



IMT Nord Europe
École Mines-Télécom
IMT-Université de Lille

Rules and Regulations

Adopted at the School Council meeting of 17th November 2020

Applicable as of 17th November 2020

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RULES AND REGULATIONS OF IMT NORD EUROPE

1. Purposes of the Rules and Regulations

These rules and regulations specify the rules of operation and behaviour in the School.

These rules and regulations refer to and add to the following texts:

- 1) Texts relating to the Institut Mines-Télécom (IMT) and its schools:
 - [Decree No. 2012-279](#) of 28th February 2012 relating to the Institut Mines-Télécom as amended by Decree No. 2016-1527 of 14th November 2016.
 - [Order of 23rd December 2016](#) relating to the French National School of Mines-Télécom Lille Douai.
 - Management framework for contractual staff at the Institut Mines-Télécom.
 - Instructions, notes and decisions of the Institut Mines-Télécom.
 - Rules and regulations of the Institut Mines-Télécom.

- 2) General texts, in particular:
 - Decree no. 2000-815 of 25th August 2000 relating to the organisation and reduction of working hours in the French State civil service and the judiciary.
 - Decree no. 2006-1386 of 15th November 2006 setting forth the conditions for the application of the ban on smoking in places for collective use.
 - Decree no. 2011-184 of 15th February 2011 relating to technical committees in French State administrations and public institutions.
 - Decree No. 2016-1173 of 29th August 2016 amending decree no. 2009-464 of 23rd April 2009 (Article 10) on contractual doctoral students in public higher education and research institutions.
 - Order of 8th February 2002 setting forth specific provisions for the organisation and reduction of working time for certain staff members of the French Ministry of the Economy, Finance and Industry.
 - Order of 12th February 2002 setting forth specific provisions for the organisation and reduction of working time for certain staff members of public institutions under the authority of the French Ministry of the Economy, Finance and Industry.

According to the decree of constitution of the Institut Mines-Télécom (article 23), the rules and regulations of the School are adopted by the School Council.

Unless otherwise stated, the provisions of the rules and regulations shall apply immediately.

2. The School

The French National School of Mines Télécom Lille Douai is, under the terms of amended decree no. 2012-279 of 28th February 2012 relating to the Institut Mines-Télécom, part of the Institut Mines-Télécom. It is part of a strategic partnership with the University of Lille, within the framework of a pluriannual agreement.

The Institut Mines-Télécom is a public institution of a scientific, cultural and professional nature, under the supervision of the Minister for Industry and Electronic Communications, and granted the status of a major institution by amended decree no. 2012-279 and expanded responsibilities and competencies by the Order of 23rd August 2013.

2.1. The School's Missions

The School's missions are higher education, scientific and technological research as well as transferring technology, supporting innovation and developing the economy, information and dissemination of scientific and technical culture, in fields of interest more particularly for industry and services and the economy in general.

The School provides training for engineers and doctors, through initial, continued and part-time training, with a student, apprentice or employee status. It also provides training for engineers of the State's technical bodies, in particular for Industry and Mining engineers. It issues national degrees and diplomas that it is authorised to issue, alone or in collaboration with other higher education institutions. It can also issue its own diplomas, possibly accredited by the Conférence des Grandes Ecoles (CGE) or by France Compétences.

The School develops scientific and technological research, particularly in partnership with companies, with the research laboratories of the University of Lille and with other key socio-economic players. It is a centre of expertise in the State for economic policies and associated regulations.

In addition to teaching and research, the School is involved in the economic development of its regions, particularly by supporting the creation of innovative companies and by contributing to the promotion of innovation and the dissemination of scientific and technical culture.

2.2. Scope of these Regulations

These rules and regulations are based on the general principles of law and the legal, standard and regulatory provisions that govern the School.

It specifies the rights and responsibilities of staff members from all statuses, users (pupils, students, trainees, unregistered students, etc.), visitors and staff members of organisations located on the School's premises and it applies to all the School's activities such as training, research, innovation and creating companies, scientific and technical communication, accommodation, catering, etc.

Site-specific rules may be added to these regulations, particularly for physically outsourced training programs (FISA, MS, etc.)

2.3. Setting up the Restricted Areas (RAs)

As part of the regulatory framework, the School has set up Restricted Areas (RAs) to protect the nation's scientific and technical potential (STP). The School therefore benefits from reinforced protection guaranteed by respecting the provisions relating to access to the RAs, confidentiality, publications, communication, intellectual property and the use of computer resources.

The rules and regulations of each RA shall specify in particular:

- Formalities for access specific to persons working permanently within the RA, as well as those specific to persons who work on an ad hoc basis, it being recalled that access authorisations are limited in time, in accordance with the Order of 3rd July 2012 on the protection of the nation's scientific and technical potential;
- Circulation formalities for each category of individual (possible visit circuits, supervision of visits, etc.);
- Time frame;
- Internal control measures (wearing a badge, etc.);
- Measures to be taken in case of an incident;
- The presence of safe premises and the applicable rules;
- Security and confidentiality clauses to be included in employment contracts, internship agreements, outsourcing or service provision contracts.

These rules and regulations for each RA are in addition to the provisions of the School's general rules and regulations, which already specify the provisions for implementing an information systems security policy and an IT charter.

3. Governance

3.1. Institut Mines-Télécom

The School is part of the Institut Mines-Télécom and is a stakeholder in the ITM strategy.

The Director of the School is a member of the college of directors of the Institut Mines-Télécom and attends the meetings of its Board as an advisor, pursuant to the provisions of articles 6 and 10 of amended decree no. 2012-279 of 28th February 2012.

3.2. The University of Lille

The School is part of a common strategic partnership with the University of Lille. This partnership works through a Strategic Orientation Committee, set up to present the School's projects and to ensure that the partnership is respected.

3.3. School Council

The composition of the School Council is defined by the Order of 23rd December 2016 relating to the French National School of Mines-Télécom Lille Douai and its competences by Article 23 of decree no. 2012-279.

