



## RULES OF PROCEDURE

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**2023/2024**

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# FOREWORD

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These internal rules of procedures are in accordance with the laws and regulations in force, applicable even if they are not expressly referenced.

They are determined on the basis of French law. Certain rules, however, differ depending on the country in which the École de Management de Normandie (hereinafter "EM Normandie Business School") is located. They will be made known to students by the directors of the international campuses.

The provisions of these rules of procedure are intended to establish the regulations governing operation, discipline, behaviour, respect for equipment, daily life, student associations, etc., both within the EM Normandie Business School and during activities carried out outside the School as part of the curriculum and activities related to the organisation and operation of the EM Normandie Business School, in addition to the rules of the partners for internship and foreign students, which students must also respect. Students will be informed of any discretionary changes made by EMN to these rules.

These rules apply to all students, trainees, clubs, and associations operating within the school, and to any person using the school's premises.

Exemption clauses in the annexed regulations for each campus take precedence over the general regulations.

These regulations are made available to each student at the beginning of the academic year, together with the relevant annexes. The fact that they are made available to students implies their full acceptance.

## 1. GENERAL PROVISIONS

### 1. 1. Conduct

Students are expected to behave in a highly professional manner. Punctuality and courtesy are expected both in the daily life of the EM Normandie Business School and in contacts with third parties and company representatives. More generally, student conduct must be consistent with the generally accepted rules of respect and civility, as well as with the laws and regulations in force.

#### 1.1.1 Dress code

Students are expected to dress in an appropriate manner both at EM Normandie Business School as well as in connection with related activities such as internships, assignments, work-study programmes, university stays abroad, and so on.

Students should therefore refrain from wearing:

- Clothing that exposes undergarments or excessively reveals the body, such as shorts, miniskirts, bras, and the like.
- Clothing bearing specific connotations for example gothic, military, and so on.
- Clothing that is excessively baggy, too short, torn, faded, or transparent.

- Sportswear worn when not involved in sporting activities such as sweat suits, jogging suits, etc.
- Wearing caps and headwear inside buildings attended.
- The wearing of veils such as, but not limited to, the hijab, chador, and burqa, the purpose of which is to cover more than just the hair, as well as the yarmulke and oversized crucifixes.

Please note that failure to comply with the above rules may result in a referral to the Disciplinary Board.

### 1.1.2. Attitude and image

The educational approach implemented at EM Normandie Business School implies hard work and professionalism throughout the academic semesters at the school or during university stays with its partners, during missions, [internships](#), competitions, challenges, and promotional activities. Throughout all educational situations, students serve as ambassadors for the EM Normandie Business School. As such, they must project the best possible image of their school. In this respect, they are committed to conveying a positive image and to behaving professionally at all times.

Any inappropriate or insulting comments, verbal denigration, lack of respect, whether written or posted on internet blogs, forums, messaging systems or social networks such as Facebook, promotional activities, etc., which are detrimental to the school's image, or which incriminate staff or students, may be referred to the Disciplinary Board and may result in penalties.

Any substantiated complaint expressed by EM Normandie Business School staff or by a professional supervising an assignment or internship, concerning a failure or refusal to carry out all or part of an assignment or internship, may be referred to the Disciplinary Board.

### 1.1.3 Proselytising

Although it is only natural that students learn about all aspects that contribute to the development of their personality, be it cultural, professional, civic, or moral, any militant activity, be it political or religious, is strictly forbidden on the Campuses or through the use of EM Normandie Business School's means of communication, such as emails, social networks, blogs, and so on. Accordingly, any posting, distribution, or dissemination of documents that could serve as a basis for militant action is prohibited.

In this connection, any act of proselytising aimed at undermining people's freedom of conscience, expression, equality, or dignity, be they students, teachers, or administrative staff, is prohibited within the EM Normandie Business School.

### 1.1.4 Respecting diversity

The management schools of the Conférence des Grandes Écoles (CGE) signed a Charter of Commitments in favour of inclusion and respect for diversity ([inclusion@em-normandie.fr](mailto:inclusion@em-normandie.fr)). EM Normandie Business School played an active role in drafting this charter and fully supports it.

For this reason, students are expected to commit to promoting respect for each other's ideas, their opinions, and their physical and mental integrity on the School's campuses, as well as outside the academic environment.

All students are asked to adhere to these principles of behaviour and to undertake to observe them:

- Respecting, in a secular and republican spirit, the opinions, values and identity of others in all their differences. This applies in particular to criteria such as gender identity, sexual orientation (LGBTQI+), age, origin, language, religious beliefs, political convictions, physical appearance, disability, and so forth. Refraining from any intolerant, sarcastic, or contemptuous comments;
- Adopting a respectful and benevolent attitude towards others in all areas of activity: academic, teaching, events, festivities, professional, and on social networks;
- Refraining from any form of harassment, whether physical or moral, towards others.

Any act or comment contrary to these principles may be referred to the Disciplinary Board.

Wearing a headscarf is permitted on campus premises as long as it is discreet and restricted to the hairline.

However, religious services are prohibited.

### 1.1.5 STOP Harassment Unit

In order to assist victims of harassment, sexual and gender-based violence (SGBV), or discrimination, EM Normandie Business School has made available to its students a whistleblower platform and a dedicated unit to deal with the following issues (non-exhaustive list):

- Sexist and sexual violence
  - Sexist slurs
  - Sexual harassment or similar behaviour
  - Sexual assault
  - Rape
  - Other
- Harassment
  - Cyber bullying
  - Moral harassment
- Discrimination
  - Sexual orientation and gender identity
  - Religion
  - Religious beliefs
  - Disability and health
  - Physical appearance
  - Political views
  - Purported race, ethnicity, nationality
  - Ethnic origin/ Marital status
  - Other
- Hazing
- Administering a drug without one's knowledge

- Administering a drug without one's knowledge This unit is made up of EM Normandie Business School professionals and employees, together with volunteer "Campus Relay" students, a list of whom is made available to all. These members are subject to a general obligation of confidentiality regarding any information they may receive.

The unit may be contacted by any student who is a victim of harassment, SGBV, or discrimination. Any student, EM Normandie Business School employee or visiting lecturer who has witnessed (<https://em->

[normandie.signalement.net/](http://normandie.signalement.net/)) or has knowledge of this type of incident may refer the matter to the unit. The unit's detailed rules and regulations are freely available via the student intranet.

The unit is jointly run by the Head of the STOP Harassment Unit (Head of the Personal Balance and Inclusion Department or, if delegated, by a Project Coordinator of the Personal Balance and Inclusion Department), the Head of the Legal Department, and the Specialist contact for Gender Equality.

