



# BACHELOR PROGRAM RULES, REGULATIONS AND SYLLABI

2023 – 2024



IP PARIS



# **ÉCOLE POLYTECHNIQUE BACHELOR PROGRAM**

Rules & Regulations

2023-2024





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# BACHELOR ACADEMIC HANDBOOK

## Reference Texts

Education Code – Articles L.675-1 and L.755-1;

Decree n° 2015-1176 dated 24 September 2015 relating to the organization and the administrative and financial status of École Polytechnique;

The resolution of the École Polytechnique Board of Directors dated 22 October 2015 delegating the authority to establish the fees for services provided by École Polytechnique to the Chairman;

The recommendation of the École Polytechnique Board of Directors dated 23 June 2016 relating to the creation of the Bachelor and Graduate Degree diplomas;

Decision n° 061120 EP/PCA/DER/DF/DDPB dated October 28, 2020 setting the Bachelor's Programs tuition fees;

Decision n° 2016-164 EP/SG dated July 19, 2016 setting the Bachelor's Programs application fees;

Decision n° 2017-83 EP/SG dated February 22, 2017 setting the Bachelor's Programs terms of attribution of tuition-fee waivers based on students' financial needs;

## General Terms

This Academic Handbook defines the general principles governing the selection of applicants and their admission to the École Polytechnique's Bachelor Program. Furthermore, it outlines the structure and conditions of the Program's three years of study.

This document applies to students enrolled in the Program as of the 2022-2023 academic year. Terms outlined in this Handbook may be revised as needed.

Two additional documents supplement this Academic Handbook, setting out the framework for students' training:

- ▶ *École Polytechnique Rules and Procedures (Règlement Intérieur)*
- ▶ *Code of Student Conduct*

In the event of any inconsistency between these documents, the *École Polytechnique Rules and Procedures* shall prevail.

## 1. École Polytechnique's Bachelor Program

École Polytechnique's Bachelor Program is a multidisciplinary degree taught primarily in English and primarily based on the natural sciences, mathematics foremost, coupled with exposure to social sciences and humanities. Consistent with the diverse backgrounds of its students, the Program trains them to take charge of their adult lives through personal development. As such, the Bachelor Program strives to allow each student to develop their multi-faceted personality through its unique academic curriculum. Therefore, École Polytechnique seeks to serve the greater good by preparing internationally-oriented students who hold dear

the values of excellence, audacity, and integrity, to use these skills and values to improve our world.

The Program's coursework is outlined in the syllabi published annually, which may be revised as required. For each course, students will receive a course outline which lists the course objectives, the skills they are expected to acquire upon course completion, and the ways in which their performance will be assessed.

The Bachelor Program's first year is a foundational year in which students will develop the skills required to successfully



complete their academic training. This initial year of study also allows students to discover various scientific fields to support them in selecting a major. By their second year at the latest, students must specialize between the following double majors, which are subsequently pursued in the Program's second and third years:

- ▶ Mathematics and Physics
- ▶ Mathematics and Computer Science
- ▶ Mathematics and Economics

Throughout their Program, students participate in activities and courses, particu-

larly through sports, to foster their personal development.

Depending on their academic performance, students may be eligible to complete a semester abroad (see section 3 below for additional details). Students must also complete a Bachelor thesis which is a lab-based research project in their sixth semester (second semester of Year 3). During their study breaks and holidays, students may pursue professional internships on a voluntary basis in accordance with relevant École Polytechnique policies.

## 2. Program Structure

The Bachelor Program consists of six semesters over the course of which at least 180 ECTS credits must be obtained. These six semesters are divided over three years; thus, two semesters per academic year. Each semester allows students to obtain at least 30 credits. Semesters one to five are limited to a maximum of 36 credits. Should a semester be validated in two years, rather than one, the 36 credit maximum applies to the total number of credits obtained for the related semester(s). Students can opt to take elec-

tives or to complete projects complementary to their area of study, both of which reinforce the key skills acquired through their academic training, and for which they may receive ECTS credits.

Students are eligible to take (a) supplementary course(s) which would cause them to surpass the semestrial 36-credit limit. Only certain courses can be designated "supplementary courses" for the students.

Supplementary courses are optional and are awarded ECTS credits; however, the credits obtained through the completion of such courses do not count towards the credits required for graduation or progression from one year to another. Furthermore, the grades obtained in supplementary courses do not count towards calculating the student's GPA.

Students who commit to taking a supplementary course must complete the entire course (i.e. attend all classes, submit all coursework, take the final exam when applicable). As such, an «F» cannot be removed from transcript as it implies that the course has not been completed. Once their grade is known, and if the course has been properly completed, students may file a request with the Bachelor Program Office to ask that the supplementary course be omitted from their transcript. To be considered, their request must be filed within two weeks of the first business day following the publication of results. Furthermore, requesting such a change on the transcript is irreversible.

Students who wish to pursue a specific individualized project requiring a specific learning agreement, and/or which would prove to be incompatible with the general structure of the Program as it is, may file a request to do so with the Bachelor Program Office. Those requests will be studied on a case-by-case basis by the Academic Council. Students who see their request approved may be authorized to obtain the ECTS required to graduate through different means, to be decided by the Academic Council. Students who see their request approved may also pursue a diploma with a single major instead of a double major.

The degree is awarded only if a student attains at least 180 ECTS credits over the course of six semesters.

Each of the Program's subject pillars (*i.e.* mathematics, physics, computer science and economics) is represented by at least one Academic Advisor, selected by these respective departments.

### 3. Semester Abroad

Subject to the specific conditions outlined below, Bachelor Program students may apply for a semester abroad in their fourth or fifth semester, depending on the double major, either at a partner institution via the Official Student Exchange Program, or at another institution via an Independent Student Exchange Program. Official and Independent Exchange Program committees are held during the second year.

In either case, students' academic plans must be approved by both committees composed of the following:

- ▶ the Dean of the Bachelor Program
- ▶ the Director of the Bachelor Program
- ▶ the Bachelor Program Head of Personal Development
- ▶ Bachelor Program Student Exchange Academic Advisors
- ▶ The Associate Director of the Bachelor Program
- ▶ Bachelor Program Second- and Third-Year Officers
- ▶ Student Mobility Managers from the department of international relations.

In order to apply for a semester abroad, students must be on track to obtain at

least 90 ECTS credits by the end of semester 3 and hold a cumulative GPA of at least 3.3 (overall B average, see Articles 7.1 and 23 for information regarding grades and GPAs, respectively).

Even if initially accepted into the study abroad program, students are only eligible to leave if they have:

- ▶ 90 ECTS credits completed by the end of semester 3
- ▶ 120 ECTS credits completed by the end of semester 4 for those leaving in semester 5
- ▶ no more than one remedial exam in the academic year prior to departure
- ▶ a cumulative GPA of 3.3 or higher at the end of every semester.

While abroad, students must follow their signed learning agreement and adhere to the rules and regulations of the host university. This includes, but is not limited to, attendance policy, grading policy, and access to remedial exams. Only the credits approved in the learning agreement will be taken into account.

## 4. Bachelor Thesis

Students are required to complete a Bachelor thesis linked to their double major in their sixth semester (second semester of Year 3) in order to graduate. The thesis is composed of a lab-based research internship (see 5-Internships), written report, and oral defense.

The internship is worth 14 ECTS credits, and is undertaken in a lab at École Polytechnique or at a partner institution, when possible, and requires the equivalent of at least eight weeks (280h) of presence in the host lab. Students who wish to undertake their internship off campus must submit a request to be validated by the Bachelor Program Dean or designated

representative in their absence. The Academic Council may exceptionally authorize students to pursue a thesis related to their minor (if applicable).

