person as the result of a substantial degradation, whether lasting all permanent, of one or more physical, sensory, mental or psychological functions, of a multiple disability or disabling health condition."

A number of situations may arise during a training course:

- public employee students acknowledged as disabled workers, recruited through a specific scheme for access to the civil service,
- students of all kinds or interns who enter EHESP by any other means and who may have a disability, whether permanent or temporary.

Any student or intern with disabilities may, if they so desire, request that EHESP seek appropriate compensatory measures to enable them to follow their course in the best possible conditions (personalized training program, access to teaching and accommodation premises, specific computer resources, educational materials, material and/or personal assistance in examinations, etc).

To this end, EHESP implements two kinds of procedure, one collective, relative to the accessibility of the premises, and the other individual, meeting the specific needs of each person concerned.

For this second type of procedure, a support network has been set up, to which the individuals concerned may turn. The network comprises:

- The director of the course concerned or the continuing education director;
- if necessary, the head of workplace health prevention division of the Human Resources Department, responsible for the integration of persons with disabilities;
- if necessary, the Academic Dean or the head of the Student Services Unit;
- if necessary, the head of international mobility center (when international students are involved).

The persons concerned enjoy personalized treatment that is suited to the needs they have expressed. In all cases, the search for appropriate compensatory solutions (while at EHESP, in anticipation of internships or employment) is undertaken with the person concerned, in accordance with the principle of confidentiality. At the request of the person concerned, this personalized treatment is undertaken in partnership with the other organizations which assist the student (Departmental Centres for the Disabled, associations, Fund for the Integration of Persons with Disabilities in the Civil Service, AGEFIPH, local authorities...).

For students with the status of disabled workers and who have been recruited by means of the specific scheme for facilitating access to the civil service, this personalized treatment is covered by regulations and the appointing authority is kept regularly informed. These specific arrangements are presented to the persons in question by the course director when they arrive at EHESP.

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People with disabilities attending examinations or assessments must inform the Academic Dean's Office, at is one month in advance, if they wish to enjoy compensatory measures. The system in place for persons with disabilities is periodically assessed with the stakeholders, and at least once a year, by the EHESP central governing boards.

Article 3: Grants

In compliance with the regulations, students enrolled at EHESP are eligible to obtain grants. Any payment of a grant by EHESP to a user is subject to compliance with the academic obligations set out in Title 1 hereof. EHESP may be required to transmit certificates to the agency that funds or pays the scholarship to the user, proving that the user has met the academic obligations set out in Title 1 hereof.

When the user has not complied with the academic obligations, EHESP informs the funding agency and, where appropriate, initiates a procedure for recovering the amounts unduly paid to the user.

Any student who is awarded a grant by any other body must inform the EHESP Registration Unit thereof and transmit a copy of the award decision as soon as possible.

Each year, EHESP receives an annual quota of scholarships funded by outside agencies. As soon as the amount and other details of these scholarships are known, EHESP informs the users concerned that applications are open. Each user is free to apply to obtain a scholarship. When the user is already a student at EHESP, the application must be based on a file signed by the course manager.

EHESP is responsible for awarding these scholarships on the basis of the quota delegated to it by the funding agency. The award is made in compliance with the eligibility criteria and the schedule imposed by the funder and on the basis of the quality and relevance of the projects submitted by applicants.

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EHESP has also the option of paying two types of grants to the international students to which it plays host:

- housing assistance;
- complementary social assistance scheme.

When they file their application, the students concerned may apply to EHESP for an EHESP grant and/or an exemption from their tuition fees.

EHESP grants cannot be awarded alongside higher education grants.

Article 4: Sanctions, the Disciplinary Board and Disciplinary Section

Students who do not meet the obligations associated with their status are liable to disciplinary action. For public employee students under the responsibility of EHESP, the disciplinary procedure is implemented in accordance with the provisions of the EHESP rules of procedure (Article VI-1-f).

The exercise of disciplinary authority in respect of public employee students is determined by Decree n° 92-657 of July 13, 1992 relating to disciplinary proceedings in public higher education under the aegis of the Minister for Higher Education. This decree provides that the disciplinary section with authority over students is composed of six members, including

- 1° A university professor;
- 2° A lecturer or personnel of similar standing;
- 3° A representative of the staff, with tenure, with teaching obligations but belonging to another civil service unit;
- 4° Six users, three statutory members and three substitute members.

All are elected from among the elected bodies (Board of Governors, Academic Board or Scientific Board) by and from among the panel to which they belong. The disciplinary section imposes disciplinary sanctions on perpetrators or accomplices of fraud or attempted fraud committed during enrollment or university courses (tests, examinations), or other deeds liable to jeopardize the proper functioning of the establishment.