In the event an EM Normandie Business School student is called into question, this committee is empowered to:

- Request the opening of an internal investigation against the accused student, in accordance with the type and seriousness of the allegations. This internal investigation is not dependent on the filing of a complaint or the initiation of legal proceedings;
- If the allegations are inconclusive, the head of the unit may issue a warning to the accused student;
- If the facts surrounding the case are sufficiently conclusive and well-founded, the STOP Harassment Unit support team may, on behalf of the victim, refer the matter to the ad hoc STOP Harassment Disciplinary Board or ask the Dean or their representative to impose any other penalty from the EM Normandie Business School's list of regulations;
- Initiate precautionary measures during the investigation, in order to protect the victim;
- The head of the unit may request that all contact between the victim and the accused be prohibited, that the accused's classes be temporarily reassigned, and even that all EM Normandie Business School activities, including the academic curriculum, be temporarily suspended;
- As a matter of principle, while respecting the presumption of innocence, the victim should not be required to modify their activities within EM Normandie Business School;
- It is understood that these precautionary measures must be proportionate, in keeping with the nature and seriousness of the acts for which the accused has been implicated, and as limited in time as possible. Furthermore, these measures are intended solely to prevent the victim from being in direct contact with the accused during EM Normandie Business School activities, in particular classes, and should not be used as a form of indirect penalty;

The accused student will not be able to claim any damages as a result of these precautionary measures if, in the end of the investigation process, they are not penalised.

Depending on the severity of the allegations, EM Normandie Business School reserves the right to inform and refer the matter to the competent legal authorities.

### 1.1.6 Hazing offences

The Associations, as well as all individual students, must strictly comply with the terms of the Act of 17 June 1998 prohibiting any form of hazing, which renders them liable to criminal prosecution.

Accordingly, under Article 225-16-1 of the French Penal Code, a person is liable to 6 months' imprisonment and a fine of €7,500 "*if, against their will or otherwise, they cause another person to undergo or commit humiliating or degrading acts during events or meetings related to school or socio-educational circles*". The penalty incurred shall be raised to one year's imprisonment and a fine of €15,000 if the victim is someone who is particularly vulnerable by virtue of their age, illness, infirmity, physical or mental deficiency (disabled person) or a condition of pregnancy, provided that this state of health is apparent or known to the guilty party. In addition, the involvement of the directors or representatives of a legal entity, such as an association, in organising, aiding, or abetting illegal hazing practices is liable to incur not only their personal criminal liability but also that of the legal entity.

The Ministry of Higher Education and Research issued a formal reminder of these provisions to the heads of educational establishments in writing on 30 August 2010, with the aim of preventing any hazing offences, for which the Act of 17 June 1998 imposes criminal penalties.

## **1.2. Community life**

### 1.2.1 Conduct on campus

Students are expected to refrain from running and raising their voices in the corridors and stairwells to avoid disrupting other students attending classes and interrupting the work of staff.

Showing respect for others is not limited to the premises themselves. When leaving the School after hours, students are asked to respect the surrounding community by avoiding any excessive noise.

### 1.2.2. Eating on school premises and related hygiene rules

Students are not allowed to eat within the classrooms.

Nevertheless, they are authorised to have drinks, although the container must be fitted with a secure lid to limit the risk of spillage in the work areas and on the premises in general.

On an exceptional basis, they may eat snacks such as cereal bars, subject to complying with the hygiene and cleanliness rules.

With this in mind, students must not leave anything in the classroom after departing, such as cups, bottles, leftover food, paper, and so on.

To maintain the cleanliness and comfort of communal areas such as the cafeteria, terraces, garden, or any other area, students are asked to clear their tables both indoors and outdoors and to dispose of their rubbish in the bins provided.

### 1.2.3. Conduct during classes

Mobile phones and any other means of communication and data transmission must be switched off during classes, examinations, and admissions tests, as well as at the Learning Center.

EM Normandie Business School cannot be held liable for the loss of or damage to personal property, which remains at all times the responsibility of its owner.

As regards distance learning, students are required to leave their camera and microphone switched on. Students are not permitted to distribute course material or videos. Filming the lecturer during the course is not allowed.

### 1.2.4 Organising events

Any event to be held on the premises must be submitted to the campus management or its representative for prior written authorisation within a reasonable period of time.

## **1.3. Internal and external notices, publications, and announcements**



Students are entitled to engage in publication without prior authorisation or control. Nevertheless, exercising this right implies full respect for journalistic ethics, as well as for the rights of others and privacy. At the same time, this right entitles any person implicated to a right of reply. Regardless of the type of publication employed, the authors bear full civil and criminal liability before the courts. Any publication of an anonymous nature is strictly prohibited.

In addition to these legal considerations, students must be aware that their actions may affect the image and future of the EM Normandie Business School, and therefore the image and future of their university degree.

In particular, students must pay close attention to the content of what they say and the images they post on social media platforms. These include the Facebook, Snapchat, Instagram, Twitter, Viadeo and LinkedIn networks, the YouTube and Daily Motion video sharing platforms, blogs and discussion forums, micro-blogging platforms (Twitter) and participative encyclopaedias (Wikipedia, etc.). Written content and images detrimental to the image of EM Normandie Business School and/or incriminating staff or students will be penalised and may justify referral to the Disciplinary Board.

EM Normandie Business School's social media charter is available on the student intranet. It provides all the information necessary for the appropriate use of social media.

### **1.3.1. Internal communication**

To provide internal information about student associations and projects, students must adopt the following means of communication:

- Posting exclusively on the boards allocated for this purpose by the Associations and Campus Life Department;
- Broadcasting text, video, and photo information on the TV screens set up on the campuses. Requests should be submitted to the Student External Communications Department [communicationetudiante@em-normandie.fr](mailto:communicationetudiante@em-normandie.fr)

Students are encouraged to consult their e-mail address (@em-normandie.fr), the student intranet, and the TV screens on campus regularly for information about their studies and school life.

In addition, to further improve internal communication, students are advised to use the sharing tools made available to them, such as Ward, SharePoint, the association calendar, and others.

### **1.3.2. External communication**

All student communications making reference to the name and brand of the EM Normandie Business School must be submitted to the "Associations and Campus Life" and "Communications" Departments for approval. This includes the use of the School logo, posters, brochures, or any other paper or digital medium.

With regard to press relations, no direct contact with the media is permitted without the prior agreement of the Media Relations Department ([smorgon@em-normandie.fr](mailto:smorgon@em-normandie.fr)).

All forms of communication on social networks must comply with the CRS charter available on Ward.

A few rules to follow if you link your image on social networks to EM Normandie Business School:

- No sex, drugs, or alcohol;
- Do not raise political, religious, or other sensitive or controversial subjects;
- In the event of any conflict with EM Normandie Business School, all external communication via social networks, blogs, and the like should be avoided;
- Respect copyright (SACEM) and image rights;
- Prior authorisation must be obtained from cm@em-normandie.fr for any use of the School's logo.

#### **1.4. Photographic consent and publication authorisation**

EM Normandie Business School may disseminate photographs and audiovisual footage of students for the purposes of information, communication, or in the context of publications and dissemination for educational or scientific purposes. Students should be aware that these photographs and audiovisual footage may be taken on behalf of the School.