Students must undertake a literature review in their area of interest, identifying gaps or inconsistencies to develop their own argument or hypothesis which they will test.

Students will receive a letter grade (from A+ to F) for their Bachelor thesis, taking into consideration work in the lab, the written report and oral defense, in accordance with Section 3, Article 7 of this handbook.

## 5. Internships

### *5.1 Summer internships*

Internships are an optional component of the Bachelor Program's academic curriculum. Students are responsible for finding their own internship(s), which typically take(s) place over the summer months after courses end (*i.e.* approximately July 1 to August 31). Internships can take place in France, within Europe, or overseas, in accordance with the student's wishes. They may or may not be remunerated, in

accordance with the labor code/standards of the country in which the internship takes place. If a student requires work authorization to undertake the internship in a foreign country, s/he is responsible for obtaining such authorization. Language requirements may apply to certain destinations.

Although the Bachelor Program Office does not actively seek out internship opportunities on behalf of students, it

is closely involved in supporting them through their work experience.

### *5.2 Common rules to internships including Bachelor thesis*

Each student completing an internship is assigned the following:

- **Internship Supervisor** (*réfèrent*): this individual is assigned to the student by the Bachelor Program Office to mentor and support them throughout their internship. Internship supervisors are also responsible for reviewing and approving the conditions under which a student will be expected to work. An internship supervisor must have a link to École Polytechnique and can be anyone deemed competent by the Bachelor Program Office, including but not limited to: an instructor, an École Polytechnique alumnus/alumna, a Personal Development Officer, etc.

- **Site Supervisor** (*tuteur*): this individual is appointed to a student by the hiring company/organization. The student will have regular interaction with this person as s/he will be reporting directly to him/her in their internship. The site supervisor must be able to properly communicate in English or in French.

\*Note: The names and signatures of these individuals must appear in each student's internship contract.

### *5.3. Preparing for an internship*

When a student receives an internship offer, s/he must inform the Bachelor Program Office who will then assign him/her an internship supervisor. At that point, the student must complete the internship agreement form provided. To this end, students must provide their site supervisor's name and contact details, the length of the internship, the number of hours to be worked, the amount of the stipend (if applicable), etc.

Subsequently, the internship agreement must be signed by the student, the internship supervisor, site supervisor, and École Polytechnique's representative responsible for signing internship agreements.

In the event where a hiring company/organization refuses to agree to an internship agreement drafted by École Polytechnique, the student should contact and inform the Bachelor Program Office immediately.

## Section 1

### Recruitment and Selection of Applicants

#### Article 1. Application Procedures

*Applications are open to the following:*

- ▶ those preparing for a diploma awarded for the completion of secondary education (French baccalaureate, baccalaureate with an international option, International Baccalaureate, Swiss Gymnasium Matura, European certificate attesting the completion of secondary education, high school diploma, etc.),
- ▶ those preparing for an entrance certificate to enter higher education, scientific universities in particular,
- ▶ those who have already obtained a diploma or entrance certification enabling them to enter higher education.

Applications are to be made online and supporting documents to be submitted include transcripts, a personal statement, a certificate of English level, a CV or its equivalent in Parcoursup and two reference letters or its equivalent in Parcoursup. Following a review of their application, preselected applicants are invited to take part in a video conference interview. Applicants selected following the interview are either admitted directly or put on an admission wait-list. Admission to the École Polytechnique Bachelor Program is contingent on obtaining a diploma awarded for the completion of secondary

studies or an entrance certificate to enter higher education.

A decision of the President of École Polytechnique sets the amount of the application fee. This €95 application fee is due when the application is submitted and is non-refundable, regardless of the admission decision. Payment of the fee is a prerequisite for the application to be considered by the Admissions Committee; therefore, non-payment of the fee results in the automatic rejection of the associated application. Only one application per academic year may be submitted. Additional applications, regardless of the platform, will be disregarded.

#### Article 2. Selection

Applications are reviewed by a Preselection Committee and an Admissions Committee, both of which are chaired by the Provost, the Vice Provost or their representative.

*The membership of the Preselection Committee is the same as that of the Admissions Committee. The mandatory members are:*

- ▶ the Provost or the Vice Provost. He/She can choose to be represented by the Dean of the Bachelor Program on a case by case basis
- ▶ the Director and the Dean of the Bachelor Program or his/her representative

- ▶ the Director of Military Training and Personal Development, or his/her representative
- ▶ a representative from either the Department of Pure Mathematics or from the Department of Applied Mathematics
- ▶ a representative from either the Department of Physics or the Department of Mechanics
- ▶ a representative from the Department of Economics
- ▶ a representative from the Department of Computer Science.

*Non-mandatory members acting in an advisory capacity are:*

- ▶ a representative from the Department of Marketing
- ▶ a representative from the Department of International Relations
- ▶ a representative from the École Polytechnique Alumni Association
- ▶ a representative from the École Polytechnique Foundation
- ▶ the Associate Director of the Bachelor Program
- ▶ Bachelor Program first-, second- and third-year officers
- ▶ the Bachelor Program Admissions Team.

Selection criteria are primarily based on outstanding academic results already achieved in previous education. However, they also take into account personal motivation, applicants' academic projects, their proficiency in English, as well as their commitment to studying and living in an international and multicultural environment.

Once the Admissions Committee has reviewed applications, the Bachelor Program Office notifies applicants of their (in)admissibility by email. An official certificate of admission is sent to all admitted candidates. However, students are advised that registration for the Bachelor Program is conditional on their obtaining a diploma awarded for the completion of secondary education or any other diploma or certificate mentioned in this Handbook (*see Article 1 – Application Procedure*).

## Section 2

### Registration Procedure, Tuition and Fees

Registration is mandatory and enables students to attend courses and take final exams. It consists in annual administrative registration and academic registration each semester.

#### Article 3.

##### Annual Administrative Registration

Students complete their annual administrative registration online. In Year 1, administrative registration is conditional on the payment of a first non-refundable €1,400 tuition deposit and a second non-refundable €1,400 tuition deposit when applicable: the first is due upon acceptance of the offer of admission, while the second must be submitted in July. While all students have to pay the first €1,400 tuition deposit, the amount of the second tuition deposit may vary for students benefiting from tuition waivers.

Students' administrative registration is confirmed once these deposits have been received and their online registration has been completed. These deposits are applied towards students' first year tuition.

The deposits are eligible for reimbursement only in the following two cases:

1. Withdrawal due to the student's medical issues for which a medical certificate must be provided.

2. Administrative registration cancellation by École Polytechnique due to non-compliance with the criteria listed in the conditional offer of admission.

In very specific circumstances, students may request a reduced tuition deposit of €400. To be eligible for this, the student must have been awarded an interest-free loan in the amount of €12,000 per year in collaboration with the École Polytechnique Foundation, and they must also have received at least one other form of financial aid from École Polytechnique or the Foundation (*i.e.* tuition waiver, Excellence Scholarship, Living Costs Scholarship, Women in Science Scholarship).

Students must be covered by a public health insurance plan (*sécurité sociale*) when they register at the start of each academic year. Students from countries outside the European Union must adhere to the French public health insurance plan, while students from countries within the European Union have the option to keep their home country's health insurance.

All students in France have to pay the Student and Campus Life Contribution (*CVEC- Contribution vie étudiante et de campus*). It is intended to finance social, cultural, and sports endeavors in higher education in France. This fee must be paid prior to beginning courses and students must submit an attestation – proof of pay-



ment – to École Polytechnique. Failure to do so will result in access being revoked to classes and online tools.

