

Private School of Engineering and Technology

School regulations  
academic year 2023-2024  
Day Course

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## The SCHOOL RULES

The purpose of these School Rules is to define the rights and obligations of engineering students at the Private Higher School of Engineering and Technology (ESPRIT). Its purpose is to set out the conditions for student admission, the structure, the duration of studies, the rules for assessment, and the conditions for awarding diplomas. They also specify the ethical obligations of ESPRIT's community.

Article 1: The School Regulations are applied starting from the academic year 2021-2022. All previous school regulations are cancelled and replaced.

### **CHAPTER I: General principles of schooling**

#### **Article 2: Admission of students**

The general conditions for the admission of students, which is set by competitive examination based on qualifications and tests, the organization of the recruitment, the nature and program of any selection tests and interviews, the composition and the operating rules of the jury, shall be laid down by the Management of the School.

#### Article 3: Student enrolment

In order to take a course at the school, students must be registered. To do so, they must submit an enrolment file (diplomas, transcripts, medical records and work placement certificates) and pay the tuition fees for which they are liable within the deadlines set by the Administration.

- **Deferral of enrolment**

Deferral of enrolment is the possibility of postponing the current enrolment to a later date.

- Each student is entitled to one single deferral of enrolment for the entire duration of the course.
- A deferral request form must be completed and submitted to the school registrar's office.
- To benefit from the possibility of reimbursement of fees, applications for deferred enrolment must be submitted by 30 November of the academic year at the latest.
- If the deadline is met, the student is entitled to a refund of tuition fees excluding the registration fee.

- Cancellation of enrolment:

Cancellation of enrolment involves withdrawal from the academic year's enrolment and/or definitive withdrawal from the course. To initiate the cancellation process, a cancellation request form must be completed and submitted to the school's registrar's office.

There are three possible scenarios:

- a) the cancellation request is submitted before 30 November: the student is entitled to a refund of tuition fees excluding registration fees.
- b) the cancellation request is submitted between 1 December and 31 January: the tuition fees for the first instalment are retained and not refunded. The student is entitled to a refund of the remaining part of the tuition fees.
- c) the cancellation request is submitted on or after 1 February:  
No refund will be made.

#### **Article 4: Organisation of studies**

The academic year comprises two terms, each lasting 16 weeks, including two weeks reserved for examinations. The annual timetable, timetables, examination arrangements and work placements, as well as the school's cultural and social life, are communicated to students by the administration at the beginning of the academic year.

Training is organized as follows:

- **Basic courses:** spread over four terms (from term1 to term4). They enable the acquisition of essential knowledge based around the basic sciences (applied mathematics, physics, electronics, computing, languages, humanities and social sciences).
- **Advanced and specialisation courses:** These focus on the acquisition and use of basic concepts and techniques relating to each of the specialisations offered, namely: Computer Engineering (GI), Telecommunications Engineering (GT), Electromechanical Engineering (GEM) and Civil Engineering (GC).
- **Integrated projects:** An integrated project is planned each academic year. It aims to integrate the knowledge acquired in different modules by putting it into practice.
- **A final year project placement:** planned during the tenth term. It consists of

### **Article 5: Study Program**

The training program is structured into Teaching Units (UE). Each UE consists of one or more components of the teaching unit (ECUE), organised around common educational objectives. A number of ECTS credits (European Credit Transfer System) is assigned to each Teaching Unit, reflecting the overall workload the student is expected to undertake, taking into account both taught hours (HE) and self-directed study hours (HNE).

The program for each academic year totals 60 ECTS, with an average of 5 UEs per term, complemented by internships. Students must complete four internships during the 10 terms of study:

- A **human and social training internship** lasting 4 weeks.
- A **business immersion internship** lasting 6 weeks.
- An **engineering internship** lasting 8 weeks.
- A **final-year internship**, culminating in an End of Studies Project (ESP), lasting 28 weeks.

Each UE is described in a document containing the name of the UE coordinator, the hourly breakdown of the training (in-class integrated courses, practical work, workshops, projects, etc.), the number of ECTS credits for the UE, the list of its constituent modules along with their credits, the prerequisites, and a summary of the learning outcomes.