The School Council consists of twenty-five members, including the Chair:

1) Eight members chosen for their educational, scientific, technological, economic or industrial skills, including:

- the Chair of the School Council, appointed by joint order of the Minister for Industry and the Minister for Electronic Communications;
- five members appointed by the Chair of the Board of the Institut Mines-Télécom after approval by the Board;
- two members appointed by the Chair of the Board of the Institut Mines-Télécom on the advice of the Chancellor of the University of Lille;

2) Two representatives of alumni of the School, chosen after consulting with the alumni association, appointed by the Chair of the Institut Mines-Télécom's Board after approval by the Board;

3) Seven members, including at least three men and three women, appointed by joint decision of the Minister for Industry and the Minister for Electronic Communications, and substitutes may be appointed under the same conditions:

- four representatives of the State: two from the Ministers for Industry and Electronic Communications, one on the joint proposal of the Ministers for Higher Education and Research, and one on the proposal of the Minister for Budget;
- three representatives from local authorities or their associations where the School's main facilities are located, on the advice of the executive chair for each of them;

4) Eight elected members, or their substitutes elected under the same conditions, including:

- three representatives of the teaching and research staff members;

- two representatives of other categories of staff members;
- three representatives of users: one doing a doctorate and two doing the engineering training.

Equal representation of women and men among the members mentioned in 1) and 2) is guaranteed under the conditions provided for in articles D719-47-1 to D719-47-4 of the Education Code.

The board may appoint a permanent group from among its members. The permanent group shall examine, between board sessions, all questions submitted to it jointly or separately by the Chair of the School Council or the Director of the School.

The functions of a member of the School Council are exercised without pay. The travel expenses incurred by the members of the School Council for the meetings of the board are reimbursed in accordance with the conditions set out in the aforementioned decree of 3rd July 2006.

The Director of the School, the Assistant Director, their deputies and the collaborators designated by the Director shall attend the meetings of the School Council. The Director is in charge of the administration for the School Council.

The Executive Director of the Institut Mines-Télécom as well as the accounting agent of this institute (or the secondary accounting agent in charge of the School) also attend the Council meetings in an advisory capacity. If they are unable to attend, they may be represented.

The School Council shall meet at least twice a year after invitation from its Chair.

It may also be convened by the Chair if at least half of its members request to do so. The notice of the meeting shall be given at least ten days before the date of the meeting and shall include the agenda.

The use of video-conferencing or electronic communication means that board members can be identified and their effective participation in a collegial deliberation is permitted according to the guidelines provided for in the rules and regulations, pursuant to the provisions of the order of 6th November 2014.

- *School Council written or electronic voting*

In the case that it has not been possible to reach a decision on a given subject following a discussion at a meeting of the School Council, the Chair may consult the members of the School Council in writing or by email to collect their votes on the subject under discussion.

The result of the vote is then sent to the School Council, without delay.

- *School Council electronic consultation*

The Chair may consult the School Council by email, particularly for urgent matters, pursuant to the provisions of order no. 2014-1329 of 6th November 2014 relating to the organisation of remote deliberations of administrative bodies of a collegiate nature.

The practical arrangements for electronic consultation should comply with the requirements of decree no. 2014-1627 of 26th December 2014:

- All members must have access to the technical means necessary to participate effectively;
- The Chair shall inform the other members of the deliberations, the start date and time and the earliest date and time of the closure;
- For each item on the agenda, the Chair opens the meeting with a message to remind the members of the date and time limit for the submission of contributions (debate time). The contributions of each member are immediately communicated to the other members;
- At any time, the Chair may decide to extend the deliberation;
- The debates shall be closed by a message from the Chair, which shall not be delivered before the deadline for closing debates. The Chair shall then open the voting procedure and specify the period throughout which the members of the college may vote;

- At the end of the voting period, the Chair shall send the results to all the members of the college.

The Chair may delegate their duties in terms of the organisation of the consultation to the Director.

The agenda for each meeting shall be set by the Chair. However, a question may be added to agenda if at least half of the members of the board request to do so.

The minutes of the deliberations of the School Council are sent to the members of the School Council, to the Chair of the Board and to the Managing Director of the Institut Mines-Télécom.

The School Council is validly seated when two thirds of the appointed or elected members are present or represented.

If this quorum is not reached, the board shall reconvene within two weeks. It may then sit validly regardless of the number of members present or represented.

Decisions are made by the majority of the members present or having provided a proxy. In the event of a tie, the Chair shall have the casting vote. Voting shall be done by a show of hands, unless one of the members requests the Chair, who shall decide whether or not it is appropriate, to vote by secret ballot, particularly when the discussion concerns named individuals.

The Chair may invite any person whose presence they deem necessary to attend the meetings.

Elected members (staff and user representatives) may be represented by substitute members elected at the same time as them. Any member who is unable to attend a meeting may give a proxy to another member. No individual may be proxy for more than one member.

- *School Council Duties*

As part of the overall strategy for the Institut Mines-Télécom, the School Council shall deliberate on:

- 1) The school strategy, and in particular the School's projects in terms of teaching, initial and continued training, and research and partnerships;
- 2) The school's own budget within the limits of its own resources and the resources of the institute that have been allocated to it;
- 3) The creation, major modifications and removal of courses and curricula;
- 4) Research programmes;
- 5) The School's rules and regulations;
- 6) The school regulations for each training course, which particularly determine the prerequisites that users must fulfil in order to continue their studies and obtain certificates or diplomas;
- 7) The school's role in international issues and partnerships;
- 8) The annual report from the Director of the School;
- 9) Deciding upon tuition fees and other contributions from the school's users and staff, without detriment to the powers of the institute's board, as well as the exemption rules set forth in the last paragraph of Article 36 of decree no. 2012-279;
- 10) The school's own section of the Institute's multi-year master plan on disability policy.

3.4. Director and management team

The Director exercises all the duties and responsibilities defined in Article 27 of decree no. 2012-279 relating to the Institut Mines-Télécom.

They decide upon the organisation of the institution and select the composition of the management team and the duties of each of its members. The responsibilities of the Deputy Director are defined by the Board of the Institut Mines-Télécom (art. 21 of decree no. 2012-279).