Students are required to produce a civil liability insurance certificate, covering them against any damage caused during the Program. Although not compulsory, purchasing a private top-up health insurance policy (*mutuelle*) is highly recommended.

Once the administrative registration is complete, each student will be provided with a badge, which doubles as a student card, at the start of the academic year. Badges must be returned to École Polytechnique at the end of the Program.

#### Article 4.

##### Academic Registration

Academic registration each semester is mandatory. Academic registration serves as registration for final exams for the relevant semester. Students must communicate their chosen courses to the Bachelor Program Office in the manner and timeframe indicated to them. If they fail to do so, their courses will be allocated to them automatically by the Bachelor Program Office. Registration is final once submitted and classes cannot be dropped at a later date except for exceptional medical accommodations. In such a case, an official request from the student with corres-

ponding justification must be submitted to the Year Officer. The course(s) to be dropped, if approved, will be designated by the Bachelor team (Dean, Director or Associate Director) after consultation with the related Academic Advisors.

By the end of Year 1, students choose their double major for Years 2 and 3 from among those offered by the Bachelor Program. The chosen major is approved by the Bachelor Program Academic Council, as defined in section 4, depending on the student's academic level, in the manner and timeframe indicated beforehand. Any request to change majors from Year 2 must be duly justified and submitted to the Academic Council for its consideration.

#### Article 5.

##### Tuition and Fees

Tuition and fees are determined by the President of École Polytechnique annually. Tuition and fees may be refunded only for medical reasons in which a student is unable to continue in the Program for which a medical certificate must be provided. Tuition and fees are not refunded in cases of expulsion from École Polytechnique.

Students are committed to paying the entirety of their annual tuition by October 15. Unpaid tuition by the deadline

will result in the student's deregistration from the Program; this entails loss of access to his/her École Polytechnique email account, inability to access the institution's online platforms, to request transcripts/official documents, and ineligibility to take final exams. In addition, students with unpaid tuition are unable to progress from one year to the next; all tuition and fees must be paid in full before graduation.

## **Article 6.**

### **Financial Aid**

Students admitted with honors and who demonstrate financial need are eligible to apply for tuition waivers. Funds attributed to tuition waivers may not exceed 20% of the sum of all tuition paid in a given year. Eligible students may apply for tuition fee waivers in the manner outlined by the Bachelor Program Office. Tuition fee waiver applications are evaluated by the Financial Aid Committee composed of the following individuals:

- ▶ Director General or his/her representative Secretary General (Committee Chair)
- ▶ Director of the Budget, Finances and Procurement, or his/her representative
- ▶ Director of International Relations, or his/her representative
- ▶ Director of the Accounting Department
- ▶ Head of Diversity, or his/her representative

- ▶ Head of the Administration and Finance, Provost's Office, or his/her representative
- ▶ Vice-Provost for Education or his/her representative
- ▶ Director and the Dean of the Bachelor Program

*Invited, non-voting members, include:*

- ▶ Admissions Officer of the Bachelor Program
- ▶ Associate Director of the Bachelor Program
- ▶ Bachelor Program Head of Personal Development
- ▶ Head of Legal Services, or his/her representative

The Financial Aid Committee ensures that it awards comparable tuition-fee waivers to students admitted with honors during the various rounds of admissions. The decision to award tuition-fee waivers shall be taken by the Director General on the advice of the Committee. Unless otherwise specified, need-based tuition-fee waivers are granted to each beneficiary student for a period of three years, except if the student repeats a year. A student who repeats a year loses the benefit of the tuition waiver for the repeated year and must then pay tuition fees in full for that year.

## Section 3

### Knowledge Assessment

#### Article 7. Grading system

##### 1. Grading

For each course, students will receive a letter grade (from A+ to F). At the beginning of the course, the instructor must outline the manner in which students will be evaluated and must enumerate the course's academic objectives each student must acquire upon course completion.

Letter grades are as follows: A+, A, A-, B+, B, B-, C, D, E, F. These grades indicate the level to which the student has achieved a given course's academic objectives.

Letter grades mean the following:

- ▶ A+: The course's academic objectives were surpassed and the student has gone above and beyond expectations
- ▶ A: The course's academic objectives were fully attained and the student has demonstrated particular capabilities during the course
- ▶ A-: The course's academic objectives were fully attained
- ▶ B+: The course's academic objectives were mostly attained
- ▶ B, B-: The course's academic objectives were generally attained
- ▶ C: The course's academic objectives were partially attained with adequate knowledge to move on to more advanced work

- ▶ D: The course's academic objectives were minimally attained with persistent weaknesses
- ▶ E: The course's academic objectives were not attained
- ▶ F: The course's academic objectives were not attained as the student demonstrated no or little effort (*e.g.* numerous unexcused absences, failed to attend final exams) and/or committed/attempted to commit an academic offense (*e.g.* cheating, plagiarism).

Grades ranging from A+ to D are passing grades which allow students to receive ECTS credits. Grades of E and F allow students to take remedial exams (see Article 12 for additional details).

##### 2. Language Requirements

Learning French is obligatory for non-Francophone students. Unless otherwise deemed by the Department of Languages and Cultures, students are considered non-Francophone if they have not completed at least three years of their high school education in French. A "B2" French level on the Common European Framework of Reference for Languages (CEFRL) is required of non-Francophone students to obtain their degree. The Department of Languages and Cultures may grant an exception to this requirement, that has to be then further approved by the Student Graduation Committee.

Francophone students must learn another foreign language. If their knowledge level permits, they may also take culture and civilization courses in a foreign language. Regardless of the initial foreign language class taken (including French), a “C1” CEFR level is required for a student to begin learning another foreign language that replaces the language initially selected. This requirement may be waived by the Academic Council, and all changes to foreign language classes must be approved by the Department of Languages and Cultures.

### *3. Specific Terms Relating to Personal Development and Sports*

Unless exempted by the Director of Military Training and Personal Development, playing sports is required, as it is a fundamental element of the program’s personal development component, which allows students to develop all facets of their personalities.

École Polytechnique believes it is necessary for students to become involved in the collective and individual duty of applying the terms of this program handbook and of the student handbook. Collective living and academic life are governed by the same guiding principle: responsibility shared between staff and students. The objective is for everyone to achieve a sense of responsibility and autonomy. The Personal Development courses, contributing to enhancing commitment to the concept of personal development, are intended in that spirit.

### *4. Humanities and Social Sciences Requirements*

Over the course of the three years of the Program, the students have to follow at least two courses in Humanities and Social Sciences in order to graduate.

## **Article 8.** **Coursework and Final Exams**

Knowledge acquisition is assessed in either of the following two ways, as determined by the instructor of each course:

- ▶ Coursework throughout the semester (e.g. take-home/in-class assignments, group work, quizzes, etc.).
- ▶ Coursework as described in the bullet above AND a final exam.

Coursework allows for students’ progress and knowledge acquisition to be regularly monitored; as such, it must consist of at least 50% of the final grade for courses lasting more than 8 weeks.

The final exam schedule is communicated to students by the Bachelor Program Office. Once final exams are corrected, and final grades are approved by the Academic Council, corrected final exam copies are then made available to students upon request.

In order to request a copy of their corrected final exams, when applicable, students must submit their request via email to the Academic Support, within the deadlines communicated by the Bachelor Pro-

gram Office. Exam copies are provided electronically.

All final exam copies are archived until the students who took the exams graduate. After this date, 1% of the total exam copies per course, or at least 3 copies, will continue to be archived while the other copies are destroyed.

## Article 9. Attendance

Attendance at all classes and exams is mandatory.