The modules themselves are detailed in module sheets (syllabi), which provide further information on the training and evaluation processes: specific prerequisites, learning outcomes, and detailed assessment methods.

### **Article 6: Study Structure**

To obtain the Engineering degree, students must complete a program of the following duration:

- **Five years:** For candidates whose highest academic qualification is a scientific baccalaureate.
- **Four years:** For candidates admitted to the first year of preparatory classes.
- **Three years:** For candidates admitted through national engineering school entrance exams, or those holding a higher technician diploma, a bachelor's degree, or any other equivalent scientific or technical qualification.
- **Two years:** For candidates admitted to the first year of a Master's program, the first year of an engineering cycle, or those holding a Master's degree.

Teaching is delivered through integrated courses, workshops, seminars, practical work, Project-Based Learning, Problem-Based Learning (PBL), and projects.

## **Article 7: Examination System**

### **7-1 The ECTS System**

The ECTS (European Credit Transfer System) is a credit transfer and accumulation system based on the transparency of learning outcomes and the learning process. Its aim is to facilitate the planning, the delivery, the assessment, the recognition, and the validation of teaching units.

In the ECTS system, learning outcomes form the foundation for assessing workload and, consequently, the allocation of credits. ECTS credits are assigned to study programs and their various components, designated as Teaching Units (UE), such as courses, dissertations, internships, laboratory work, etc.

A total of 60 ECTS credits corresponds to the workload of one full academic year. Each Teaching Unit is assigned a specific number of ECTS credits, which also serve as the coefficient for calculating the general average.

### **7-2 Student Evaluation**

The purpose of evaluation is to ensure that students have achieved the learning outcomes corresponding to the educational objectives of each ECUE (teaching unit component). The evaluation methods, established by the academic coordinators, are detailed in the module sheets and made available to students during the first session of each module.

The examination schedule is shared with students before each exam session and includes all the planned tests along with their modalities.

Final evaluation is conducted in two sessions:

- **A main session**
- **A resit session**

Continuous assessment includes various methods depending on the module's structure, such as participation, written and/or oral tests, practical exams, personalised assignments (individual or group work) resulting in a written report and/or an oral presentation.

### 7-3 Module Grade Calculation

For each module, an average is calculated based on the grades obtained in various knowledge assessment tests. The weighting coefficients assigned to these tests are determined by the module teaching structure, as follows:

Type of Tests	Continuous Assessment (CA)	Practical Work (PW) or Project	Final Exam
Exam Only			100%
CA + Exam	40%		60%
CA + PW (or Project) + Exam	30%	20%	50%
Type 1: PW (or Project) + Exam		20%	80%
Type 2: PW (or Project) + Exam		50%	50%

For integrated projects, the weighting may vary depending on the type of project.

### 7-4 Validation of Teaching Units (UEs)

During both the main and resit sessions, the validation of a UE is subject to the following conditions:

- If the overall average is **greater than or equal to 10/20**, the UE is validated, provided no individual module average is below 08/20, except for projects, which require a minimum average of 10/20.
- If the overall average is **less than 10/20**, the UE is validated only if the average is **greater than or equal to 10/20**.
- If the UE average is **below 08/20** in both the main and the resit sessions of the current year, the UE is not validated. The student may retake exams for the modules (within the UE) where the average is below 10/20 in subsequent sessions, under the ECTS credit validation system.
- The grade obtained during the ECTS credit validation session will be considered as the average for the UE in question.

- If the grade obtained is **greater than or equal to 08/20**, the UE is validated, except for projects, which require a minimum average of 10/20.
- The general average is calculated based on the weighted averages of the UEs, using their respective ECTS credits as coefficients.

## **Article 7: Conditions of Progression and Examination Procedures**

### **7-5 Conditions for promotion to the following grade level**

#### **Admission in the main session requires:**

- A general average of **10/20 or higher**.
- The completion of **60 ECTS** for the current academic year.
- **No pending ECTS** from previous years.

#### **Admission in the resit session requires:**

- A general average of **10/20 or higher**.
- **Pending ECTS** from previous years must not exceed **15**.

Students who do not meet the above conditions for admission to the following year level will be declared repeaters.