The Director shall represent the Institute in all acts for which they have been delegated. They shall be the secondary authorising officer for revenue and expenditure for the school's own budget. In addition, within the framework of the overall strategy mentioned in Article 2 of decree no. 2012-279 and subject to the prerogatives of the Institute's Managing Director, they shall perform the following duties:

- 1) They shall prepare the files submitted to the School Council, collect its opinions and carry out its decisions;
- 2) They shall inform the Institute's board of the School's strategy;
- 3) They shall prepare the budget of the School in conjunction with the Managing Director of the Institute and shall carry it out;
- 4) Subject to the powers vested in other authorities by the texts in force, they have authority over the school staff members, which they govern and manage; they appoint all posts and assign all functions;
- 5) They shall write up the School's rules and regulations and submit them to the School Council for approval;
- 6) They are responsible for maintaining order, security and discipline in the School;
- 7) They shall write up the School's rules and regulations and submit them, after consulting the teaching committee, to the School Council for approval;
- 8) They shall write up and implement the strategy for teaching, initial and continued training and for research and its promotion;
- 9) They shall be the Chair of the teaching committee and the research committee of the School;
- 10) They shall organise the external and international relations of the School within the framework of the projects defined by the School Council, especially those involving the local authorities where the School is located and the various training or research organisations;
- 11) They shall initiate partnerships relating to training, research and the promotion of research within the framework of the projects defined by the School Council;
- 12) They shall conclude contracts and agreements that engage the school under the conditions and within the scope set forth by the Institute's Board pursuant to the provisions of Article 13 of decree no. 2012-279;
- 13) They may grant their proxy to their collaborators within the framework of their own powers;
- 14) They shall implement the School's social action and daily life policies;
- 15) They shall participate in the meetings of the Strategic Orientation Committee, manage the administration and be a member of the permanent administration section of the SOC.

The Directorate Committee, whose composition is determined by the Director, includes all the Unit Directors and the Heads of the Centres for Education, Research and Innovation (CERI) or departments and studies all issues relating to the functioning and development of the School. It meets in principle once a month.

3.5. Special Technical Committee

- **Composition**

A Special Technical Committee is created by the Director of the School, who shall be its Chair.

The Director shall decide on its composition.

The Chair shall be assisted as required by representatives of the School's administration or any person concerned by the questions or draft texts submitted to the Committee for an opinion.

It comprises nine staff representatives and nine elected substitutes.

In addition, the Chair of the Special Technical Committee may summon experts upon the request of the administration or upon the request of the trade unions that are represented by the STC to be heard on an item on the agenda.

- **Duties**

Pursuant to Article 34 of the decree of 15th February 2011, the Special Technical Committee is consulted on questions and draft texts relating to nine areas:

- general issues concerning the organisation and operation of the institution,
- projected management of staff numbers, jobs and skills,
- the statutory rules and the rules relating to the salary scale,
- technological developments and working methods, and their impact on staff members,
- the main projects for salary policy and the related distribution criteria,
- training and development of professional skills and qualifications,
- integration into the professional world,
- professional equality, parity and the fight against all forms of discrimination,
- health, safety and working conditions.

- Operation

The Special Technical Committee (STC) shall hold at least two meetings per year, convened by its Chair either on their own initiative or upon the written request of at least half of the staff representatives.

The Special Technical Committee is assisted by a Special Health, Safety and Working Conditions Committee (SHSWCC) for matters that fall within its competencies and may refer any matter to it. It also examines the questions referred to it by the SHSWCC set up by it.

3.6.SHSWCC

- Composition

The Special Health, Safety and Working Conditions Committee (SHSWCC) is composed as follows:

- For representatives of the Administration: The Director, Assistant Director, Deputy Director or Secretary General of The School;
The Chair shall be either the Director, the Assistant Director, the Deputy Director, the Secretary General, the Director of Human Resources, or a member of the Directorate Committee designated by the Director. The Chair shall invite any person concerned by the subjects on the agenda to this committee.
- For representatives of staff members: 9 full representatives and 9 substitute representatives proposed by the elected members of the STC for a duration of 4 years;
- The occupational health doctor;
- The workplace physician;
- The prevention counsellor;
- The occupational health and safety inspector.

Experts or qualified persons may be called in by the chair of the SHSWCC depending on the subjects on the agenda.

- Duties

The mission of the SHSWCC is to participate in protecting the health and safety of employees and to improve their working conditions. The committee analyses occupational risks and working conditions in the company, ensures compliance with the rules through inspections and surveys, promotes preventative measures and studies the causes of workplace accidents and occupational diseases.

- Operation

The SHSWCC shall draw up its own rules of procedure in accordance with the forms and procedures laid down by the texts. The SHSWCC meets at least 3 times a year. The summons and the agenda are distributed 15 days prior to the SHSWCC.

3.7. Teaching Committee

Amended decree no. 2012-279 of 28th February 2012 (Articles 24 and 25) provides for a teaching committee of an advisory nature, under the charge of the Director of the School.

The functions of a member of the Teaching Committee are exercised without pay. The travel expenses incurred by the members for the meetings of the committee are reimbursed in accordance with the conditions set out in the aforementioned decree of 3rd July 2006.

- Composition

The Director shall decide on its composition on the following basis:

1. School Management

- The Director of the School, the Chair, and/or their deputies (Assistant Director, Deputy Director, Secretary General, etc.),
- The Director of Studies or their representative,
- The Director of Research and Innovation or their representative,
- The Director of International Relations and Academic Partnerships or their representative,
- The Director of Economic Partnerships and Careers or their representative.

2. Representatives appointed for 4 years

- 6 representatives of the permanent teachers and teacher-researchers elected for 4 years,
- 2 representatives of the lecturers elected for 4 years,
- the Chair of the University of Lille or their representative,
- 1 representative of the Minister of Higher Education: the Chancellor or their representative,
- 1 representative of the Minister of Research: the Regional Delegate for Research and Technology (RDRT) or their representative,
- the Vice-President of the General Economic Council (school supervision) or their representative,
- the Director of Teaching and International Affairs of the Institut Mines Télécom or their representative,
- 1 representative of the Union of Intensive Foundation Degree Teachers,
- 1 representative of the alumni associations,
- representatives from the business world chosen by the School in its various domains of activity, for which the list is submitted to the School Council for validation.

3. Representatives appointed for 2 years

- 5 user representatives elected specifically for 2 years, including 4 representatives from engineering training (initial or continued training, apprenticeships), 1 representative from doctoral training (in the absence of candidates, user representatives will be chosen by drawing lots),

4. Other members

- Directors of the Centres for Education, Research and Innovation (CERI) and heads of department or their representatives.
- Heads of training programmes (FISE, FISA, FTLV, MS-MSc etc.)

The procedures for elections to the Teaching Committee shall be defined by the Director of the School and brought to the attention of voters by posting on the billboard at least fifteen days before the start of the election procedures.

- Duties

Chaired by the Director, the Teaching Committee gives an opinion on the main projects and developments of the School in terms of training and most of all on the school regulations.

- Operation

The Teaching Committee convenes at the initiative of the Director of the School at least once a year. The Director may, depending on the agenda and in an advisory capacity, invite to the Teaching Committee any person whose presence they deem desirable.