Absence and tardiness disrupt class for others and may adversely affect the coursework grade. More than three unexcused absences from courses with small groups such as tutorials, labs, seminars, sports and language classes or two unexcused absences from courses lasting under 8 weeks per semester, will result in a maximum coursework grade of C. Absences and tardiness during lectures can be penalized by the lecturer and may impact the coursework grade.

Absences and tardiness may also be further penalized by the Academic Council.

All absences should be notified and justified with appropriate documentation within 7 days. The Bachelor Personal Development team (coaches) is charged with validating the documentation provided to justify absences from class and/or exams, and is responsible for excusing absences.

It is the responsibility of each student to make up for missed classes and to inform the professor(s) concerned. Acceptable reasons for absences, which must all rely on written justification, are the following:

- ▶ Medical reasons;
- ▶ Family emergency (*e.g.* death of a relative);
- ▶ Obligation set up by the École Polytechnique Bachelor Program (*e.g.* a student representative asked to miss a class to attend a Committee);
- ▶ Administrative obligation (*e.g.* a student who has to attend to a mandatory civic duty).

Absences for other reasons should still be notified, but will not be excused. Repeated absences, whether excused or not, having a significant impact on academic performance, may result in discontinuation of the studies for the year or permanently. Typically, absences of over three consecutive weeks and/or absences throughout the final exams and make-up exams period are considered to have a significant impact. The Director General makes such decisions based on recommendations provided by the Academic Council.

## Article 10. Plagiarism and Cheating

Evaluation of knowledge acquired throughout the course seeks to assess students' individual and group work skills. All coursework produced by students must be his/her own personal work, or the work

of his/her group for instances involving groupwork.

Plagiarism means the representation of another's work, published or unpublished, as his/her own in any academic writing (*e.g.* essay, thesis, research report, project or assignment) submitted in a course, whether the material so represented constitutes a part or the entirety of the work submitted. École Polytechnique reserves the right to employ the means necessary to identify plagiarism and cheating, and to prosecute such offences in accordance with the institution's rules and regulations.

All infractions during exams may lead to a disciplinary procedure brought forth against the student concerned. In the event of a flagrant case of cheating or attempted cheating, the exam invigilator shall take all appropriate measures to stop the cheating, or attempted cheating, while allowing the suspected student(s) to complete their exam. Materials or resources used to support cheating shall be submitted to the Bachelor Program Office. The latter will transmit it to the Disciplinary Committee which will use the evidence to establish the facts of the situation. The invigilator shall immediately draft a report, which must be signed by the other invigilators present, as well as by the perpetrator who cheated/attempted to cheat. When the perpetrator refuses to sign, this shall be reflected in the report.

Plagiarism, cheating or attempted cheating may result in an F grade given by

the instructor and in possible prosecution before the Disciplinary Committee. In cases in which plagiarism, cheating or attempted cheating is proven, consequences may range from receiving an F for the coursework and/or exam concerned to permanent expulsion from École Polytechnique.

### **Article 11.** **Make-up Exams**

Make-up exams are scheduled for each semester and take place during the timeframe outlined in the academic calendar provided to students. When a student has an excused absence from a final exam, then s/he automatically has the right to a make-up exam.

Unexcused absences from exams may result in a grade of F for the relevant exam(s) and do not allow access to make-up exams.

The result of the make up exams, in addition to the results related to other coursework, allows the instructor to attribute a letter grade (A+ to F) in accordance with the terms outlined in Article 7 (Grading). Students who fail the make-up exam are, like other students, eligible to participate in remedial exams.

### **Article 12.** **Remedial Exams**

When a student does not receive ECTS credits for a course given his/her poor

academic performance, s/he may take a remedial exam. Remedial exams take place during the timeframe outlined in the Academic Calendar. Content of remedial exams is guided by the courses a student failed (*i.e.* the courses in which they received a grade of E or F). École Polytechnique does not offer remedial exams for courses taken abroad.

When a student passes a remedial exam, s/he can only receive a maximum grade of C. This grade replaces the failing grade initially obtained.

Absence from a remedial course exam, whether excused or unexcused, results in an automatic failure of the exam.

## Article 13.

### Promotion

Degree conferral requires at least 180 ECTS credits obtained through the course of at least six semesters. All students are required to obtain these credits and to graduate with no more than 4 years; the Academic Council may provide an exception to this rule in exceptional circumstances (*e.g.* medical issue). This four-year rule may be waived for handicapped students, whose progression requirements will be defined on an individual basis by the Academic Council, taking into account the specific handicap of the student.

Promotion from one year to the following requires to have followed courses for

at least 60 ECTS credits per year. Promotion from one year to the next is not automatic and only occurs once approval is granted by the Academic Council and Student Progression Committee.

Promotion and repeating a year for the Bachelor Program's three years occurs as follows:

#### ► Year 1

- Upon completion of at least 60 ECTS credits: promotion to Year 2, specialization selections pending review by the Academic Council/Student Progression Committee;
- Upon completion of 59 ECTS credits or fewer: readmission to Year 1 reviewed by the Academic Council/Student Progression Committee.

#### ► Year 2

- Upon completion of at least 120 ECTS credits: promotion to Year 3;
- Upon completion of 119 ECTS credits or fewer: readmission to Year 2 reviewed by the Academic Council/Student Progression Committee.

#### ► Year 3

- Upon completion of at least 180 ECTS credits: degree conferred;
- Upon completion of 179 ECTS credits or fewer: readmission to Year 3 reviewed by the Academic Council/Student Progression Committee.

The Student Progression and Graduation Committee may provide exceptions to the rules stated above.

## Article 14. Appeal Procedures

### 1. *Grade Appeal*

In the event of a grade appeal, a written, duly justified and signed request must be sent to the instructor in charge of the relevant course and copied to the Director or Dean of the Bachelor Program within two weeks of the first business day following the publication of results.

The decision to modify the challenged grade belongs to the instructor in charge of the course.

The instructor may re-evaluate a paper or exam when appropriate in a manner devised by himself/herself and communicated to the student concerned.

### 2. *Appeal of a Decision of the Student Progression Committee*

In the event of an appeal against the decision of the Student Progression and Graduation Committee, a written, duly justified and signed request must be sent to the Chairman of the Committee (see art. 19) within two weeks of the first working day following the publication of the decision.

The right to modify the challenged decision belongs to the Chairman of the Committee.

## Article 15. Leave of Absence

A leave of absence may be granted for students in compelling circumstances. Leaves of absence are considered for students who plan to undertake an activity that is consistent with their academic and professional goals. Leaves of absence are only granted one time to current students for after Year 1 or Year 2. Such leave must be requested in writing and must be addressed to the Director General. The letter which must state the exact dates of the leave, should outline the reason(s) for the leave of absence, how this leave advances the student's academic/professional goals, and how it is consistent with his/her academic path at École Polytechnique. Any relevant supporting documentation should also be submitted.

Typically, a leave of absence takes place for one academic year from September to August; therefore, leave requests must be submitted to the Bachelor Program Office by June 30 immediately preceding the leave.

The ability to make decisions concerning leave requests is vested in the Leave of Absence Committee, which is composed of the following members:

- ▶ Director General
- ▶ Provost (or his/her delegate)
- ▶ Director and the Dean of the Bachelor Program
- ▶ Bachelor Program Head of Personal Development



- ▶ At least two Bachelor Program Academic Advisors
- ▶ At least one student representative

If approved, the student concerned is required to maintain regular contact with the Bachelor Program Office and must keep the Office up-to-date on his/her situation during the leave; the nature of this contact is determined upon approval of the leave of absence by the Leave of Absence Committee. Students who receive financial aid are ineligible to receive such funding during their leave.

In the event the Leave of Absence Committee refuses to grant leave to a student, he/she may contest this decision in the French judicial system within two months after the date the requestor receives the Leave of Absence Committee's decision.