By signing and acknowledging having read these rules of procedure, students certify giving their free consent to this use, which may be made for a maximum of 10 years.

For students who are under 18, parental authorisation is required.

À By default, students objecting to the reproduction and distribution of their image, regardless of the type of medium used, must notify the Communications Department in writing within 15 days of signing and certifying that they have read these rules of procedure.

This provision excludes photographs of large groups, such as an entire graduating class or a sports team. Nor does it apply to photographs required for enrolment documents, or for pedagogical and academic tracking, which EM Normandie Business School is entitled to use for these purposes.

In addition, all other internal and external filming and broadcasting within the framework of one-off events or functions will be subject to a specific request for authorisation from EM Normandie Business School to the audience concerned. Said request must be in line with the stated purpose and for a specified period of time.

#### **1.5. Facilities, rooms, equipment**

EM Normandie Business School provides students with an environment of high-quality computer, video, and audio equipment. Students must respect the condition of this equipment at all times and ensure that it is not damaged in any way.

Facilities and classrooms must be used in accordance with their intended use and purpose. No alterations, modifications to their configuration, moving of furniture from one room to another, or unauthorised connecting or disconnecting of electrical sockets may be made without the prior agreement of campus management.

Students are not allowed to use the lifts, with the exception of students with a disability.

Students may also need to use lecture halls, classrooms, and meeting rooms for group work, assignments, student associations, or other activities.

Reservations can be made through the Planning Department.

#### **1.6. EM Normandie Business School communication to financial guarantors**

EM Normandie Business School is under no obligation to provide parents and/or financial guarantors with the report cards of over-age students, nor their absences, unless expressly requested to do so by the Director of Studies and/or Academic Director, or by the individual student.

## **2. COMPLIANCE WITH HEALTH AND SAFETY RULES**

### **2.1. Smoking and use of narcotics are prohibited**

Smoking is prohibited in higher education institutions, i.e. on all campuses, in accordance with the legislation applicable in the country of each campus. Smoking, including electronic cigarettes, is prohibited on campus premises, with the exception of outdoor terraces where it is expressly permitted.

It is also forbidden to consume or promote the consumption of narcotics. Students failing to comply with these restrictions are subject to disciplinary action. They may also be prosecuted in accordance with the laws applying on the campus in question, particularly on French campuses, where criminal prosecution may result in a sentence of one year's imprisonment and a fine of €3,750 in accordance with Article L.3421-1 of the French Public Health Code.

### **2.2. Alcohol consumption is prohibited**

Drinking alcohol in any form is prohibited on the premises of the EM Normandie Business School. The only exceptions to this rule are for special events or functions, with the authorisation of the campus management in accordance with a specific procedure.

### **2.3 Protecting the environment**

These include turning off lights in classrooms, sorting waste, and taking into consideration EM Normandie Business School's external environment such as entrances, gardens, and the surrounding pavements, which must be maintained in a clean condition. In particular, it is strictly forbidden to throw cigarette butts and rubbish anywhere other than in the ashtrays and bins reserved for this purpose.

### **2.4 Safety guidelines**

Any person entering the EM Normandie Business School premises must read and comply with all safety instructions, in particular those concerning emergency procedures in the event of fire, intrusion, or terrorist attack. These instructions are displayed in the designated areas on each campus. Should you have any questions about these matters, please contact the maintenance supervisor on the campus concerned and/or the person indicated on the respective campus notice boards.

Each campus employs a permanent security officer who liaises directly with the municipal authorities.

All EM Normandie Business School premises employ high-performance security equipment designed to provide optimum protection for people and property, including digicodes, video surveillance, video protection, alarms, access control, and security personnel certified by the Fire Safety and Personal Assistance Service (SSIAP). Furthermore, to ensure the highest level of security on campus when

administrative staff are not present, a sworn SSIAP security guard is on duty from 5pm to 9pm Monday to Friday on the Le Havre and Caen campuses and from 7.30am to 10pm on the Paris campus. They are also present at any event or gathering at EM Normandie Business School that requires them to remain available outside normal working hours.

Under all circumstances, students remain responsible for their actions. EM Normandie Business School cannot in any way be held liable for damages, accidents, or any individual failure to comply with these rules or safety instructions.

Access to the student and computer areas as well as the lounge is strictly reserved for students. Please note that it is forbidden to grant access to external persons.

To access student areas, such as the computer room and the lounge, students must be in possession of an access code during the evening. This code must not be communicated to anyone outside the School. This code is changed on a regular basis. These rules may be subject to change from one campus to another.

## 3. IT RULES

### 3.1. User privileges

#### Access rights

The Internet can be used as a training tool. As such, access cannot be unreasonably denied to campus users such as students and staff.

Developing commercial businesses through the use of campus internet tools is not permitted. All users who undertake to comply with the IT charter are therefore entitled to a personal account number or code, which cannot be revoked without justification.

#### Freedom of expression (French law)

Article 11 of the French Declaration of Human Rights establishes the principle of freedom of expression: "*The free communication of ideas and of opinions is one of the most precious rights of man. Any citizen may therefore speak, write, and publish freely, except what is tantamount to the abuse of this liberty in the cases determined by Law*". Therefore, individuals cannot be prevented from expressing their opinions as long as they comply with the restrictions set out above.

#### Privacy and image rights (French law)

The "Information Technology and Civil Liberties" Act of 6 January 1978 protects individuals' freedoms from unwanted incursions into their private lives. In this respect, all Internet users are entitled to have their privacy respected. No one may read their files, collect their postal mail, or monitor their Internet access without a legitimate reason. In the same way, any person may, upon simple request, object to the dissemination of images or photographs that represent them.

#### Intellectual property rights (French law)

All intellectual content is protected by law. Consequently, the work of EM Normandie Business School faculty members (e.g., professors' courses) may not be reproduced on the Internet without their express authorisation. Unauthorised communication to the public, whether commercial or non-commercial, of the works of others, such as courses, photographs, computer graphics, etc., constitutes an infringement of copyright, punishable by 3 years' imprisonment and a fine of €100,000.

## 3.2. User responsibilities

### General security rules

All users are responsible for their activity on the Internet, ensuring that they contribute to the security of the network. For this reason, without prior authorisation from the network administrator or the campus management, it is strictly forbidden:

- To disclose their access number to a third party or to use a third party's access code;
- To open an executable attachment ending in .exe, .pif, .ink, .bat, .com... which generally contains a virus;
- To remove anti-virus protection.

Everyone is expected to contribute to the overall security of the system:

- By immediately reporting any possible anomaly [dsi@em-normandie.fr](mailto:dsi@em-normandie.fr)
- By refraining from exploiting any loopholes.