### **7-6 Resit Session**

Students not admitted in the main session are allowed to retake the final exam during the resit session. Two scenarios apply:

- If the general average in the main session is **below 10/20**, the student may retake all modules with an average below **10/20**.
- If the general average in the main session is **10/20 or higher**, the student may retake modules with an average below **10/20** for unvalidated UEs (with an average below 8/20), whether they pertain to the current year or previous years.

#### **Validation of Integrated Projects**

Integrated projects cannot be retaken in the resit session. Instead, they must be validated during a special project validation session, provided the student has passed the current year. Repeaters must attend all supervision sessions again to validate the integrated projects.

#### **Retaking an Exam**

When retaking an exam during the resit session, the new score replaces one of the main session scores (continuous assessment or final exam), using the corresponding weight. The best possible module average is retained. The three scenarios are:

1. If the resit score, considered as the exam grade, improves the module average, it is retained (iteration 1).

2. If the resit score, considered as the continuous assessment grade, improves the module average, it is retained (iteration 2).
3. If the main session average remains higher than those from the resit iterations, it is retained.

## 7-7 Repetition

Repetition is allowed only **once per training cycle**. In such cases, two scenarios apply:

- **If the UE was validated in the previous year with an average of 10/20 or higher:**

The student may retake any module associated with the UE to improve their overall average. The new module average is calculated based on the evaluation method described in the current year's module sheet and will be retained only if it is higher than the previous average.

- **If the UE was not validated in the previous year (average below 10/20):**

The student must retake all modules within the UE with an average below 10/20. In this case, all previous grades are reset, and the student is required to attend all sessions and participate in all assessments. Students may also retake modules with averages above 10/20 to improve their overall average.

In addition, the student must attend any new modules introduced in the study plan and consult the head of the department for changes made to the UE (e.g., addition/removal of modules or changes to module coefficients).

## 7-8 Examination Rules

During exams, students are required to adhere to the following rules:

- **Arrival:** Students must arrive **15 minutes before the exam start time**, carrying their student ID or another valid ID (national ID or passport). Students without identification will not be allowed entry and will be marked absent.  
*PS: No special permissions will be issued by the academic office.*
- **Attendance Sheet:** Students must sign the attendance sheet at the beginning and the end of the exam.
- **Exam Paper:** Students must fill out all required information on the exam paper header and number each page submitted.
- **Late Arrival:** Students arriving more than **30 minutes late** will not be admitted. Students arriving late will not receive additional time.
- **Leaving the Room:** Students may leave the room only after **30 minutes** have elapsed. Leaving during the exam is prohibited except for special medical cases, which require pre-approved documentation.

- **Electronic Devices:** the use of phones or laptops during exams is strictly prohibited.
- **Material Sharing:** Exchanging materials (e.g., pens, calculators) between students is not allowed.
- **Absence:** Absence from an exam, practical test, or supervised assignment results in a **zero**.
- **Submission:** Students must submit their exam papers at the end of the exam.

The supervising instructor is responsible for announcing and enforcing the rules to ensure a smooth examination process.

## **Absence and Fraud Management, and Internship Policies**

### **Absence from a Final Exam or Supervised Test**

- **Unjustified Absences:**  
Any unjustified absence from a final exam will result in a grade of **zero**. Students may still attend the resit session if the corresponding UE (Unit of Education) is not validated during the main session.
- **Justification for Absences:**  
Only specific circumstances are accepted as valid justifications for missing a final exam:
  - Accidents
  - Contagious illnesses
  - Hospitalisations
  - Death of a close relative

**Note:** Medical certificates alone are not sufficient as justification. Exceptional requests to retake exams are handled on a case-by-case basis. These requests must be accompanied by supporting documents submitted to the academic office, which will verify the justification and consult with the relevant head of departments before making a decision.

### **Absence from Intermediate Evaluations (e.g., TP, Continuous Assessments, Tests)**

Students must submit a valid justification (e.g., hospitalization, medical certificate) to the academic office. The office will verify the documentation and inform the relevant parties.

## **Fraud Management**

- **Consequences of Fraud or Attempted Fraud:**  
Any act of fraud or attempted fraud during a supervised test or final exam may result in the student being summoned before the disciplinary council. Sanctions may include:

- Warnings or reprimands
- Ban on attending one or two exam sessions
- Ineligibility for grade adjustments
- Denial of participation in international mobility programs
- Suspension from the school for up to **one academic year**
- Temporary ban on re-enrolment for up to **two academic years**
- **Permanent expulsion** from the school.