## Article 16. Expulsion

A student may be expelled for disciplinary reasons and/or for poor academic performance. A decision to expel a student permanently for disciplinary reasons is taken by the Director-General, according to the recommendation of the Disciplinary Committee, which may meet on the recommendation of the Bachelor Program Academic Council or the Bachelor Program Office.

A decision to expel a student permanently for poor academic performance is made by the Student Progression and Graduation Committee after the student has been allowed to assert his/her position.

## Section 4

### Bachelor Program Academic Council

#### Article 17.

##### Organization and Membership

*Members of the Bachelor Program Academic Council are:*

- ▶ the Vice Provost for Education,
- ▶ the Director and the Dean of the Bachelor Program,
- ▶ the Bachelor Program Head of Personal Development,
- ▶ Bachelor Program Academic Advisers,
- ▶ Bachelor Program first-, second- and third-year officers,
- ▶ the Manager of Academic Records,
- ▶ student representatives.

It is chaired by the Vice Provost for Education or by the Director or Dean of the Bachelor Program in his/her absence. The Council may also invite guests, such as instructors and departmental representatives as needed.

#### Article 18.

##### Role of the Bachelor Program Academic Council

The Bachelor Program Academic Council is tasked with checking and validating the grades awarded to students.

Taking into account any particular circumstances which may affect the personal and academic progress of each student, the Academic Council formulates recommendations to the Student Progression Committee. More specifically, it advises on students' double majors or specializations, the electives and supplementary courses they can pursue, and their choice of university for the semester abroad.

The Academic Council reviews program components and makes recommendations as to areas for improvement. It analyses the course evaluation forms completed by students and acts as an advisor for continuous improvement.

The minutes of the Academic Council are prepared under the supervision of the chairperson who signs them.

The Bachelor Program Office undertakes the secretarial duties of the Academic Council.

## Section 5

### Student Progression and Graduation Committee

#### Article 19. Organization and Membership

The Student Progression and Graduation Committee's voting members are:

- ▶ the Provost,
- ▶ the Vice Provost for Education,
- ▶ the Director and the Dean of the Bachelor Program,
- ▶ Bachelor Program Academic Advisers,
- ▶ the Director of Military Training and Personal Development or his/her representative.

It is chaired by the Provost or the Vice Provost for Education in his/her absence.

A preliminary Committee meets prior to the Student Progression and Graduation Committee. Its membership is extended to the following members, acting in an advisory capacity:

- ▶ the Bachelor Program Head of Personal Development,
- ▶ Bachelor Program first, second- and third-year officers, student representatives.

The Manager of Academic Records is also present during the whole duration of the Committee, acting in an advisory capacity.

#### Article 20. Role of the Student Progression and Graduation Committee

Promotion from Year 1 to Year 2 and from Year 2 to Year 3, as well as graduation approval occurs after deliberation of the Student Progression and Graduation Committee. It bases its decisions on all the results achieved by students, taking into account the recommendations from the Academic Council.

The decisions of the Student Progression and Graduation Committee are final. The Committee may, after deliberation, modify or compensate each grade and/or decide to award one or more additional ECTS credits to students.

The Student Progression and Graduation Committee may impose sanctions on the grounds of poor academic performance, which can extend to permanent expulsion of the student concerned.

The minutes of the Student Progression and Graduation Committee are prepared under the supervision of the chairperson who signs them. The Bachelor Program Office undertakes the secretarial duties of the Student Progression and Graduation Committee.

## Section 6

### Disciplinary Committee and disciplinary sanctions

#### Article 21.

##### Disciplinary sanctions

As stated in article 53.6 of *École Polytechnique Rules and Procedures*, any misconduct and/or failure to comply with the rules stated in *École Polytechnique Rules and Procedures*, in this *Academic Handbook* or in the *Code of Student Conduct*, may lead to the following disciplinary sanctions for the student concerned:

- ▶ A warning;
- ▶ An official blame;
- ▶ Temporary exclusion of up to one month;
- ▶ Permanent expulsion from École Polytechnique.

The warning is issued by the Director General after the student concerned has been put in a position to assert his/her rights. The other sanctions are issued by the Director General, upon advice of the Disciplinary Committee.

#### Article 22.

##### Disciplinary Committee

The Disciplinary Committee meets at the request of the Director General, upon recommendation of the Bachelor Program Academic Council, the Bachelor Program Academic Team and/or the Bachelor Program Personal Development Team. As stated in *École Polytechnique Rules and Procedures* the Disciplinary Committee may impose sanctions on disciplinary grounds, which can extend to permanent expulsion of the student concerned. The Disciplinary Committee includes representatives from École Polytechnique Faculty as well as student representatives, and is chaired by a Professor from École Polytechnique.

## Section 7

### Transcript and Degree

#### Article 23. Transcript and Degree Award Procedures

Diplomas and transcripts are personal documents which may only be given to the individuals concerned or their legal representatives.

At the end of each semester, students receive a transcript summarizing the grades and ECTS credits achieved. Transcripts also include a GPA for each semester and a cumulative GPA. GPAs are based on a scale of 4.0 and are weighted and calculated as follows:

A+	4.3
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C	2.0
D	1.0
E/F	0

At the end of the Program, the student is awarded École Polytechnique Bachelor of Science and the French *grade de licence*,

provided s/he has met all administrative and academic requirements.

There is no indication of ranking on the diploma. However, distinctions awarded to certain students are inscribed on the diploma, as follows:

- ▶ Summa cum laude: this distinction is awarded to students who graduate with a cumulative GPA of 4.0 or more;
- ▶ Magna cum laude: this distinction is awarded to students who graduate with a cumulative GPA of 3.9 or more, up to 4.0;
- ▶ Cum laude: this distinction is awarded to students who graduate with a cumulative GPA of 3.7 or more, up to 3.9.

A valedictorian in each double-major is designated based on the highest cumulative GPA.

These distinctions are awarded by the Student Progression and Graduation Committee to recognize those students who have distinguished themselves by their academic excellence, their sustained efforts and their involvement in their class year and in École Polytechnique.

*Revised  
June 2022*



# BACHELOR PROGRAM CODE OF STUDENT CONDUCT

This is the latest version of the *Code of Student Conduct*. It will be updated as needed.

Students will be formally notified should changes be made in this document.

## General principles

The Bachelor Program Code of Student Conduct is aligned with current French laws. Therefore, all the provisions of the French Civil Code and Penal Code are in force within it. The Bachelor Program Code of Student Conduct supplements École Polytechnique's Rules and Regulations (*Règlement intérieur*). It aims to structure community life by formally describing the behavior expected of students. Students in the Bachelor Program are voluntarily pursuing studies at a scientific institution overseen by the Ministry of the Armed Forces, and they abide by its rules.

École Polytechnique offers an environment that fosters the pursuit of knowledge through academic work and

research and is conducive to personal development grounded in the military tradition. Upholding respect for diverse backgrounds and behaviors, École Polytechnique seeks to help students grow into responsible adults while guiding them through the academics of the Bachelor Program. Students are therefore expected to abide by the following:

- › Integrity in academic and personal life
- › The pursuit of excellence
- › Open-mindedness
- › Community spirit and mutual care
- › The commitment to serve the public good.

École Polytechnique strives to give all students the chance to realize their full potential and to cultivate the different aspects of their personality within the setting of the Bachelor Program. This Code of Student Conduct, which is based on the fundamental principles of respect for persons and property, represents the guarantee that every individual will be able to enjoy a peaceful coexistence on campus.