### Content control

Freedom of expression does not imply the right to say whatever one wants. Indeed, true freedom of expression in an open forum presupposes not only that an individual is able to express themselves, but also that their speech does not infringe the fundamental rights of the other individuals they are addressing. French law specifies a number of types of content that are illegal, formally prohibited by law, or harmful (likely to be distributed to a limited and informed audience). The main examples include:

- Pornography and violence: Article 227-24 of the Criminal Code;
- Paedophilia (illegal content): Article 227-23 of the Criminal Code;
- Racism: Gayssot Act of 1 July 1972;
- Revisionism and Holocaust denial: Articles 24 and 24 bis of the Act of 29 July 1881 on freedom of the press; any violation of these provisions is subject to prosecution.

### Privacy and image rights

Everyone is responsible for respecting fundamental human rights. In this respect, it is forbidden to publicly disclose sensitive information about others, such as ethnic origin, religious, political or philosophical opinions, details of personal life, and so forth, to consult personal files without permission, or to seek to access private correspondence between third parties. By the same token, it is up to everyone to express themselves correctly and not to try to shock or embarrass their discussion partners.

### Intellectual property and copyright protection

In the same way that the law protects intellectual property, it guarantees authors of original works of music, books, software, and other works an absolute right of authorship (ad vitam aeternam) and distribution for 70 years post mortem. It is therefore illegal to distribute on the Internet works protected by such rights, including MP3 files, digitised texts, and so on. Even if a website legally provides works for download, these may only be consulted or copied solely for personal use.

### E-mail access

All students are granted personalised access to the School's e-mail system. EM Normandie Business School's teaching and administrative staff rely on this messaging system to pass on strategic and important information. All students are expected, during their studies or during international internships or exchanges in partner universities, to consult their email regularly in order to stay informed regarding their studies at EM Normandie Business School and to reply to emails from the school administration.

### 3.3. School's rights

#### **The right to prohibit or withhold access**

EM Normandie Business School's management may withdraw access rights in the event of a clear violation. This revocation will be carried out without prior notice once the infringement has been established.

#### **Right to log information**

At any time and without prior authorisation, the IT Department may generate and consult event logs, i.e. keep a record of connections made by a user, with the exception of logging their content. The purpose of this measure is not to monitor users' correspondence, which would violate their right to privacy, but to ensure that the network functions properly.

#### **Right to monitor content**

In the event of a clear violation of content rules being reported, such as messages of a paedophile or revisionist nature, etc., the EM Normandie Business School management may refer the matter to the competent authorities, after informing the users, making a substantiated declaration to the French National Commission for Data Protection and Civil Liberties (CNIL), and obtaining the latter's approval, monitor connections, search files, and check the content of messages exchanged.

#### **Right to restrict usage**

À After informing the users, the EM Normandie Business School management reserves the right to restrict the use of the Internet to its teaching role and to prohibit its use for private correspondence, exchanges, or consultation. This restriction must be explicitly indicated upon the opening of each user's account.

#### **Right to impose penalties**

EM Normandie Business School staff members are entitled to refer any breach of the rules set out in these regulations to the Disciplinary Board. In the event of a major infringement, EM Normandie Business School reserves the right to pass on all necessary information to any civil or criminal institution that so requests.

### 3.4 School's obligations

#### **Provision of IT resources**

EM Normandie Business School is required to provide students with legally acquired IT resources including, for example, machines, software, databases, and so on.

#### **Security and the smooth operation of the system**

It is the EM Normandie Business School's responsibility to ensure that all security instructions are observed and that the system functions correctly for all users. It is therefore the responsibility of the EM Normandie to ensure these rules are respected, to maintain up to date security procedures, and to address any anomalies that are brought to its attention.

#### **Provision of legal resources**

EM Normandie Business School must inform its users of the moral and legal rules applicable to the use of IT resources.

#### **Training for new students, staff, and guest lecturers**

EM Normandie Business School must train all users to properly navigate the digital environment.

## 4. Learning Center Rules

### Foreword

These rules establish all the provisions with which users of the EM Normandie Business School Learning Centre must comply. They are displayed on the Caen, Le Havre, and Paris campuses and posted online on the Virtual Learning Center. All users can request a copy from the Information and Lending Office.

As regards the Oxford campus, access to the learning centre is possible from Monday to Friday from 08.00 to 17.00, in accordance with ACTIVATE LEARNING's rules of procedure. All users can request a copy from the Information Office.

The Learning Center on the Caen campus is co-managed with the IAE de Caen. It is bound by a partnership agreement with the joint documentation service of the University of Caen-Normandy.

### 4.1 The Learning Center's missions

The department contributes to users' initial and continuing education, e-learning, and research activities.

Its responsibilities are as follows:

1. Receiving members of the student body, teaching staff, and all others having access to the department;
2. Maintain a documentary database and gather information on the needs of users and partners;
3. Acquire, mark up, manage, and communicate documents;
4. Create and distribute documentary resources;
5. Respond to users' documentary questions;
6. Assist and train users in documentary research;
7. Participate in the scientific and technical activities of the campus;
8. Cooperate with other libraries within the framework of national or regional networks.

### 4.2 Guidelines for using the Learning Center

#### 4.2.1 Etiquette and academic work

The Learning Center is a quiet place for personal work and study. Users are obliged to observe the peace and quiet that prevails inside the premises, except in duly identified collaborative work areas dedicated to group activities.

Users must ensure the cleanliness of the premises, maintaining a courteous attitude towards other users and staff at all times.

It is prohibited:

- To smoke;
- To bring drinks cups with unsecured lids;

- To eat;
- To use audio equipment or mobile phones;
- To engage in any demonstration, act of proselytism, or propaganda;
- To speak loudly;
- To occupy more than one seat;
- To use a seat without occupying it;
- To bring in animals, with the exception of dogs accompanying people with disabilities;
- To take photographs or make recordings without authorisation from the management.

Failure to comply with these rules will entitle staff to confirm the identity of the person concerned by asking them to show their student or member card and, if necessary, to ask them to leave the premises immediately. Anyone failing to comply with these rules may be reported to the Disciplinary Board.

#### **4.2.2 Compliance with emergency instructions**

- Upon hearing the alarm, users must leave the premises immediately, in accordance with the evacuation instructions issued by the staff.
- Areas of passage and emergency exits must be kept clear. Furniture must not be moved.
- Each user must safeguard their own personal belongings. The Learning Center declines all responsibility in the event of theft, loss, or damage. The staff can in no way provide custody for personal belongings.
- Forgotten objects or belongings will be dropped off by staff at the campus reception desk.
- All forgotten items must be reported to the staff.

### **4.3 Access conditions**

- The Learning Center on the Caen campus may be used by members of the student body, teaching staff, and personnel of the University of Caen-Normandie and EM Normandie Business School, as well as by any outside person. Users registered as lecturers in this Learning Centre have access to the network of BUs of the University of Caen-Normandie.

- The Learning Centre on the Le Havre and Paris campuses remains available to members of the student body, teaching staff, and personnel of all EM Normandie Business School and IAE campuses of the University of Caen-Normandie, as well as to any other person in accordance with the conditions set out in an agreement.