3.8. Development Council

The Teaching Committee sits on the development council with the aim of informing the teaching team about current and future employment situations, giving an opinion on the teaching programmes and recommending modifications to become more in line with the needs of the industry. It contributes to the continuous improvement of the training.

It meets as often as necessary and at least once a year.

This development council is based primarily on the opinions of committees of thematic experts (ex-area reviews) and educational monitoring commissions.

3.9. Research Committee

Amended decree no. 2012-279 of 28th February 2012 (Articles 24 and 26) provides for a Research Committee of an advisory nature, under the charge of the Director of the School.

The functions of a member of the Research Committee are exercised without pay. The travel expenses incurred by the members for the meetings of the committee are reimbursed in accordance with the conditions set out in the aforementioned decree of 3rd July 2006.

- Composition

The Director shall decide on its composition, which is based on the composition of the CERI Scientific Councils, defined below:

1. School Management

- The Director of the School, the Chair, and/or their deputies (Assistant Director, Deputy Director, Secretary General, etc.),
- The Director of Research and Innovation or their representative,
- The Director of Studies or their representative,
- The Director of Economic Partnerships and Careers or their representative.
- The Director of International Relations and Academic Partnerships or their representative,

2. Representatives appointed for 4 years

- 3 representative of the scientific and technical staff of the CERI, elected for 4 years,
- 1 representative of the Minister of Higher Education and Research: the Chancellor for ESRI or their representative,
- the Vice-President of the General Economic Council (school supervision) or their representative,
- the Scientific Director of the Institut Mines-Télécom or their representative,
- the Vice-Chair of Research of the University of Lille or their representative,
- 15 qualified individuals, representatives of the CERI Scientific Councils (5 per Centre) from the business world, professional bodies and/or the academic world. The list of these representatives is submitted to the School Council for validation,

3. Representatives appointed for 2 years

- 2 representatives of users elected for 2 years: 1 representative from engineering training (initial or continued training, apprenticeships) and 1 representative from doctoral training (in the absence of candidates, user representatives will be chosen by drawing lots),

4. Other members

- Heads of the Centres for Education, Research and Innovation (CERI) or their representatives,
- A Deputy Director of Research and Innovation.

Depending on the agenda, the directors of the partner laboratories or their representatives will be invited as guests to the committee meetings.

- Duties

The mission of the Research Committee is to debate on the research policy led by the School, particularly on the relevance of the projects adopted considering the strategic plan of the Institut Mines- Telecom, the regional strategies, industrial needs and other research activities led in other IMT schools.

- Operation

The Research Committee meets at least once a year, upon invitation by the Director of the School. The Director may, depending on the agenda and in an advisory capacity, invite to the Research Committee any person whose presence they deem desirable.

3.10. Student Disciplinary Board

Amended decree no. 2012-279 of 28th February 2012 (Article 29) provides for the creation of a disciplinary board, which is a formation of the teaching committee whose composition is defined by the School's rules and regulations, to review infractions committed by a user (student) of the School's rules and regulations or the School guidelines.

The composition of the disciplinary board is as follows:

- Assistant Director or Deputy Director;
- The Director of Studies or their representative;
- The Secretary General or their representative;
- Head of the Directorate, the CERI, the Department or the Service concerned by the case presented to the Board or their representatives;
- 2 representatives of the teaching and research staff of the School, appointed by the Teaching Committee from among its own members;
- 4 users (students), elected to the Teaching Committee.

The Director shall attend meetings of the Disciplinary Board as of right.

The Disciplinary Board is chaired by one of the member teacher-researchers. Failing that, the chair will be the Director of Studies or the Secretary General.

The Disciplinary Board can validly sit and deliberate if half of the members constituting the Board are present. Proposals shall be decided upon by a simple majority of the members present. The vote shall be made by a show of hands.

The user whose case is being examined shall receive, in person or by post, a summons of which they shall acknowledge receipt in order to prove that they have been summoned to speak to the board. If the user so wishes, they may be accompanied by a person of their choice.

Users (students) who have violated the provisions of the rules and regulations and who are summoned to the disciplinary board may be subject to one of the following sanctions, depending on the severity of the violation: reprimand, temporary suspension or permanent expulsion from the School. The Disciplinary Board may also propose the expulsion of a resident from the Student House for acts

committed at the Student House. Based on the proposal of the disciplinary board and with the agreement of the student concerned, community service may be substituted for a reprimand or temporary suspension.

The failure of the student to appear when duly summoned, unless justified by a serious reason, shall not obstruct the validity of the sanction.

The Director of the School decides upon the sanction on the proposal of the Disciplinary Board.

The sanctions are recorded in the student's record.

Intern civil servants shall be liable only to the sanctions provided for by their status.

3.11. Other councils

3.11.1. Public Procurement Committee

The School has set up a Public Procurement Committee designed to control purchases above the thresholds of the formalised procedure.

This Committee is composed of:

- the Director or their representative,
- the Director of Financial Affairs,
- the Director of General Resources,
- the Head of the entity concerned by the purchase,
- the Secondary Accountant.

In order for this committee to function as well as possible, each member is given the possibility to be represented by the person of their choice.

The decision to award the contract shall remain subject to the signature of the Authorising Officer.

3.11.2. Internal Research Steering Committee (Copil Research)

An Internal Research Steering Committee (Copil Research) is implemented. It is composed of the Directors of the CERI and their Research Assistants, the Directors of the DPEC and the DRIPA, the Director of Research and Innovation and their deputies. The Director of Studies is a permanent guest member.

This steering committee is in charge of implementing the scientific strategy of the Institut Mines-Telecom within the scope of the School. It is particularly concerned with issues that cross several centres, in particular through internal inter-CERI projects. The distribution of operating, investment and personnel grants (thesis grants, etc.) is discussed and decided upon.

3.11.3. CERI Scientific Councils

The Centres of Education, Research and Innovation represent the School's areas of excellence, both in training and research. They represent the identity of the School's competencies, and their vocation is to develop research of excellence in their field, but also to create cross-sectional communities.

To support and guide them in their development, each CERI is supported by a Scientific Council made up of qualified individuals, mainly from the business world but also from the academic world, elected representatives of the Centre's scientific and technical staff, the Directors of the other Centres and the CERI Steering Committee. The composition of each scientific council is determined by a note from the Director of the School.

The mission of the CERI Scientific Council is to discuss the scientific projects of the Centre and to ensure that its scientific activities are in line with the projects and strategy of the School.