École Polytechnique is composed of students, faculty and staff from very

diverse backgrounds, who are engaged in learning, teaching, research, sports and other activities. All members of this community are devoted to creating a positive environment in which respect, civility, diversity and inclusiveness are paramount. This Code of Student Conduct reflects École Polytechnique's commitment to these values and attempts to ensure that all community members can be fully active and engaged in all of the institution's undertakings.

## I. Responsibility

École Polytechnique believes that students need to play an active role in the collective and individual responsibility to enforce this *Code of Student Conduct*. Academic life and student life are governed by a shared philosophy: individual and collective responsibility and understanding of rights and obligations.

At the beginning of the program, students commit formally to assuming these responsibilities by signing a charter of good conduct, an example of which appears at the end of this *Code of Student Conduct*.

The administration of École Polytechnique reserves the right to react decisively in case any rules are breached, particularly with regard to respect for persons and communal property.

## II. Daily Life

### 1. Respect for others

**Politeness and courtesy** demonstrate the mutual respect that should be shown to members of the community at large and particularly to those of École Polytechnique, whether they are students, instructors or administrators.

Each member of the École Polytechnique community must **respect the dignity** of other community members and must treat them fairly and equitably. In addition, all members have a responsibility to promote and maintain an environment free of any form of harassment and discrimination. As such, no member of the community is permitted to create a condition that unnecessarily endangers, threatens or undermines the health, well-being or dignity of others.

**Respect for diversity**, particularly differences in gender, religion, beliefs, nationality, culture, social origin, geographic origin and physical ability should guide all daily actions and the relations among students and between students and the rest of the community.

**Self-respect and respect for others** are demonstrated through perseverance in academic, social, extracurricular, on- and off-campus commitments, and in personal moral commitments.

Students must **be considerate of their peers' need to study, concentrate and rest** by limiting noise disturbances and by not disrupting their sleep. No noise of



any form will be accepted in the housing accommodation after 10p.m in accordance with French law.

Groups of students may not make noise near study areas and lounges. Disruptive use of a device (*e.g.* telephone, laptop computer, stereo, radio, etc.) is prohibited between 10p.m. and 7a.m.

Unless students are granted special permission to be absent, their **attendance in class and at scheduled activities is mandatory**. Students are expected to **comply with posted schedules**. École Polytechnique is especially strict about beginning class on time.

The use of cell phones in class is prohibited.

**Dress code:** Respect for others is demonstrated through proper clothing as well as through proper behavior, during academic activities as well as in daily life. Modest, appropriate clothing correlates closely to the concentration needed to work seriously and efficiently. In lab premises and during sports activities, clothing must be in accordance with safety regulations.

Athletic attire is reserved exclusively for physical education classes.

When Bachelor Program students participate in major events at École Polytechnique (*e.g.* ceremonies, lectures, visits by figures of authority, etc.) or in certain examinations (*e.g.* a defense with a jury), they must wear business attire (*e.g.* full

suit with dress shirt and tie; skirt/pants/dress and blazer).

**Hygiene:** Individual bathroom facilities and École Polytechnique laundry rooms are available so students can maintain personal bodily hygiene and wash their clothing. These personal hygiene rules must be observed for self-respect as well as respect for others.

It is strictly prohibited to bring animals onto the École Polytechnique campus, including in the student residences.

Students should **be considerate toward École Polytechnique staff** by trying to facilitate their work.

Students **must respect everyone's privacy**. In particular, they must limit the number of people not affiliated with the institution whom they bring into the student residences. When receiving visitors, students must stay with the visitor and ensure that the visitor behaves appropriately.

## 2. Respect for the living environment

Community life is grounded in **respect for property and people**. Students are expected to make sure not to damage the equipment and facilities made available to them and to safeguard their living environment from any defacement.

Students are prohibited from using École Polytechnique's facilities, resources, equipment or services for reasons unrelated to the institution's activities. Fur-

thermore, students are forbidden from stealing, destroying, defacing or damaging École Polytechnique's property, and students are not to harbor stolen or illicit materials on campus.

**Housing** on campus: Students are tenants of a room in a communal building on campus. They may not sublet this room.

Subletting one's room may lead to an exclusion from the students residence.

They may not house a third party for free over a prolonged period. Should a student wish to host for a short period an overnight guest who does not hold a housing agreement on campus, the guest should be registered at the housing office for the purpose of the invitation. They receive a lease, sign a move-in inspection form and pay a security deposit that will be returned to them when they leave, based on the move-out inspection.

They pay rent on a monthly basis. They are responsible for the upkeep of their accommodation. The special terms and conditions of maintenance and use of their accommodation are subject to separate regulations published by the housing office. A rental lease is signed by both parties upon arrival on campus. Smoking is prohibited in common areas and individual rooms.

Students have access to **common areas** (e.g. shared kitchen, lounge, meeting rooms). The daily upkeep and compliance with hygiene measures in these common areas are everyone's responsibility. Should

the common areas be found in a state that prevents them to be maintained by the cleaning staff, they can be closed temporarily by decision of the housing office and/or the DFHM.

Students agree to facilitate the inspection and maintenance of the rooms and other housing facilities that are done regularly by the Personal Development Officers and housing staff. The rooms are usually inspected in December and May.

### 3. Freedom of expression

**Philosophical, religious or political opinions or beliefs are free** and may be expressed in public or private during activities that are authorized and approved by the administration of École Polytechnique. This is particularly the case for lectures, discussions or forums organized by students. This does not mean that individuals may say whatever they wish, wherever they wish: expression may be restricted when it violates the French law. Different opinions should be stated in way that guarantees mutual respect and civility. In addition to Article 24 of the Code of Conduct with regard to the principles of the separation of church and state (laïcité), due to its special status under the oversight of the Ministry of the Armed Forces, École Polytechnique has military and civil defense chaplaincies within the Department of Personal Development and Military Training (DFHM). They advise the administration and provide religious and moral support to students and staff of École Polytechnique. The

chaplains are organized by faith (*i.e.* Catholic, Jewish, Muslim, Protestant). Freedom of expression shall not, by action, threat or otherwise, intentionally obstruct the institution's activities. Such activities include teaching, research, studying, administration, sports and events.

**Students may express themselves freely** through poster campaigns, newspapers or computing channels set aside for that purpose. Messages may not include insults, personal attacks, harm to human dignity, discriminatory, racist or sexist statements, or opinions that are likely to harm École Polytechnique or the Ministry under which it falls. The individuals who publish the messages, which may never be anonymous, are responsible for them.

When students have reason to communicate with an audience outside École Polytechnique (*e.g.* news reports, journalism, promotion), they must first **consult with** the Offices in charge of Marketing, International Relations or Communications. Students should observe caution when using social networks so as to avoid endangering their own or others' reputation by what they post on these networks.

Students who wish to report a specific problem to the administration or who would like to react to an event or procedure have the following options:

- ▶ Meet with a member of the DFHM to discuss the issue
- ▶ Refer the matter to the elected student representative bodies
- ▶ Contact the relevant person or the Bachelor Program Office

- ▶ If they feel they have not been heard, they may send an e-mail to the relevant administrator, up to the level of Director-General.

Students are represented by **Student Representatives for each class and the l'ORE (student organisation)**, both elected. Student Representatives are elected at the beginning of each academic year. They participate in the Academic Councils and provide student feedback to faculty and administration. The **l'ORE board** is usually elected at the end of the first year and is active during the second year. Its role is to organize extra-curricular activities and build school spirit. Positions are not cumulative

#### 4. Right of publicity

Unless specified explicitly in writing, all students grant École Polytechnique the **right of publicity** (*i.e.*, the right to use an individual's personal portrayal) during their time at the institution and beyond, for communication purposes and to promote the institution.

The form pertaining to the right of publicity is included in the online enrolment form.