- Opening hours and timetables for each site are posted on the premises as well as on the Virtual Center.

### **4.4 Access to services and collections**

#### **4.4.1 Accessing services**

The range of services on offer is posted on site and published on the Virtual Learning Center. A few services, such as interlibrary lending and photocopying, may be subject to payment.

#### **4.4.2 Accessing databases**

- Electronic resources belonging to the University of Caen-Normandie can be consulted by members of the student body, teaching staff, and personnel of EM Normandie Business School from the Learning Center on the Caen campus or from the premises of the University of Caen-Normandie.



- Electronic resources obtained by EM Normandie Business School can be used by members of the student body, teaching staff, and personnel of EM Normandie Business School at the Virtual Learning Center.
- Consulting electronic resources remotely can only be done by members of the student body, teaching staff, or employees of the University of Caen-Normandy or EM Normandie Business School in accordance with the licences entered into respectively by the University of Caen-Normandy or EM Normandie Business School with the suppliers.

#### **4.4.3 Proper handling of documents**

- Users are asked to show due care for the documents they are provided with or loaned.
- The Learning Center's collections are communal property. It is strictly forbidden to write on the documents, to bend, or to fold the pages.
- Any deliberate damage will be subject to disciplinary action and the document in question will either have to be replaced in its original state or reimbursed.

#### **4.4.4 Reproducing and copying documents**

- Any reproduction of documents shall be subject to the conditions applicable to copying and to the rights of authors, publishers, performers, producers, and other entitled parties.
- Students' work may not be photocopied, photographed, or digitised.
- Access to electronic documentation, including CD-ROMs, electronic periodicals, and databases, is strictly limited to users in possession of an identification code.
- You are required to respect the licences entered into with the publishers, which prohibit commercial use in particular.
- Users are entitled to view information on screen, print it out, or download it for their own reasonable and strictly personal use.
- Printouts or electronic copies may not be transmitted or distributed to third parties.
- Failure to comply with these practices may result in referral to the Disciplinary Board, or even prosecution by the database providers.

#### **4.4.5 Lending out**

##### **4.4.5.1 Lending conditions**

- Documents may be borrowed by members of the student body, teaching staff, and employees of EM Normandie Business School or the University of Caen-Normandy.
- These lending conditions are posted in the Learning Center and are available on the Virtual Learning Center.

##### **4.4.5.2 Loan process**

- Anyone wishing to borrow documents for the first time must contact the information and lending desk to provide proof of their status in order to activate their account.
- Your student card is valid as a library card.
- This card is personal and cannot be lent under any circumstances.
- It is required to borrow from the Center.
- The cardholder assumes personal responsibility for all transactions made with the card.
- Any change of address or telephone number must be indicated to the Information and Lending Desk.
- Any theft or loss of your card must be reported immediately.

- Any delay in bringing back documents will result in a temporary suspension of lending rights.
- If the documents are overdue by more than five weeks, the Learning Center's information and lending desk will report the offence to the Education Department (LE HUB).
- If you are unable to come to the Learning Center, the documents may be returned by registered mail to the lending Learning Center or taken to another campus, which will forward the documents.
- If a document is lost, the borrower must provide full reimbursement.
- By the end of your studies, all documents must be returned to the Learning Center.
- The student must be in good standing with the Learning Center before the school can issue any diploma certificate.

#### 4.4.5.3 Unauthorised withdrawal of documents

- All Learning Center material is monitored electronically. Lending must therefore be authorised before any material leaves the Learning Center.
- In the event of unauthorised withdrawal of documents, users will be asked to show their subscriber card or proof of identity. An email reminding the user and their academic supervisor of the loan terms & conditions will then be sent.
- Should this occur a second time, the loan of documents will be suspended for one month and the academic supervisor will be informed.
- If a third failure occurs, the loan of documents will be blocked for twelve months. The user must return all documents in their possession and will no longer be allowed access to the premises during this period.
- The user will be required to appear before the Disciplinary Board.
- Unauthorised or unenrolled outside visitors are not allowed to enter the campus. If they were to enter the campus, they would be asked to leave the premises and would be permanently banned from the campus. Repeated offences may be subject to prosecution.

### 4.5 Rules covering the use of IT resources

- The IT resources available to Learning Center users must be accessed in accordance with current legislation and in compliance with the EM Normandie Business School IT charter.
- The IT resources made available by the shared documentation service of the University of Caen-Normandy must be used in accordance with current legislation and in accordance with the framework of the Charter governing the information system and IT and communication technologies of the University of Caen-Normandy.
- Documentary research is given priority. If all the computer workstations in the Learning Centre are fully occupied, the session of anyone using a workstation for other purposes may be terminated after giving advance warning.
- Any party found to be infringing this rule may be subject to disciplinary action.

### 4.6 Compliance with the Information Technology and Civil Liberties Act

- Personal data collected by the EM Normandie Learning Center is processed by EM Normandie Business School. This data is collected in order to process lending. It is intended for exclusive use by the EM Normandie Business School Learning Center. This data is processed in accordance with the General Data Protection Regulation (GDPR) no. (EU) 2016/679 of 27 April 2016 and the provisions of

Act no. 2004-801 of 6 August 2004 concerning the protection of individuals with regard to the processing of personal data amending Act no. 78-17 of 6 January 1978.

- In accordance with the regulations applying to personal data, users are entitled to access, rectify, object to, limit the processing of, delete, and transfer their data. They may exercise this right by sending an e-mail to the following address LC@em-normandie.fr, providing proof of their identity.
- In the event of any difficulty in connection with managing their personal data, users may submit a complaint to EM Normandie Business School's Data Protection Officer (DPO). Contact: dpo@em-normandie.fr by post addressed to: Personal Data Protection Officer, EM Normandie Business School, 20 Quai Frissard, 76600 Le Havre.

## 4.7 Applying the rules

- All Learning Center users seeking to benefit from the services offered undertake to comply with these rules.
- Under the responsibility of Management, Learning Center staff are charged with applying these rules.
- These rules were drawn up and adopted on 15 July 2023.

# 5. STUDENT REPRESENTATION

## 5.1. Appointment of class representatives

At the start of each academic year, elections are held enabling students to choose their representatives. Students apply for the role of representative and are elected by their peers.

## 5.2. Their role

Class representatives

- Represent the students of their class, or of their major, in particular on school juries, the Disciplinary Board, and at academic meetings;
- Act as the main point of contact for the management, the Dean of Studies or the Academic Director, and the teaching staff. They serve as liaisons between the students they represent;
- They are involved in formal meetings organised by the Dean of Studies and the Academic Director. The purpose of these meetings involves evaluating and improving the operation, organisation, and content of the programme.

## 5.3. Student Life Committee

The Oxford campus also provides student representation through the Student Life Committee. This Student Life Committee is made up of one student per year of the Master in Management (Grande Ecole Programme) (i.e., 1 from U1, 1 from U2, 1 from U3, etc.) The Student Life Committee is headed by the Student Life Officer.