3.11.4. Other commissions and boards

In general, the School will implement any commission (or council) set forth in the regulations (e.g., management guidelines, instructions, statutes, etc.).

4. Procedures for electing representatives to the boards

4.1.School Council

The representatives of the users and board members are elected by a one-round ballot system with proportional representation by quota method, possibility of incomplete lists without split voting, in accordance with the provisions of Article 7 of amended decree no. 2012-279 and Articles 6 and 7 of the order relating to the School.

"The members of the School Council are elected or appointed for a renewable term of four years, except for the representatives of users who are elected for two years.

The representatives of the staff members and users are elected by a one-round ballot system with proportional representation by quota method, with the possibility of incomplete lists and without mixing, according to the procedures set out in this article and in the School's rules and regulations. Each list of candidates shall be composed alternately of one candidate of each sex.

Staff members assigned to the school on full-time, temporary members, or at least part-time members, provided that they are not on long-term leave and that their actual service corresponds to at least half-time, are eligible to vote.

No individual may hold more than one vote. No individual may take part in the vote if they are not on a voting list.

Students are automatically registered on the voting list from the registrations carried out by the competent services of the School. For the other categories, the lists are prepared under the responsibility of the director of the School."

One voting list shall be drawn up for each college. Students are automatically registered on the voting list from the registrations carried out by the competent services of the School. For the other categories, the lists are prepared under the responsibility of the Director of the School."

At least 2 weeks before the start of the election procedures, the Director shall post a document on the billboard setting out the details of the forthcoming election, including a timetable for the conduct of the election.

When a titular representative loses the capacity in which they were elected or when their seat becomes vacant, they shall be replaced, for the remainder of the term of office, by the candidate on the same list immediately following the last titular elected candidate. If this is not possible, in terms of staff representatives, it shall be partially renewed.

4.2.Special Technical Committee

Representatives are appointed based on the results of the vote carried out by a ballot system.

4.3.SHSWCC

The SHSWCC representatives are chosen as a direct result of the results of the Special Technical Committee elections.

4.4.Teaching Committee & Student Disciplinary Board

The procedures for electing members to the Teaching Committee are identical to those used for electing members to the School Council.

The elected representatives of the users on the Teaching Committee & Student Disciplinary Board.

4.5. Research Committee

The permanent staff members of the institution working at least part-time and the staff members made available by any other structure, for an effective service corresponding to at least part-time, and who are appointed to a laboratory, State and ITM employees as well as available staff members and the ARMINES employees, are electors.

The user representatives on the Research Committee are elected at the same time and in the same way as the user representatives on the School Council.

5. General Rules of Behaviour

The School is authorised to employ the following categories of staff members:

- state employees, whether tenured or not, appointed, temporary or made available by the Administration or other public institutions under the conditions laid down by the laws and regulations governing the respective status of the employees;
- internal contractual employees under public or private law;
- employees of the University of Lille made available to the School in accordance with the corresponding agreement between the University of Lille and the Institut Mines-Télécom;
- employees appointed or made available by other organisations or partners of the School.

It may also request the assistance of external persons, invited staff members or project leaders at the incubator, whose services are necessary for the exercise of the School's missions.

It welcomes users, particularly:

- engineering students with student, employee, civil servant, continued education or apprentice status,
- students in specialised training,
- trainees in continuous training,
- students preparing the national diploma of Master or Doctor,
- unregistered students.

5.1. Applies to all actors

The School is one component of a public institution of higher education and research governed by principles of neutrality and secularity.

Consequently, the behaviour of persons (in particular, their actions, attitude, remarks or dress) must not:

- undermine the principle of secularism and neutrality of the public service;
- undermine public order, the proper operation of the institution and its reputation or image;
- disturb the course of teaching and research, administrative and cultural activities and, as a general rule, all authorised events on the various sites of the institution;
- undermine the health, hygiene and safety of people and the integrity of property.

No discrimination on the grounds of sex, class, race, religion or opinion shall be tolerated.

Any person attending the establishment, whatever their status, may not, in any way, create, maintain or provoke a situation likely to undermine the principle of secularism and, more generally, the proper operation of the institution. The following are therefore prohibited: acts of conversion, manifestations of discrimination, incitement of hate.

In general, people's behaviour must conform to the commonly accepted rules of respect for others and civility, as well as to the laws and regulations in force.

As this is a place of higher education, exemplary and irreproachable behaviour is expected.

5.1.1. General behaviour

Each person must respect the basic rules of good manners and community living.

They must also ensure that they behave properly towards their classmates, colleagues, co-workers and superiors, as well as towards any person with whom they come into contact in the context of their work. When travelling abroad, they must respect the laws. They shall endeavour to respect the customs and practices in force in the host country.

Aggressive behaviour and incivilities are not tolerated in the School.

Behaviour that can lead to a penal sanction such as name-calling, brawling and insults are forbidden within the School.

The same applies to any racist, xenophobic, sexist, homophobic and/or discriminatory behaviour within the scope of the provisions of the French Labour Code, the French Criminal Code and French public law.

The staff members and users of the School have freedom of opinion and expression as held by public employees but must use restraint and moderation in the public expression of their opinions in accordance with the laws, regulations and jurisprudence in force.

5.1.2. Smoking – Vaping

Pursuant to decree no. 2006-1386 of 15th November 2006, smoking is strictly forbidden in the School premises, including inside individual offices and service vehicles. This prohibition is extended to vaping and also applies in common areas of the Student House.

5.1.3. Alcohol and drug use

Other than the exceptions set forth in the Labour Code and in the following paragraph, and exceptional dispensation granted by the Director of the School, it is forbidden to introduce or distribute alcoholic beverages in the School premises, including the Students House. It is also forbidden to allow people who are inebriated or under the influence of drugs to enter or stay on the school premises.

An exemption for the distribution of low-alcohol beverages by the Students' Office is possible in student residences, in premises specifically made available by the School for this purpose and in strict compliance with the rules applicable to the exercise of this activity by an association.

Furthermore, possession and use of drugs is strictly forbidden in all premises of the School.

These rules allow the person authorised by the Director to subject a staff member who constitutes a danger to themselves or to third parties to an alcohol test using a breathalyser, with their agreement. This control shall be carried out with the utmost discretion, and the employee may be assisted by a staff member of their choice. At the request of the employee undergoing the control, a counter-examination may be carried out in accordance with procedures to be defined in a specific note.