In addition to complying with the provisions of Article 26 of École Polytechnique's Code of Conduct regarding respect for privacy and the right of publicity, images are stored and circulated in strict compliance with the rules on the protection of human rights and of an individual's image. In particular, the French Law on Information Technology, Data

Files and Civil Liberty regarding the automated processing of personal data is enforced.

New-generation telephones and drones make it possible to capture, store and circulate images. They should be used in compliance with all legal provisions and not harm others or the operation or reputation of École Polytechnique. Breach of personal privacy or harm to reputation are subject to criminal penalties.

## 5. Authorizations

The Director of Military Training and Personal Development is responsible for tracking the administrative status of students in the Bachelor Program (*i.e.* attendance, absence) and the issuance of authorizations for absences.

In accordance with Article 9 of the Bachelor Program Handbook, attendance of all classes and exams is mandatory.

Absence and tardiness disrupt class for others and may adversely affect coursework's grade. More than three unexcused absences in courses with small groups such as tutorials, labs, seminars, sports, and language classes or two unexcused absences from courses lasting under 8 weeks per semester, will result in a maximum coursework grade of C. Absences and tardiness during lectures can be penalized by the lecturer and may impact the coursework grade.

Absences and tardiness may also be further penalized by the Academic Council.

All absences should be notified and justified. The Bachelor Personal Development team is charged with validating the documentation provided to justify absences from class and/or exams, and is responsible for excusing absences. Acceptable reasons for absences, which must all rely on a written documentation, are the following:

- ▶ Medical reasons;
- ▶ Family emergency (*e.g.* death of a relative);
- ▶ Obligation set up by École Polytechnique itself (*e.g.* a student representative asked to miss a class to attend a Committee);
- ▶ Administrative obligation (*e.g.* a student who has to attend to a mandatory civic duty).

Absences for other reasons should still be notified, but will not be excused.

It is the responsibility of each student to make up for all missed classes and to inform the professor(s) concerned when absent.

Personal Development Officers and the staff of the Bachelor Program Office contact each other promptly when they learn that a student is going to be absent.

For health-related issues, students should talk to their Personal Development Officer.

Permission to depart early or return late from school vacation is granted in exceptional cases. Early departures or late returns that are not excused by an occurrence of force majeure are automatically penalized. The penalty may be as severe as suspension.

### III. Vacation

School vacation dates are listed in the annual calendar set by the Bachelor Program Office.

For safety reasons, when students leave the institution, they inform their Personal Development Officer where they are going and provide an emergency contact in the event of an accident.

### IV. Student Extracurricular Activities

#### 1. Ethos

Students are encouraged to create extracurricular activities in a variety of areas (e.g. cultural, athletic, social, scientific, etc.) in order to promote personal growth, foster community spirit and raise the profile of École Polytechnique.

These activities are organized with the support of École Polytechnique within a regulated structure that is compatible with the values and principles set out in this Code of Conduct.

There is an elected student council called the L'Ore that plans these extracurricular activities.

#### 2. Parties

Students who wish to organize a party or an event on campus should request prior authorization at least 15 working days before the selected date using the

dedicated form. Depending on the size of the party, two at least of the organizers must be over 18. They must attend a training session organized by the counselling services and sign the charter of Student Associations and Activities (Appendix B).

### V. Discipline and safety

Students are required to abide by the rules and regulations of École Polytechnique. École Polytechnique reserves the right to lodge a complaint against a student who commits wrongful acts. The penalties for educational and academic infractions are outlined in École Polytechnique Rules and Regulations.

At École Polytechnique, discipline is inseparable from the trust placed in students and may not be an end in and of itself or a way to eliminate a problem. Rather, discipline is part and parcel of a single educational approach.

#### 1. Penalties

As stated in article 53.6 of École Polytechnique Rules and Procedures, any misconduct and/or failure to comply with the rules stated in École Polytechnique Rules and Procedures, in this Academic Handbook or in the Code of Student Conduct, may lead to disciplinary sanctions for the student concerned. A student committing fraud or complicit in committing fraud, or a student who attempted fraud upon registration, during a course exam or a final exam, or a student committing an

act that harms the organization or operation of École Polytechnique, may be subject to disciplinary action.

Acts that harm the organization or operation of the institution include but are not limited to the following:

- ▶ violation of the regulations of École Polytechnique;
- ▶ violation of the law;
- ▶ physical aggression;
- ▶ theft;
- ▶ threats;
- ▶ hazing;
- ▶ harassment;
- ▶ acts of hostility;
- ▶ sharing hurtful, personal, or disparaging information or images of/about others via social media platforms;
- ▶ behavioral consequences of alcohol use;
- ▶ consumption of drugs and behavioral consequences of drug use;
- ▶ intentional or unintentional damage;
- ▶ document forgery;
- ▶ computer crime;
- ▶ conscious or unconscious endangerment of other people.

Penalties are determined on an individual basis and are proportional to the infractions committed. To the extent possible, they fit the infractions:

- ▶ Warning;
- ▶ Official blame;
- ▶ Suspension from École Polytechnique and/or temporary banning from the student residence for a maximum of one month;
- ▶ Expulsion from École Polytechnique and/or from the student residence.

Damage inflicted by a group of students may be repaired through an act of community service.

The Director-General makes the decision after receiving the recommendation of the Disciplinary Committee.

The Director of Military Training and Personal Development is authorized by the Director-General to decide on penalties involving community service and a warning.

The decision made by the Director-General after the Disciplinary Committee meets is conveyed orally to the student as well as the student's parent/legal guardian after the Disciplinary Committee's meeting in case the student is minor. It is confirmed through a letter sent to the student as well as the student's parent/legal guardian in case the student is minor.

## 2. Personal safety

Students are required to enroll in a public health insurance plan and to take out third-party liability insurance that covers damage they may cause. They submit their documents to the Bachelor Program Office.

École Polytechnique is obligated to guarantee the safety of students who are on the premises.

For that purpose, several measures and systems are in place to prevent accidents and deal with emergency situations that may arise.

When s/he is on duty at École Polytechnique, the Personal Development Officer is the first person who should be contacted in case of an accident that does not present immediate danger.

All community members should always be aware of fire hazard. Safety standards for institutions that are opened to the public are legally mandated and must be observed. Fire detection systems are installed in numerous locations and there are regular fire drills.

It is prohibited to activate fire alarms, play with fire extinguishers and use wedges to prop doors open and block them from traffic. Because it is vital to abide by safety measures, all infractions will be severely punished.

#### *Injury or emergency situation*

Students who get injured or find themselves in an emergency health situation should contact the SPIS (Fire and Safety Department) directly. The SPIS may be reached at +33 1 69 33 34 33 from a mobile phone or at 3433 or 18 from an École Polytechnique internal land line.

After responding and assessing the situation, the SPIS transfers the alert to the relevant services (Personal Development Officer, on-call DFHM officer, Medical Service, paramedics, firefighters, etc.).

In case of a less serious emergency during normal business hours, students should visit École Polytechnique's Medical Service. The office staff will check them in and direct them to an on-duty doctor or nurse.

In all cases, students must immediately notify or have someone else notify their Personal Development Officer or, if the Personal Development Officer is not available, the DFHM officer on duty, who can be reached 24/7 at +33 6 82 42 32 55.

### **3. Security of property**

#### *Building access*

Students have access to most buildings at École Polytechnique in accordance with the policies established.

In order to guarantee safety inside buildings and to prevent unauthorized access, all community members should keep the entrances to buildings closed. They are opened with an individual electronic badge issued to each building occupant.