# 6. STUDENT ASSOCIATIONS

The role of the associations is to provide a forum for the various extra-curricular activities. They must pursue their activities in a manner that respects all students and the specific characteristics of an institution of higher education. To this end, students are required to sign a charter.

## 6.1. Responsibility

The students involved, particularly the chairpersons, who are responsible for the voluntary management of the associations, must be aware of their responsibilities with regard to third parties and student members, from a moral, civil, criminal, and financial point of view. Those heading student associations must stay informed of their legal obligations. The civil and criminal responsibilities imposed on associations and their leaders should cause them to give thought to risk prevention and the best way of insuring them (compulsory insurance policy). The leaders of each association must take part in the training courses organised specifically for them concerning the law and the management of associations, without this being exclusive in relation to other members.

For health and safety reasons, student associations are prohibited from:

- Entering into partnership agreements with companies supplying tobacco or alcohol;
- Participating, directly or indirectly, in any distribution of alcohol or tobacco, in particular at parties they organise;
- Organising parties and/or events on the premises without prior written authorisation from the Campus Management, the Buildings Management and the Associations and Campus Life Department, and outside the professional structures provided for this purpose;
- Authorising the consumption of alcoholic beverages on the School's premises without the prior agreement of the Associations and Campus Life Department and the Campus Management.

For this purpose, an Association Charter available on the EM Normandie Business School student intranet is provided to each student.

## 6.2. Premises provided

EM Normandie Business School may make premises available to student associations. The associations are responsible for maintaining and restoring the premises. They must leave the premises clean and in good condition.

The said associations will be responsible for ensuring that the premises are used properly. If necessary, they will be held financially responsible (by means of supporting invoices) for any damage, breakage of material, and so on, both in the student societies and in the student life areas, sports halls, and communal living areas.

Multi-risk insurance coverage for these areas is included in the overall policies taken out by EM Normandie Business School and these premises remain the responsibility of EM Normandie.

The building and campus management and security officers are authorised to carry out unannounced security checks and to verify the cleanliness and proper order of these areas.

The rules prohibiting the possession and consumption of tobacco and alcohol are fully applicable in association areas. Students should take particular care not to disturb others by making loud noises. They must make sure that any doors and windows in their dedicated areas are properly locked in the evening to prevent intruders.

No equipment may be installed in any of the association premises, or in any other part of EM Normandie Business School, without prior written permission from the campus and building management.

### 6.3. Monitoring association budgets

The budgets of associations subsidised by EM Normandie Business School must be prepared and monitored by the chairperson and treasurer of these entities and coordinated by the heads of the Associations and Campus Life Department. In order to benefit from EM Normandie Business School subsidies, an association must be a member of the EM Normandie Student Federation and meet its membership requirements. Additionally, in order to receive funding, an agreement must be signed between EM Normandie Business School and the association, outlining the conditions for continued monitoring.

Any student association registered with EM Normandie Business School, including members who are mainly EM Normandie students, and/or whose registered office is located on one of the EM Normandie campuses, and/or whose purpose concerns EM Normandie, must be in a position to report on its activity and budget management, at the request of the EM Normandie Management and its Associations and Campus Life Department.

Moreover, each member association of the EM Normandie Business School Student Federation, in particular student representative associations of the BDE/BDS/BDA type, must meet the audit and control requirements of the EM Normandie Business School Federation's Ethics and Supervisory Committee, chaired by the EM Normandie Business School Dean or their representative. In the event of any breach of ethics, whether budgetary, conduct-related, or disciplinary, noted by this committee, the matter may be referred to the Disciplinary Board against the association's officers.

## 7. DISCIPLINARY BOARD

The following rules apply to all students enrolled in the EM Normandie Business School programmes, regardless of their course of study, unless an exception is expressly provided for in these regulations. Exceptions applying to the Oxford campus are mentioned in the policies available at the following link <https://www.em-normandie.co.uk/legal-notices/>.

### 7.1. Authority

The Disciplinary Board is the primary authority for investigating and penalising any type of conduct that does not comply with the obligations set out in these regulations. These include any serious breach of discipline, as well as any academic fraud such as cheating on exams, plagiarism, to name but a few, or any act contrary to the smooth running of EM Normandie Business School, as well as any behaviour detrimental to the reputation of the School, including when studying abroad.

In the event of cheating during an examination, the student will be immediately expelled from the examination room and the proctor will submit the information required to summon the student to appear before the Disciplinary Board (see procedures concerning academic fraud). Failure to comply with the penalty imposed by the Board may result in the student's permanent expulsion.

The Disciplinary Board rules on student conduct towards school personnel, teaching staff, other students, people from outside the School, and towards material. It is not responsible for addressing academic issues, which are the sole responsibility of the Academic Board. The Disciplinary Board is convened by the Programme Director or their representative.

For matters directly handled by the STOP Harassment Unit (article 1.1.5 of these rules), only the ad hoc STOP Harassment Disciplinary Board will be convened (article 7.6 of these rules).

## 7.2. Board membership

The Disciplinary Board is made up of the following members:

### - With voting rights:

- The Dean of EM Normandie Business School or the Programme Director or the Campus Director or their representative, who chairs the Disciplinary Board;
- The Programme Director concerned or their representative, if the Programme Director is the plaintiff;
- Two permanent teachers;
- Two members of the administrative staff;
- The Chairman of the Student Societies (BDE) or their representative;
- A class representative or their representative.

### - In an advisory capacity:

- The plaintiff
- The accused student
- Anyone who can shed light on the Board's decision, in particular the party making the request in the event of academic fraud concerning the final dissertation or professional thesis.

In addition to these two categories of participants, a representative of the HUB shall be entrusted with drafting the minutes of the session.

## 7.3. Procedure

The procedure is divided into two phases: the preliminary investigation and the session.

### 7.3.1. Preliminary investigation

Disciplinary proceedings may only be initiated by a written complaint.

This complaint must be addressed to the Programme Director, the Campus Director, or the Dean.

If the allegations made in the complaint appear to be substantiated, the student is summoned by registered letter with acknowledgement of receipt, or by hand-delivered letter against receipt, to appear before the Disciplinary Board on the date and at the time indicated.

In serious cases involving harassment, the director of the "Stop Harassment" unit may refer the matter to the Disciplinary Board on behalf of the victim (see point 1.1.5 of these regulations).

In cases of academic fraud involving the final dissertation or professional thesis, the Disciplinary Board is convened by the Academic Integrity Advisor.

The student in question is summoned at least fifteen days before the date scheduled for the session by registered letter or by hand-delivery against signature.

À A copy of the complaint is attached to the convening notice. The student may submit their observations on this complaint within a period of eight days from receipt of the complaint.

### **7.3.2. The session**

Except under a force majeure event, the student concerned must appear in person. They may not be represented. They may be assisted by a student representative or the Chairman of the Student Societies.