## Internship Requirements

Internships are mandatory and graded components of the program. Students are required to complete **three types of internships** during their studies:

### 1. Human and Social Development Internship

- a. **Credits:** 2 ECTS
- b. **Duration:** 4 weeks
- c. **Period:** Summer after the **1st year of the Common Core**
- d. **Domains:**
  - i. Non-Governmental Organizations (NGOs)
  - ii. Clubs
  - iii. High Schools
  - iv. Companies
  - v. Civil Organizations

### 2. Corporate Immersion Internship

- a. **Credits:** 3 ECTS
- b. **Duration:** 6 weeks
- c. **Period:** Summer after the **3rd year (1st year of the Engineering Cycle)**
- d. **Domains:**
  - i. Companies
  - ii. Engineering Offices
  - iii. Factories
  - iv. Laboratories (Experimental or Research)

### 3. Engineering Internship

- a. **Credits:** 5 ECTS
- b. **Duration:** 8 weeks
- c. **Period:** Summer after the **4th year (2nd year of the Engineering Cycle)**
- d. **Domains:**
  - i. Companies
  - ii. Engineering Offices
  - iii. Factories
  - iv. Laboratories (Experimental or Research)

## **Documentation Requirements for Internships:**

At the end of each internship, students must submit the following:

- A **journal** of activities
- A detailed **internship report**
- A **certificate of internship** issued by the host organization

## **7-10 Final Year Project Internship (PFE)**

The End of Studies Project (ESP), with a minimum duration of 6 months, starts after the validation of the first term of the 5th year and after the completion of previous credits exceeding the minimum threshold authorized by the academic board. The ESP internship involves the writing of a report and concludes with a defense before a jury composed of three members: the jury Chairman, the supervisors (both academic and professional), and a guest member. The internship is evaluated through:

- Regular evaluations
- Academic supervision
- Professional supervision
- Technical supervision
- Evaluation of the final defense
- A final jury

## **Documents to be Submitted:**

- A signed internship report by the academic and professional supervisors, stamped by the host company.
- An anti-plagiarism report with a plagiarism rate below 18%.
- An internship certificate provided by the host organization.

## **Details :**

- **Credits (ECTS):** 30
- **Minimum Duration:** 26 weeks
- **Period:** 2nd term of the 5th year (3rd year of the engineering cycle)
- **Accepted Fields:** Company, design office, factory, laboratory (experimental or research).

## **Article 8: Diploma Requirements**

The ESPRIT engineering degree is awarded to 5th-year students after:

- The Validation of all modules and acquisition of all corresponding ECTS credits for the years of study at ESPRIT.
- The Completion of all required internships.
- Obtaining a B2 level in French and English during the second year of the preparatory cycle or the second year of the engineering cycle through an internal evaluation. Otherwise, the student must provide an equivalent valid international certification at B2 level from an accredited language center.
- Achieving a grade of 10/20 or higher in the End of Studies Project.
- The Settlement of all administrative obligations certified by the school, including full payment of tuition fees, the return of borrowed library materials, and any other borrowed equipment.

Upon successful completion of studies, each student receives their diploma, the 5th-year transcript, and a diploma certificate. Students who have not validated their internship, successfully defended their End of Studies Project, or obtained language certifications (B2 level in French and English) may receive an extension of up to 6 months. Beyond this period, adjustments in academic and internship arrangements are required for a late defense.

If the extension period ends without successful completion of the ESP, the student is considered a year repeater and must redo the ESP with a different topic if the requirements for repetition are met.

### **Article 9: Attendance**

- Repeated absenteeism may lead to personalized monitoring, and parents will be informed via the parent portal or other communication channels.
- Students must adhere to the schedule defined by their class timetable. Late arrivals to teaching activities may result in denial access to the classroom.
- Attendance is mandatory for all educational activities (lectures, practical work, seminars, internships, company visits). Attendance is monitored by teachers and administration.
- In case of absence due to medical reasons or force majeure, a justification must be provided to the academic office within one week.
- Attendance is mandatory for all tests, assignments, and exams. Any unjustified absence will result in a zero grade.