The doors to the studios are equipped with a cylinder that corresponds to a master key system set up by the locksmiths in the Facilities Department. Tenants are strictly prohibited from replacing this cylinder with their own cylinder.

If students wish to hold a group activity in a location used for academic purposes (e.g. classroom, lecture hall), they must submit a request to use the site through École Polytechnique's intranet and wait for permission to be granted. They are then responsible for the site and the resources that are found in it permanently (e.g. tables, chairs, video projector, etc.), and they must leave the site clean and orderly. Any damage found will be attributed to the student who requested the use of the premises.

Students are responsible for their belongings. It is up to them to protect themselves from theft by locking their doors and putting valuable items away. Possession of dangerous objects is regulated by law. It is strictly prohibited for Bachelor students to transport and bear dangerous objects (*e.g.* weapons, guns, smoke grenades, etc.) on campus.

#### *Personal vehicles*

Personal vehicles may be driven on campus in authorized areas as long as they are insured and the driver holds the proper license. Normal traffic regulations apply to campus.

It is prohibited to drive and park on grassy areas. Drivers must park in authorized areas (student, laboratory or visitor parking) under penalty of stopping by École Polytechnique's Security Services or towing by an outside service.

#### **4. Alcohol and drugs policy**

- ▶ Students are expected to comply with the French law regarding alcohol and drugs.
- ▶ Minor students may not purchase or accept alcoholic beverages. This prohibition also applies to carry-out purchases of alcohol.
- ▶ Students may not possess or consume alcohol in an alcohol-free location. In particular, alcohol is prohibited in the shared kitchens and lounges of the Bachelor's students' residences. In general, the possession and consumption of alcohol are regulated within strictly designated locations which are autho-

rized by the administration of École Polytechnique.

- ▶ All students must abide by the Charter of Community life (appendix A)
- ▶ The possession or consumption of drugs is prohibited on École polytechnique campus.
- ▶ École Polytechnique acknowledges that there may be alcohol or drug medical emergencies in which the potential for disciplinary action could act as a barrier to students who want to seek medical assistance for themselves or others. When a student seeks aid for a peer experiencing an alcohol or other drug-related emergency, neither of the two will be subject to disciplinary action for the violation of the code of conduct title V.4. However, all information related to the incident will be documented in a report.

## **VI. Provisions Regarding Minors**

In France, the legal age to be considered an adult is 18. Minors are under 18.

If the Bachelor student is a minor, this Code of Student Conduct is signed at the beginning of the program by the student and his/her parent or legal guardian.

In addition, at the beginning of the program, the parent or legal guardian of a minor signs all authorizations regarding medical treatment and the processing of personal data.



If a minor student violates the policies set out in *École Polytechnique Rules and Procedures*, in the *Bachelor Program Academic Handbook* or in this *Code of Student Conduct*, the parent/legal guardian is notified.

Arrivals to and departures from campus remain the responsibility of the parent/legal guardian of a minor student.

Causing a minor to get drunk is subject to criminal penalties in France.

In terms of sexual relations, French law draws a distinction for minors depending on if the person is younger or older than 15. Persons under 15 receive extra protection, particularly if the partner is a legal adult. The law also addresses sexual relations between an adult and a minor between 15 and 18 years old; the adult may be prosecuted if a notion of authority is ascertained.

Furthermore, French law punishes adults (18 or older) who organize gatherings that include sexual exhibitions or sexual relations that a minor may witness or participate in.

### Dialogue between parents of minor students and the administration

Parent/legal guardians are notified promptly of their child's situation: repeated absences or tardies, academic difficulties, disciplinary problems, etc.

Parents may request a meeting with the administration. This meeting may

take place on-site or by telephone or videoconference.

## VII. Daily Life: Who does What?

Communicating directly and on an ongoing basis with the Director or Dean of the Bachelor Program, the Director of Military Training and Personal Development is responsible for overseeing the enforcement of this *Code of Student Conduct* by the students in the Bachelor Program. He is represented on a day-to-day level by the Head of Personal Development of the Bachelor Program.

The Bachelor students non-academic activities and structure is managed by the Department of Personal Development and Military Training, better known as the DFHM; the Head of Personal Development is a representative of this Department.

The students are organized into groups, each led by a Personal Development Officer (also called "coach") who is also a representative of the DFHM and who reports to the Head of Personal Development of the Bachelor Program.

# APPENDIX A

## Charter of Community Life

*Drafted jointly by the Prevention of Risks of Alcohol Misuse Student Task Force and the École Polytechnique Psychology Service*

In order to help students thrive on campus and to promote cohesion within each cohort, it is important to ensure that community life and festive events are pleasant for everyone.

It is vital that everyday life on campus take place in an environment that fosters respect for the people who work there (i.e., students and staff), for the groups involved in organizing events and for the premises.

Individuals and groups should always behave respectfully, while complying with the laws and regulations that apply to community life.

Responsible behavior is demonstrated by:

- ▶ Individual respect
  - Respect each student's freedom when it comes to individual participation in activities: special attention must be paid to direct or indirect incitement to consume alcohol.
  - Excessive consumption of alcohol does not excuse degrading behavior or statements targeting oneself or

others (violence, sexism, xenophobia, homophobia, etc.).

- Living in close vicinity to others does not give anyone the right to disturb others with excessive noise or to deface anything in any way.

▶ Attentive behavior

- Treat peers with kindness, particularly those in a state of vulnerability.

- Pay attention to the risky behaviors that may affect one's physical or mental health (occasional overconsumption of or dependence on alcohol or any other risky product or behavior, excessive desire to feel strong sensations, exposure to STDs, etc.).

- It is stressed that the consumption, sale or purchase of certain psychotropic drugs (cannabis, cocaine, ecstasy, hallucinogens) is prohibited on campus.

▶ Awareness of people and mechanisms available to help students

- Staff liaisons: Personal Development Officer, Medical Service, Psychology

Service, Security Command Center (can be reached by dialing 18),

- Task forces or study groups (Student Life Committee, Prevention of Risks of Alcohol Misuse, etc.), prevention initiatives, etc.

- ▶ Compliance with the law, regulations, the institution's Code of Conduct (or those of premises outside the institution, where applicable), hygiene and safety rules.
- ▶ Respect for École Polytechnique's reputation and its values, both on and off campus.

With full knowledge of the facts, I, the undersigned ..... confirm that I will behave responsibly, and I agree to do all that is required to abide by this Charter.

I am aware that I put myself at risk of penalties in case of a serious breach of the aforementioned policies. I am also aware that the École Polytechnique administration shares these goals that enable a fulfilling community life and that it encourages dialogue above all. To this end, it is always available to answer questions, respond to suggestions or assist with problems.

Date: .....

Signature



# APPENDIX B

## Charter of Student Associations and Activities



I, the undersigned \_\_\_\_\_,  
member of the following association of École Polytechnique: \_\_\_\_\_;  
acting as : \_\_\_\_\_ (president, treasurer, head of the association, member...),  
confirm that I will help prevent risky uses and behaviors related to festive or day-to-day  
activities and to addictive behaviors that are likely to occur within my purview.

As a member of an association of École Polytechnique, I am aware of my civil and criminal liabilities. Consequently, I agree to implement the procedures needed to prevent risks related to excessive alcohol consumption.

I have been informed that if needed, I may call on the available designated professionals on the École Polytechnique campus: DFHM – Psychology Service (3916), Medical Service (3906), Security (3433).

I am also aware of the personal development and counseling resources available to me (intranet references: “Welcome > Campus life > Medical and social services”).

Date: \_\_\_\_\_

Signature



**ÉCOLE POLYTECHNIQUE**

91128 PALAISEAU CEDEX

[www.polytechnique.edu](http://www.polytechnique.edu)