The penalties incurred are:

- a warning;
- a reprimand;
- exclusion from the institution for a maximum of five years. This penalty may be imposed as a suspended sentence if the exclusion does not exceed two years
- permanent exclusion from the institution
- exclusion from any higher education institution for a maximum of five years
- permanent exclusion from any public higher education institution

The disciplinary commission is supreme in its appreciation of the seriousness of the charges and in the sanction it chooses to impose.

Title 4: Academic organization

Article 1: Enrollment in training

The Ministries of Health and Social Affairs are responsible for organizing the recruitment and the competitive examinations for civil service training courses. They pronounce the admission of public employee students to such training.

For courses leading to the award by EHESP of diplomas (Bachelor's, Master's, Doctorate, engineering diploma or establishment diploma), individual and institutional exchanges with higher education institutions, non-degree programs organized by the Lifelong Learning Unit, admission to programs is pronounced by EHESP in agreement, where appropriate, with partner institutions.

For courses leading to the award of a diploma, the course regulations specify the procedures for selection.

For non-degree courses organized by the Lifelong Learning Unit, when selection is necessary, the teacher in charge of the course is responsible for the selection of interns.

Article 2: The organization of courses

The various courses offered at EHESP include periods of instruction on site or distance learning, individual work and internships.

For civil service training programs, the distribution and articulation of these periods are defined by the training orders.

The schedule of civil service training courses is defined by the Dean of EHESP.

For courses leading to the award by EHESP of a diploma, the distribution between periods of instruction, individual work and internships is defined in the course regulations.

In accordance with the decree n° 2010-1426 of November 18, 2010 amending decree n° 71-376 of May 13, 1971 on the registration of students, it is the Dean who each year fixes the dates of the start and end of the academic year.

The schedule of courses is defined by the Dean of EHESP, in agreement with the partners concerned, where applicable.

The course schedules provide for holiday periods and exam dates.

Once the schedule for the year has been validated and distributed, these dates must be respected.

Each course is under the supervision of a course director. Course directors are responsible for the monitoring of students' educational progress. They are entitled to suggest adjustments to the courses and to grant exceptional leaves of absence.

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Article 3: The internship

Pursuant to the decree of August 25, 2010, internships are considered part of a teaching curriculum when they meet the following conditions:

- their purpose and organization are defined in the course regulations;
- they are subject to a report written by the student which is assessed and graded by the establishment;
- students are informed before beginning the internship of how it will be assessed by the establishment and by EHESP.

As long as they meet the two conditions set out above, the following kinds of internship can also be integrated into a curriculum:

- training for reorientation offered to students on the advice of the Careers Guidance Unit or a director of the course on which the student was initially enrolled;
- additional training to enhance employability projects and validated as such by the director of the course on which the student is enrolled;
- periods during which students temporarily suspend their presence in the institution in which they are enrolled in order to undertake other activities which enable them exclusively to acquire skills that are in line with their training. In this case, in addition to the internship agreement, EHESP and the host institution sign a learning agreement.

As defined above, the internship is an integral part of the student's curriculum. Internships take place within the academic year, in compliance with statutory provisions. Only the Dean may exceptionally grant an extension to an internship, up to the limit of one academic year.

Internships are subject to a tripartite internship agreement, signed between the student, EHESP and the host institution. The agreement must be signed and returned to the parties before the start of the internship.

Throughout the internship, the student is under the hierarchical authority of the director of the host institution.

The student is subject to the rules of procedure of the host service or institution.

In the event of any breach of these rules, or any serious difficulties, EHESP must be informed, via the course manager. After hearing the student, the director of the host institution and the Dean of EHESP take the measures appropriate to the situation encountered, by mutual agreement. The Dean of EHESP may in such cases need to refer the case to the disciplinary section.

It is possible for students in continuing education to be exempted from internships, on the proposal of the course director and the recommendation of the Academic Dean.

All mandatory internships are assessed by the student, the host institution and EHESP.

Any student may undertake an optional internship which is not provided for in the regulations of the course on which they are enrolled. These optional internships, whether at the initiative of the student or recommended to them, are not subject to validation procedures but are subject to the same conditions as the obligatory internships:

- the student must be enrolled at EHESP, in accordance with the requirements set forth in Title 1 of this Regulation, and must abide by the rules of procedure of the host institution
- the internship must be consistent with the course on which the student is enrolled and must meet an educational objective approved by the course director
- the internship is subject to a tripartite agreement.

In accordance with Article 30 of the Act of November 24, 2009, on orientation and continuing vocational training, it is obligatory to pay a gratuity for internships of more than two months when the internship is undertaken in an institution governed by French law. The amount of the gratuity paid to the intern must be specified in the internship agreement. The gratuity is paid monthly to the student.

Article 4: Assessment of the quality of teaching

All courses given under the responsibility of EHESP are evaluated by the users. The pace and sequencing of the assessments are set by the course director. As such, students are regularly asked to assess the teaching they have received, by means of an online or paper questionnaire. summaries of these assessments are sent to the teacher and to the course director. The students are informed of the results of these evaluations. They are accessible to the students who have followed these classes.