Any person found to be inebriated will not be allowed to stay at the School.

5.1.4. Prohibition and sanctions of harassment - Sexual harassment

No employee or user should be subjected to:

- 1) sexual harassment, consisting of repeated comments or behaviour of a sexual nature which either undermine their dignity because of their degrading or humiliating nature, or create an intimidating, hostile or offensive situation;
- 2) behaviour that is considered sexual harassment, consisting of any form of serious pressure, even if not repeated, exercised with the real or apparent aim of obtaining an act of a sexual nature, whether for the benefit of the perpetrator or for a third party.

No employee, no person undergoing training or an internship, no recruitment candidate and no person undergoing work experience or training in a company may be punished, dismissed or subjected to any direct or indirect discriminatory measure, particularly with regard to pay, training, redeployment, appointment, qualification, classification, professional promotion, transfer or renewal of contract, for having been subjected to or refusing to be subjected to acts of sexual harassment. No employee, trainee

or intern may be sanctioned, dismissed or subjected to any discriminatory measures for having witnessed or reported sexual harassment.

However, an abusive denunciation of sexual harassment made in bad faith constitutes misconduct liable to disciplinary action without prejudice, where appropriate, to the penalties set forth in criminal law.

The School shall take all necessary steps to prevent sexual harassment.

Any employee who has engaged in sexual harassment is liable to disciplinary action, in addition to legal proceedings.

5.1.5. Prohibition and sanctions of harassment - Bullying

No employee or user shall be subjected to acts of bullying, with the purpose or effect of degrading their working conditions in such a way as to infringe their rights and dignity, to impair their physical or mental health or to jeopardise their professional future.

No employee, no person undergoing training or an internship, may be punished, dismissed or subjected to any direct or indirect discriminatory measure, particularly with regard to pay, training, redeployment, appointment, qualification, classification, professional promotion, transfer or renewal of contract, for having been subjected to or refusing to be subjected to acts of bullying. No employee, trainee or intern may be sanctioned, dismissed or subjected to any discriminatory measures for having witnessed or reported bullying.

However, an abusive denunciation of bullying made in bad faith constitutes misconduct liable to disciplinary action without prejudice, where appropriate, to the penalties set forth in criminal law.

The School shall take all necessary steps to prevent bullying.

Any employee who has engaged in bullying is liable to disciplinary action, in addition to legal proceedings

5.1.6. Personal data protection policy

In order to ensure that it runs smoothly, the School is required to implement and use personal data processing relating, on the one hand, to the staff it employs and the external workers it calls upon and, on the other hand, to its students and the candidates who apply to it.

The School formalises the rights and obligations of staff and external workers, as well as those of students and applicants, with regard to the processing of their personal data by means of personal data protection policy documents. These documents shall be prescriptive with respect to these Rules and Rules and Regulations.

A Data Protection Officer (DPO) is appointed within the School to facilitate the implementation of this policy.

5.2. Applying to staff members

5.2.1. Purpose

The purpose of these rules and regulations is to remind everyone of their rights and responsibilities in order to manage life within the School in the best interest of all members.

In addition to the rules and regulations and the instructions of the IMT, it specifies in particular:

- working arrangements and working hours;
- the general principles to be respected in terms of health and safety;
- the applicable rules of discipline;
- the nature and scale of sanctions that may be applied to employees for whom a punishment is considered.

It also recalls the provisions relating to the prohibition of all forms of sexual harassment and bullying.

The administration shall ensure that the provisions of these regulations are respected and enforced. Any failure or refusal to comply with obligations relating to health, safety and/or discipline may result in one of the sanctions set forth in these regulations.

5.2.2. Scope of application

As they are intended to manage life within the School in the best interest of all members, these regulations are binding, except for particular or specific provisions to the contrary, to all employees, including contractual doctoral students, without reservations, particularly in the context of the execution of their employment contract. All School employees shall comply unreservedly with all instructions, memoranda and decisions of the Director. These documents are available on the School's intranet.

The rules and regulations and its appendices may apply in specific situations, which are specified in these documents.

Any hierarchical authority shall have the right to ensure the application of these rules and regulations as well as the instructions, memoranda and decisions of the Director and to grant the exceptions set forth in these regulations.

The provisions of the rules and regulations relating to discipline and to health and safety, also apply to temporary staff, as well as to trainees present in the various entities and, in general, and to any person who works within the School, whether or not they have an employment contract with the School.

However, the disciplinary procedure and sanctions are the responsibility of the employer of the temporary workers or employees.

These rules and regulations shall be communicated to each new employee during the hiring procedure so that they may become familiar with them. They are also posted on the School's intranet, under the heading "Human Resources". They are available to external service providers at the entrances to the various School sites.

It is the responsibility of the highest authority to ensure that these principles are applied within each unit.

5.2.3. Performance of the employment contract

Employees shall carry out the work assigned to them, in accordance with the orders and instructions given to them. No person may be obliged to perform work that is not within the scope of their duties as defined, in particular, in the job description. No person may engage in personal work during working hours.

These rules and regulations serve as a reminder that teacher-researchers have full independence and freedom of expression when carrying out their teaching duties and research activities, subject to the reservations imposed by the principles of tolerance and objectivity.

Each employee is required to:

- adopt behaviour and attitudes in the performance of their duties that respect the freedom and dignity of each individual;
- maintain absolute discretion with regard to all confidential operations of which they may be aware over the course of or in connection with their duties.

Each employee has an administrative residence, either in Douai or in Villeneuve d'Ascq.

Depending on the needs and tasks, the employees may be required to travel between the different sites of the School.

5.2.4. Schedules and working hours

The working hours and rules for taking time off are defined by IMT Instruction no. 23-2018 of 23rd November 2018 on the management of working hours in IMT entities, completed by the memo of 4th October 2019 on the management of working hours at IMT Nord Europe.

Failure to comply with the schedules may result in sanctions.

All employees are required to respect maximum working hours and mandatory rest periods. The administration must ensure that these working and rest periods are respected.

For work requiring a continuous presence (security, reception, switchboard, etc.), the employee must not leave their post without ensuring that their replacement is present. If not, they must notify their immediate supervisor or, in the absence of the latter, the replacement for the supervisor.

An employee may be required to work on Saturdays, Sundays or public holidays (with the exception of 1st May, which is a non-working holiday) in the interests of the department and in accordance with the legislation and regulations in force. The employee who is required to work shall be notified within a reasonable period of time, which may not be less than 48 hours.