The meeting is held behind closed doors as follows:

- Objective review of the facts and the procedure;
- Hearing of the plaintiff;
- Hearing of the accused;
- Hearing of the class representative or their alternate;
- Hearing of the Chairman of the Student Societies or their representative;
- Debate between the parties.

The student and the plaintiff leave the room. Members acting in an advisory capacity do not attend the deliberations, but are welcome to return at the end of the deliberations.

If the student is not present on the day of the session, the Disciplinary Board will rule in absentia.

If the student is prevented from attending for reasons of force majeure, the Disciplinary Board must postpone the proceedings to a later date. This postponement may only take place once.

### **7.3.3. Deliberations**

Presentation of the penalties in descending order, i.e. permanent exclusion... warning. A secret ballot is held to vote yes, no, or blank for each of the proposals presented in descending order of severity. The first proposal to receive a majority of the votes cast shall be deemed adopted. In the event of a tied vote on a proposal, the Chairman shall have the casting vote. The disciplinary penalty receiving the highest number of votes is adopted.

Following the Disciplinary Board session, only the student and/or the student's financial guarantor may request a meeting with the Chairman to discuss the penalty.

## **7.4. Penalties**

The Disciplinary Board may impose the following penalties, without this list being exhaustive:

- Warning (preventive measure without penalty)
- Reprimand (written warning)
- Ban on taking end-of-term exams and requirement to attend make-up exams
- Repeating a subject in special cases, with the consequence of invalidating the semester

- Temporary suspension, the duration of which is determined by the Disciplinary Board, with suspension from academic and non-academic activities.
- Permanent exclusion. This penalty will result in the student not graduating from EM Normandie Business School.

The Disciplinary Board may also impose additional teaching-related work as part of the disciplinary penalty.

Certain penalties may also be combined, for example: a reprimand and additional work involving teaching.

For academic fraud in connection with the final dissertation or professional thesis, see the School Rules, Annex 7 "Procedures and Penalties".

Where material damage has occurred, the student or students responsible may be required to make full repayment. If more than one person is responsible for the offence, the penalties will be divided between the various co-offenders.

Irrespective of the penalties imposed by the Disciplinary Board, students who are employees or receive specific funding, such as from the French employment agency (Pôle Emploi), regional vocational training programmes, and so on, will be subject to the provisions of the labour law in force, to which the requirements of the funding bodies may be added or substituted. For example, if an apprentice student is expelled from the School, their employer may also decide to dismiss them.

## 7.5. Notification

Following the session, minutes are drawn up. They are signed by the Chairman of the Disciplinary Board. A copy of the minutes is sent to the student, the student's financial guarantor, and the plaintiff.

7.6 The STOP Harassment Disciplinary Board:

### 7.6.1. Composition of the STOP Harassment Disciplinary Board

The STOP Harassment Disciplinary Board is made up of the following members:

- With voting rights:
  - o The Director of the STOP Harassment unit or their representative, who chairs the Disciplinary Board;
  - o The Campus Director or their representative;
  - o The Head of Legal Affairs or their representative;
  - o The Specialist contact for Gender Equality or the Specialist contact for Racism and Anti-Semitism or their representative, depending on the circumstances;
  - o Two members of the STOP Harassment unit, trained in SGBV and not involved in the complaint;
  - o The Director(s) of the programme(s) concerned;
  - o The Chairman of the Student Societies (BDE) or their representative, previously trained in SGBV;
  - o One or more class representatives or their delegate(s).
- The following are also present, although they do not have a vote or play an advisory role:
  - o The plaintiff (the victim support team of the STOP Harassment unit);
  - o The summoned student.

### 7.6.2. Procedure

The procedure is divided into two phases: the preliminary investigation and the session.



### 7.6.2.1. Preliminary investigation

Disciplinary action may only be brought by a written request, recorded in the minutes of the session with the victim and signed by the victim, by the Support Team of the STOP Harassment Unit. The minutes of the session will then be incorporated into the detailed report issued by the STOP Harassment unit's Investigation Team. The full detailed report will be sent to the Director of the Unit.

If the allegations made in the internal investigation performed by the Investigation Team of the STOP Harassment Unit and recorded in the detailed report appear to be substantiated, the Director of the STOP Harassment Unit will summon the student to appear before the Disciplinary Board by registered letter with acknowledgement of receipt, or by hand-delivered letter with acknowledgement of receipt, on the date and at the time indicated, or by e-mail with acknowledgement of receipt.

The accused student is notified of the meeting at least fifteen days prior to the scheduled date. A copy of the anonymised detailed report (excluding the victim) is attached to this convocation. The student may submit their observations within a period of eight days from receipt of the convocation. If any observations are submitted, they will be added to the final report and mentioned at the Disciplinary Board session.

No confrontation between the victim and the accused will be allowed.

### 7.6.2.2. The session and deliberations

The STOP Harassment Disciplinary Board session and its deliberation are conducted under the same conditions as for a conventional Disciplinary Board, as described in articles 7.3.2 and 7.3.3.

### 7.6.2.3. Penalties

Penalties imposed by the STOP Harassment Disciplinary Board are the same as those that may be pronounced by a conventional Disciplinary Board, as described in article 7.4 of these regulations.

## 8. USEFUL INFORMATION

### 8.1. Opening and closing times

Opening times for each campus are set out in Ward, Ward/Practical Information/My Life on Campus.

### 8.2. Specific features of the campuses

The specific features of each campus are set out in Ward, Ward/Practical Information/My Life on Campus.

### 8.3. Insurance

EM Normandie Business School is covered by all civil liability insurance necessary for its teaching activity and related to the reception of students on its premises, including participation in sports (excluding competitions).

Students must have personal civil liability coverage for day-to-day activities and for any claims brought on by third parties. Coverage provided by EM Normandie Business School is solely complementary to private insurance.

Students leaving for a period of study abroad are also covered by a specific insurance policy with a certificate of international secondment and work stoppage coverage. However, students must ensure they are properly covered for medical and social security expenses in France. Once they have their European social security card for the European Union zone, students are also advised to take out additional insurance for countries outside the European Union zone.

You will find all the necessary information in the "Expatriation Guide" in addition to the "Expatriation Charter".

## 9. APPEALS COMMITTEE

### FOREWORD

The provisions of these rules of procedure outline the organisation and operating rules of the EM Normandie Business School Appeals Commission. They apply to every student, trainee, and existing association within the structure, unless an exception is expressly stipulated in the present regulations. . These rules are brought to the attention of each student or trainee in continuing education (CE) at the beginning of the academic year. The fact that they are made available to students implies their full acceptance.

Exceptions to this article 9 that apply to the Oxford campus are set out in the following link <https://www.em-normandie.co.uk/legal-notices/academic-appeals-procedure/>.

#### 9.1 Terms of reference

Appeals are examined within the EM Normandie Business School by the Appeals Commission and its permanent secretariat.