Title 5: Delivery of a certificate of training and qualifications

Article 1: Issuance of training certificates and diplomas

Civil service training students are issued with an end-of-course certificate, subject to their having passed the training validation tests.

Diplomas are issued after the Registration Unit has received the panel's reports and/or viva reports from the departmental secretariats.

In accordance with Circular N° 2006-202 dated December 8, 2006, on the methods for preparing and issuing certificates under the "3/5/8" system, *"in the body of the diploma [...] must be mentioned the specific name of the field as given in the accreditation orders, followed by particulars of the option and, where applicable, of the specialty, when this is expressly provided for by the accreditation orders."*

The signatories of the diploma are the *"Director of the institution of higher education acting, where applicable, under delegation from the Minister. In all cases where a Master's is awarded, the Rector of the Academy, Chancellor of the Universities, is also a signatory."*

For establishment diplomas, the signatory of the diploma is the Dean of EHESP and, where applicable, the directors of the partner institutions.

Article 2: Rules for issuing diplomas:

Once the results have been made known, the student goes to the Registration and Student Services Unit with an identity document to be issued with a grades transcript, a certificate of completion (within no more than three weeks of the announcement of the results, for students who so request) and later, within no more than 6 months, the diploma and the diploma supplement. The student signs the list to indicate that the documents had been handed over.

Any student who cannot come to collect their diploma must send a written request by mail to the Registration and Student Services Unit. The diploma will be sent by registered mail with return receipt (at the expense of the student).

It is also possible for a third party representing the student to collect the diploma from the Registration and Student Services Unit, providing they have supporting documents (handwritten authorization signed by the student, identity document of the student and identity document of the representative). The representative signs the list to indicate that the document has been handed over.

The diploma will be issued to the student only once. However, pursuant to Circular N° 2006-202 dated December 8, 2006, on the methods for preparing and issuing certificates under the "3/5/8" system, students may request that a duplicate of their diploma be issued to them, if they can produce official documentation proving the loss or destruction of the original diploma (insurance claim, receipt of police complaint, affidavit, etc). This duplicate is to be drawn up on *"the official paper in the same manner as the original and assigned a new number. The word "duplicate" appears on the diploma and a record of duplicates is maintained by each institution. In case of joint authorization or accreditation, it is the institution where the student or the doctor was administratively enrolled which issues the duplicate."*

The issuance of a descriptive annex, known as the "diploma supplement", containing the content of the course and the skills acquired, is mandatory for Master's degrees.

In the case of a co-authorization:

In accordance with Circular N° 2006-202 dated December 8, 2006, on the methods for preparing and issuing certificates under the "3/5/8" system, in case of joint authorization or accreditation, it is the institution where the student is administratively enrolled which issues the diploma.

"The name of each institution is given on the header of the diploma. In this case, the ministerial authorization orders mentioned on the diploma, which is signed on the one hand by the director(s) of the establishment governed by the Minister of Higher Education and, on the other hand, by the competent authority of the other ministry. The diploma is finally countersigned by the Rector-Chancellor of the Academy in which the student was administratively enrolled."

Reference statutory documents

- Act July 10, 1934 concerning the conditions of issue and use of the title of engineer and establishing the CTI
- Education Code
- Decree N° 71-376 of May 13, 1971 on the registration of students in universities and public scientific and cultural establishment independent of universities
- Decree N° 2006-1546 of December 7, 2006 on EHESP School of Public Health
- Decree N° 84-13 of January 5, 1984 on the exemption of tuition fees in universities
- Decree N° 51-445 of April 16, 1951 on the payment of grants for higher education
- Decree N° 2002 - 654 of April 30, 2002 on the remuneration of training services offered as part of their international cooperation mission by public institutions of higher education.
- Order of October 2, 2008 giving EHESP School of Public Health the authority to award Master's degrees
- Order of April 25, 2002 on the national Master's Degree
- Order of August 7, 2006 on doctoral education
- Order of April 25, 2002 on doctoral studies
- Order of January 6, 2005 on the international joint supervision of PhDs
- Circular N° 2000-033 of March 1, 2000 on the organization of examinations in public higher education institutions
- Circular N° 2006-202 of December 8, 2006 on the methods for preparing and issuing certificates under the "3/5/8" system
- Rules of Procedure of EHESP
- Rules of organization for training programs accredited by the Conférence des Grandes Ecoles
- Rules of Procedure for Masters of the Conférence des Grandes Ecoles
- Academic regulations for applications from Public Health Interns for the Public Health Diploma
- Deliberation n09/2009 of the EHESP Board of Governors, dated April 2, 2009.

Board of Governors – April 26, 2011

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- Review board of applications for social aid, n° 78/2008/DE dated July 11, 2008.

Board of Governors – April 26, 2011

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