Where justified by exceptional circumstances or in the case of urgent work which must be carried out immediately in order to organise emergency measures, prevent imminent accidents or repair damage to equipment, installations or buildings in the institution, an employee may be required to work on Saturdays, Sundays or public holidays.

An employee may be required to be on call in accordance with the legislation in force.

5.2.5. Access to the workplace

The employee shall have access to the premises of the School uniquely for the purpose of performing their employment contract. They shall have no right to enter or remain on the premises for any other cause unless they can provide:

- a legal or regulatory provision (notably a provision relating to the rights of staff representation or trade unions);
- or an authorisation issued by the administration.

Every person hired or working at the School is given a badge, which must be presented in order to gain access to the premises. This badge is for strictly personal use and must be returned when leaving the School.

Employees are prohibited from bringing or allowing to be brought into the School persons who are not members of the School, except in the case of special legal or regulatory provisions applicable to staff representatives or with the authorisation of the administration.

5.2.6. Outings during working hours

Outings during working hours must be exceptional; they are conditional on an authorisation issued by the administration.

These outing permits may be granted in the following situations:

- an employee becomes unwell at work;
- a serious event occurring unexpectedly.

In both cases, the administration shall ensure that the employee is able to reach the place they need to go, or where appropriate, take any measures it deems useful to that end.

5.2.7. Lateness and absences

For employees subject to working hours, any lateness must be justified to the higher authority.

All predictable absences must be authorised in advance by the higher authority, subject to the rights of staff representatives.

If an absence is unpredictable, the employee must inform the higher authority or have them informed as soon as possible and provide justification within 48 hours, except in cases of force majeure.

If there is no valid reason, late arrivals and absences constitute misconduct which may be punished. The same applies to any early departure without a legitimate reason or without authorisation, except for persons requested to be absent on a regular basis because of their function or a trade union mandate.

In the event of disruptions to public transportation services, all employees must still make every effort to reach their place of work. If this is not possible, the employee must contact the administration to inform it, make the necessary arrangements and, if required, regularise the situation as soon as possible with the Human Resources Department. Staff members of the School occasionally working from home due to unusual, exceptional or emergency situations shall be subject to prior authorisation by the hierarchical authority and in accordance with the rules set forth by the School's management.

5.2.8. Working from home

Employees may request to the Director to work from home in accordance with decree no. 2020-524 of 5th May 2020, which sets forth the conditions and procedures for working from home in the civil service and the judiciary and the methods of application defined by the School.

5.2.9. Dress code

Proper dress that is appropriate to the activities and functions is required of staff members present on the School's premises.

5.2.10. Post

It is forbidden to send any personal correspondence at the cost of the School. It is also forbidden to receive mail or personal parcels of any kind, except in duly justified cases and with agreement from the administration.

Any letter addressed to the employee shall be presumed to be business-related if it does not contain a specific and explicit statement indicating its private nature.

5.2.11. Use of School premises and equipment (excluding computer and phone resources)

Keeping the premises clean is clearly stated by the administration. It is the responsibility of all employees and must therefore be the constant purpose of each employee.

Similarly, the equipment made available must be constantly respected: users shall organise between themselves to leave the premises as they found them and putting away any equipment moved or borrowed after use, in general, for any premises to which they have access.

Every employee shall be responsible for keeping the equipment given to them for their work in good condition.

Unless otherwise authorised, the School's premises and equipment must be used exclusively for professional activities.

Any document kept by the employee at their workplace shall be presumed to be business-related if it does not contain a specific and explicit statement indicating its private nature.

In particular, it is prohibited:

- to bring objects or goods into the workplace for any reason whatsoever for sale, except where specific provisions are made in the appendix of the entity concerned;
- to organise, without authorisation or a legal or regulatory provision giving this authorisation, collections or subscriptions in any form whatsoever;
- to distribute newspapers, petitions or post signs without management's permission, except relating to the rights of staff representatives;
- to take, even for just a few days, objects belonging to the School, except with the agreement of the hierarchical authority.

Deliberate damage to equipment is considered misconduct. The same applies to the removal of a protective and/or safety equipment except for maintenance and only by persons or companies in charge of this equipment.

Any damage to or malfunction of safety equipment of which an employee becomes aware must be reported immediately to the authorised persons or, failing that, to their superior.

The School's posters, instructions or memoranda may not be covered, damaged or torn under any circumstances.

All employees shall, before leaving the School, return all materials and documents in their possession that belong to the School.

For health and safety reasons and in exceptional circumstances, the administration may check the contents of the office, cupboards and personal lockers made available to employees. The employee must be present during the search or be notified. They must also be informed in advance of their right to refuse this verification and to be accompanied by a witness. In the event of absence, the employee concerned may be represented by a person of their choice. In the event that the official refuses to carry

out this verification, the administration reserves the right to call in a judicial police officer in accordance with the law in force.

5.2.12. General rules for the use of computer and phone resources

All users are responsible for the use of computer and phone resources to which they have access as well as for all the information they make available to others.

The use of professional computer and phone resources must be rational and fair in order to avoid saturation or over use for personal reasons. The use of professional equipment for personal use is accepted, under the conditions of reasonable and limited use. Users must use the hardware and software provided in accordance with their purpose and the user manuals made available to employees by the School's IT and Information Systems Department.

The Internet and email are working tools that are open to professional use. The use of professional computer resources to create private communication services is not permitted. Therefore, it is not permitted to host personal websites or blogs on the School's servers. However, private use of web and email services is permitted provided that it is within reasonable limits and does not affect normal business traffic.

This controlled use for private purposes must comply with the obligations of public officials (in particular the duties of discretion and neutrality). They must not go against public order and morality. They must not jeopardise the interest, reputation or image of the School by accessing pornographic sites, games, online stock markets, etc.

The private use of computer and phone resources may be restricted for specific reasons (security, computer system performance, etc.).

Employees shall ensure that their administrative email addresses are not placed on private mailing lists or lists that are not related to their professional activity.

All information is professional with the exception of data explicitly designated by the user as private. Therefore, it is up to the users to store their data of a private nature in systems that are explicitly provided for this purpose and entitled "private" or "personal".

Any emails on the workstation provided by the School will be considered professional unless it contains a specific and explicit mention in its subject indicating its private nature. Non-professional exchanges with trade unions, the School social worker and medical and paramedical services are also considered private messages.

In the context of an environmentally friendly policy, employees are asked to limit printing and photocopying.