### **Article 10: Academic Honesty**

Students must understand the importance of academic honesty and uphold it throughout their studies. If fraud or a fraud attempt is detected during any type of evaluation, the invigilator must confiscate any tools used for cheating and attach them to the report. If the student refuses to hand over the tools, a representative from the academic office will record the incident. A report is submitted to the head of

the academic department, who will initiate the appropriate procedure after consultation with relevant parties.

The student may be summoned before the school's council, which, after a hearing, will decide on the appropriate measures, including potential exclusion from the institution.

**Plagiarism in Report Writing:** Bibliographic referencing is mandatory. For texts, indicating the bibliographic reference alone is insufficient; the text must be placed in quotation marks to make it identifiable. A plagiarism detection software is used by teachers. Students must submit their work in electronic format. In case of detected plagiarism, the teacher must inform the head of the academic department, the internship supervisor, and the head of the internship department, who will take necessary measures.

### **Article 11: Discipline**

**Dress Code:** Students must maintain a neat, clean, and appropriate dress code. In all circumstances, students must display impeccable behavior. Repeated violations of the dress code may result in sanctions.

**Attitude and Responsibility:** Mutual respect must be observed among all members of the school community, including students, teachers, and staff. Each student is required to:

- Respect others and protect themselves from all forms of psychological, physical, or moral violence.
- Preserve facilities, furniture, and equipment. In case of damage or theft, the student may face the school's council.
- Maintain the cleanliness and arrangement of classrooms and all school facilities.

### **Restrictions:**

- Smoking is prohibited within the school premises (classrooms, areas in front of classrooms, hallways, offices, and any other closed areas of the school).
- The consumption and distribution of alcoholic beverages, drugs, and any toxic substances of any kind are strictly forbidden on the premises and will lead to sanctions.

## **CHAPTER II: LIFE AT ESPRIT**

### **Article 12: Espritian Student Charter - Preamble**

ESPRIT students are members of the ESPRIT community, playing an active role in its development and enrichment. They enjoy fundamental freedoms such as freedom of expression, peaceful assembly, and association, in accordance with the school's values and applicable laws and regulations. They also bear responsibilities towards the school and its various structures. These rights and responsibilities are detailed in the following sections.

## **Student Rights**

### **Right to Quality Education**

- Accessible and high-quality training that considers labor market trends, ensured by a systematic review process of programs.
- A module sheet for each course, containing all the details of the module (ECTS, evaluation modes, learning situations, etc.).
- Adequate guidance and supervision for projects and tutorial sessions.
- Suitable support to achieve the required engineering skills.

### **Right to Information and Quality Environment**

- Accessible information via a student portal.
- Course materials available through the school's adopted LMS (Classroom, Moodle, etc.).
- Access to the school regulations and decisions or information that may concern students.
- Mutual respect within the school community, free from harassment, intimidation, and discrimination.
- Learning and study conditions that respect health, safety, and physical integrity.

### **Right to Participate in School Life**

- Representation within the school by delegates to promote their rights and defend their academic, cultural, and social interests, and to be informed of their responsibilities.
- Participation in the evaluation of teaching.
- Participation in the revision of training programs.

**Personal Data Collection and Processing** In compliance with current personal data protection legislation, specifically Organic Law No. 63-2004 of July 27, 2004, on the protection of personal data and its implementation texts, the institution has a privacy policy available on its website, which the student acknowledges reading. The school and its authorized subcontractors have implemented measures to ensure the confidentiality and security of students' personal data to prevent damage, alteration, or unauthorized access. Access to students' personal data is strictly limited to those involved in processing and subcontractors subject to confidentiality and personal data protection obligations. Thus, the student consents to the collection and

processing of their personal data by the school in accordance with the current data protection policies.

## **Student Responsibilities**

### **Respecting the University Community**

- Maintain a neat, clean, and appropriate dress code.
- Respect the rights and freedoms of other members of the school community and act respectfully towards them.
- Act in good faith and professionally in interactions with school structures.
- Refrain from smoking inside the school premises.
- Condemn the use of toxic substances at school.