An appeal is defined as an applicant's request to EM Normandie Business School for the withdrawal, invalidation, or modification of a decision taken by EM Normandie Business School due to a technical error, lack of composition, quorum, or other reason. A complaint indicates dissatisfaction with the way in which decisions were made by EM Normandie Business School.

The grounds for an appeal or complaint may relate to:

- Decisions made by the Disciplinary Board;
- Decisions made by the Academic Board;
- Decisions made by the Selection Board for expatriation requests.

All appeals must be substantiated and accompanied by any evidence likely to substantiate the grounds for the appeal.

#### 9.2 Membership

##### Appeals Committee

The Appeals Committee is made up of seven members. They are as follows:

- A Chairman chosen by the Dean of the EM Normandie Business School;
- A representative of General Management;
- A representative of the Programmes Department;
- A faculty representative;

- 
- A representative of the Dean of International Affairs;
- A representative of the Legal Department (committee secretary);
- A representative of the student delegates appointed by the Dean of EM Normandie, from among all EM Normandie Business School student representatives.

The Chairman of the Appeals Committee may also choose to include one or more external guests, who may or may not be employees of the EM Normandie Business School, and who may be able to provide an insight capable of helping in the decision-making process.

Its role is to examine appeals in accordance with the present rules of procedure and, where appropriate, to make a final ruling.

The committee is appointed for a 4-year term. Should a member resign, the Dean of the EM Normandie Business School will appoint a new member whose term of office will run until the Commission is renewed.

### **Permanent secretariat of the Appeals Committee**

The secretariat of the Appeals Committee will be provided by a representative of the EM Normandie Business School Legal Department. The secretary will be present at sessions of the Appeals Committee. The permanent secretariat's role consists of assisting with the examination of appeals files in preparation for their processing by the Appeals Committee, and monitoring their progress. The secretary does not have the right to vote at Committee sessions.

## **9.3 Operation of the committee**

The Commission shall meet as often as necessary, at the headquarters of the EM Normandie Business School or by videoconference, whenever convened by its Chairman in any manner whatsoever.

The Committee may only validly deliberate if at least four of its members are present.

The Committee's deliberations are decided by a simple majority of the members present and are conducted behind closed doors. In the event of a tie, the Chairman of the Committee has the casting vote.

The Commission may decide to:

- Invalidate a decision and order a new one,
- Ask the head of the department concerned to amend a decision;
- Request a re-examination of the contested decision;
- Not to take a favourable decision on the request.

Commission members and the permanent secretariat are bound by a stringent confidentiality obligation.

Committee members may not take part in the Appeals Committee's proceedings if they have been a member of the CDD and/or the selection board concerned by the appeal. They also undertake to bring to the attention of the Committee's Chairman, prior to each case, any fact or circumstance that might be deemed to influence their independence or impartiality.

## **9.4 Review procedure**

Appeals must be sent by registered letter with acknowledgement of receipt, or the equivalent in other countries, to the EM Normandie Business School Legal Department, 20 Quai Frissard, 76600 Le Havre, France.

Appeals must be lodged within eight days of the notification date of the contested decision.

The appeal must include:

- The full name and address of the petitioner;
- Identification of the contested decision;
- A statement of the grounds for the appeal and the evidence in support thereof. Any documents in the petitioner's possession must be attached;
- The petitioner's submissions;
- The date and signature of the petitioner;

For the Oxford campus, students must complete the Academic Appeal Notification Form.

EM Normandie Business School endeavours to process applications within 30 days of their receipt.

1	Permanent Secretariat of the Committee	Acknowledges receipt of the appeal. Records the application in the appeals register. Prepares the investigation file containing all the information relating to the appeal in question. Informs the Committee Chairman.
2	Committee Chairman and Permanent Secretariat	Analyses the admissibility of the appeal in light of the evidence submitted by the petitioner and the file compiled by the Committee's Permanent Secretariat. The Committee Chairman determines whether the application is admissible. - If the application is admissible, the Commission's Permanent Secretariat includes the file on the agenda for the next Commission meeting and proceeds to add to the file as requested by the Chairman. - If the application is inadmissible, the Commission's Permanent Secretariat notifies the petitioner that the application has been rejected.
3.	Permanent Secretariat of the Committee	Once an application is admissible, informs all the members of the committee and sends them the investigation file.
4	Committee Chairman and Permanent Secretariat	Prepare a proposed decision along with a written report setting out all the factual and legal aspects of the appeal and justifying the proposed decision. They may in advance contact any EM Normandie Business School employee or other party involved in the appeal to support their report.
5	Permanent Secretariat of the Committee	Forwards the proposed decision and the report drawn up by the Chairman of the Committee to the members of the Committee at least four days before the meeting.
6	Committee members	Examine the appeal files for any additional information they would like to see presented at the meeting and inform the Committee's Permanent Secretariat.
7	Appeals Committee	The Committee deliberates over the appeal file. It may adopt or amend the Chairman's proposed decision.
8	Permanent Secretariat of the Committee	Draws up the Committee's decision statement and enters the decision and the information in the file in the appeals register.
9	Chairman of the Committee	Notifies the petitioner of the Committee's decision regarding their appeal. Enforces the Committee's decisions and concludes the procedure.

## 9.5 Assessment

The results of appeals heard by the EM Normandie Business School and processed by the Committee are presented in the EM Normandie Business School's annual activity report.



# ANNEXES

**Annex 1:** Rules governing the courses and/or campuses of students enrolled on multi-annual programmes.

## ANNEX 1

### RULES GOVERNING THE COURSES AND/OR CAMPUSES OF STUDENTS ENROLLED ON MULTI-ANNUAL PROGRAMMES.

Students enrolled in EM Normandie Business School's multi-annual programmes, i.e. the Master in Management (Grande Ecole Programme) and Bachelor in International Management in particular, are surveyed from one year to the next on the courses currently offered at EM Normandie.

Depending on the year, the options include the **choice of campus**, <sup>1</sup>some of which are subject to a committee's decision, the main language of instruction for the course, the choice of a specialisation, the teaching method (sandwich course or traditional, for example), international partners, and so on.

Prior to the application dates, the EM Normandie Business School informs students of the available courses, the number of seats when they are limited, the necessary pre-requisites when they exist, and so forth.

Students are given ample time to indicate their preference(s) by completing compulsory online questionnaires.

Students who successfully complete the online questionnaires will be assigned to the best match for their preference(s), according to their grades and the rules established for the desired course, such as language level, overall grade average, motivation file, number of places, to name but a few.

Once the survey deadline is reached, any student failing to indicate their preferences will no longer be able to choose their course or campus. Instead, they will be allocated according to the number of places still available, after a committee has been convened to decide on their case.

Allocations made on the basis of this online survey are deemed to be firm and definitive for the following year. Any student requesting a change subsequent to this allocation will be refused.

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<sup>1</sup> For campus choices, the committee made up of the Dean of the Master in Management (Grande Ecole Programme) and the Dean of Studies will meet in the first half of May. No applications will be accepted after this date.