### **Compliance with School Rules, Policies, Guidelines, and Resources**

- Comply with school regulations, policies, and guidelines.
- Preserve the school's study environment.
- Pay tuition fees according to current policies.
- Use resources, equipment, facilities, and services provided to them responsibly.
- Respect the mailing list usage policy (detailed in Appendix 1).

### **Respect for Intellectual Property and Academic Integrity**

- Adhere to rules related to intellectual property and confidentiality in all activities associated with student status.
- Comply with rules to avoid fraud, plagiarism, cheating, and document falsification.
- Respect confidentiality and intellectual property rights when the project context requires it.

### **Preserve the School's Image and Study Environment**

- Preserve the school's image both within and outside the school.
- Maintain a clean and hygienic environment at the school.
- Show awareness of environmental and ecological commitment.

### **Support Cell**

The support cell is based on student participation: this approach must remain voluntary. The support and listening cell is a confidential space aiming to welcome, listen, understand, inform, and guide ESPRIT students. It is a space where students can express their doubts, problems, and find guidance in various areas (academics, stress/anxiety, sadness, general discomfort).

Priority is given to verbal support, listening, and initiating personal reflection to develop appropriate responses to each situation with the student. As needed, referrals to various partners may be facilitated to support and accompany the student.

## **Missions:**

- Receive and listen to students during individual interviews upon request (open office hours and by appointment).
- Address any complaints about course delivery, logistics, school environment.
- Maintain relationships with class delegates.
- Assist students with advice and coherent guidance.
- Refer students to practitioners for therapeutic care if necessary.
- Offer preventive measures.

## **Appendix 1: Mailing List Charter**

The ESPRIT alumni mailing list aims to maintain contact between members of our school's extended family. The alumni play a crucial role

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- Access to the school regulations and decisions or information that may concern students.
- Mutual respect within the school community, free from harassment, intimidation, and discrimination.
- Learning and study conditions that respect health, safety, and physical integrity.

#### **Right to Participate in School Life**

- Representation within the school by delegates to promote their rights and defend their academic, cultural, and social interests, and to be informed of their responsibilities.
- Participation in the evaluation of teaching.
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- Condemn the use of toxic substances at school.

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- Comply with school regulations, policies, and guidelines.
- Preserve the school's study environment.
- Pay tuition fees according to current policies.
- Responsibly use resources, equipment, facilities, and services provided to them.
- Respect the mailing list usage policy (detailed in Appendix 1).

### **Respect for Intellectual Property and Academic Integrity**

- Adhere to rules related to intellectual property and confidentiality in all activities associated with their student status.
- Comply with rules to avoid fraud, plagiarism, cheating, and document falsification.
- Respect confidentiality and intellectual property rights when the project's context requires it.

### **Preserving the School's Image and Study Environment**

- Preserve the school's image both within and outside the school.

- Maintain a clean and hygienic environment at the school.
- Show awareness of environmental and ecological commitment.

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The support cell is based on student participation: this approach must remain voluntary. The support and listening cell is a confidential space aiming to welcome, listen, understand, inform, and guide ESPRIT students. It is a space where students can express their doubts, problems, and find guidance in various areas (academics, stress/anxiety, sadness, general discomfort).

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- Refer students to practitioners for therapeutic care if necessary.
- Offer preventive measures.

### **Appendix 1: Mailing List Charter**

The ESPRIT alumni mailing list aims to maintain contact between members of our school's extended family. The alumni play a crucial role in sharing their experience with current students. Proper use of the mailing list includes:

#### **Good Practices:**

- Announcements related to engineering or higher education.
- Internship or job offers.
- Organised events and gatherings.
- Sharing contact details for personal purposes upon request.
- Informing about the progress and achievements of our school.
- Announcements of completed ESPRIT projects or ongoing support projects.
- Sending relevant information to the group.

#### **Bad Practices:**

- Selling products (e.g. phones, cars, apartments, etc.).
- Forwarding information found on the internet.
- Sending personal messages (wishing happy birthdays, births, marriages, etc.).

- Forwarding links to internet forums.
- Criticizing or mocking members of the mailing list.
- Using disrespectful language or engaging in public debates.
- Publishing job or internship offers without providing full details.