An IT charter, which can be consulted on the school's intranet and on Min&Tel, provides specifications and additions to the general rules for using IT resources.

All users of the School's computer resources must also respect the rules detailed in paragraph 8.2 of this document.

Any users at the School with mobile equipment such as a phone, smartphone, tablet or other device provided by the School undertake to comply specifically with the charter for the use of mobile equipment set out in paragraph 8.3 of this document.

5.2.13. Communication rules - confidentiality - intellectual property

All public employees shall exercise discretion and moderation when expressing their personal opinions in writing and orally.

All School employees are required to respect the confidentiality of information to which they have access or which they manage, in accordance with the obligations of professional confidentiality and discretion. This applies both to information processing and to its internal and external communication. Particularly, the user must ensure that any information available on the intranet of each unit can be disseminated before any external communication.

Users of the School's computer resources must not disguise their identity or attempt to impersonate another individual, and in general must not use resources other than those to which they have legitimate access.

The user must express themselves with care and courtesy.

The user undertakes to take all steps to consult or reproduce data or work protected by copyright in a lawful manner.

5.2.14. Health and safety - General provisions

The legal rules of health and safety must be respected, as well as the instructions imposed by the administration in this matter.

Each employee must take care of their own health and safety, according to their training and their abilities, and of that of the other persons concerned by their acts or omissions at work, even in the absence of delegation of authority.

Any improper conduct or breach of this obligation shall constitute misconduct.

5.2.15. Health and safety - Safety instructions

It is imperative that, in the best interest of all members, employees respect all safety instructions, even verbal, given by the administration.

Each employee must be aware of the safety instructions posted on the premises and of the seriousness of the possible consequences of not following them.

Work equipment and personal protective equipment must be used under optimum conditions provided for by:

- the supplier,
- and/or explained by the administration during a specific informational session on the subject.

Employees are expected to be fully aware of the fire safety instructions posted in the School and to comply with them. All employees are required to participate in organised evacuation drills.

It is prohibited to handle emergency equipment outside of its normal use and to make it difficult to access. It is prohibited to neutralise any emergency equipment except in the case of handling or maintenance operations carried out by authorised individuals.

Emergency exits must be freely accessible.

Only authorised individuals may handle the equipment.

5.2.16. Health and safety - Medical monitoring

Employees are required to attend the visits provided for by the regulations in force.

Time spent on the pre-employment health check, on periodical medical monitoring tests and on follow-up tests and further investigations requested by the occupational health and/or follow-up doctor is taken from working hours and is paid.

These tests are mandatory; refusing to participate therefore constitutes misconduct.

The administration is required to arrange these visits.

5.2.17. Health and safety - Workplace accidents

Any employees who suffer accidents on the way to or from work, even minor accidents, are required to report it immediately to the Human Resources Department so that all necessary measures can be taken, in particular those relating to health care and formalities.

Any witness to an accident in the workplace must inform the Human Resources Department according to the procedures in force.

5.2.18. Health and safety - Meals and alcoholic beverages

Pursuant to article R.4228-19 of the French Labour Code, it is forbidden for staff to eat their meals on the premises assigned to work.

Small household appliances are tolerated in the premises. This equipment must be the property of the administration and therefore be approved in advance and periodically checked by the administration. Bringing drugs or alcoholic beverages onto the School premises is prohibited. With regard to alcoholic beverages, special and exceptional authorisations may be issued by the administration. Only wine, cider and beer may be consumed during meals in the workplace, in dedicated areas and in reasonable quantities. In any case, this consumption must not immediately precede the use of a vehicle. It is prohibited to enter or remain in the institution in a state of inebriation or under the influence of drugs or narcotics.

5.2.19. Health and safety - Miscellaneous instructions

All employees are requested, when leaving their office in the evening, to:

- close the windows of their office;
- turn off all electrical equipment in their office that does not require constant power.

5.2.20. Safety obligations and right of withdrawal

These regulations enable the administration to take all necessary measures against an employee who constitutes a danger to themselves or to others. These measures will be carried out with maximum discretion.

Any employee who has reasonable cause to believe that a situation presents a serious and imminent danger to their life and their health or who observes an anomaly in the unit's installations or equipment shall immediately notify the administration. The employee must provide all information concerning the estimated serious and imminent danger or the anomaly observed.

No punishment or deduction of salary may be imposed on an employee or a group of employees who have removed themselves from a work situation which they had reasonable cause to believe presented a serious and imminent danger to the life or health of one of them.

5.2.21. Penalties for misconduct and defence rights for employees - Definition of misconduct

Behaviour is considered to be misconduct if it is manifested by an act or a voluntary abstention which does not correspond to the normal performance of the contractual relationship. This may include failure to comply with a legal or regulatory provision, the Management Framework, the rules and regulations, the French Labour Code, instructions or memoranda from the higher authority, but also failure to perform or improper performance of work.

Notwithstanding the legal consequences or sanctions, including dismissal without notice or compensation, may be applied in the following cases:

- inebriation;
- gross insubordination and indiscipline;
- resignation without prior notice;
- health and safety violations;
- failure to comply with schedules;
- involuntary offenses;
- fighting, insulting, violence against any member of staff or user;
- acts of bullying or sexual harassment against any member of staff or a user;
- misappropriation, theft, breach of trust;
- breakage and deliberate damage to equipment;
- voluntary disruption of the proper operation of the department, with the exception of the right to strike exercised in accordance with the legal and regulatory provisions;
- defamation.

5.2.22. Penalties for misconduct and defence rights for employees - Nature and scale of disciplinary action

Any action considered to be wrongful may, depending on its seriousness, be subject to one or other of the following sanctions:

- written warning;
- written reprimand;
- temporary suspension from work without pay for a maximum period of six months for employees recruited for a fixed term and one year for employees recruited on a temporary contract or disciplinary suspension without pay for a maximum period of five days;

For civil servants, the disciplinary actions are divided into four groups:

- First group:
 - warning;
 - reprimand.
- Second group:
 - removal from the promotion list;
 - relegation;
 - temporary suspension from duty for a maximum period of two weeks;
 - involuntary reappointment.
- Third group:
 - demotion;
 - temporary suspension from duty for a period of three months to two years.
- Fourth group:
 - compulsory retirement;
 - dismissal.

For contractual employees under public law:

- dismissal, without notice or severance pay;

For contractual employees under private law:

- disciplinary transfer, i.e. automatic assignment to a post of equivalent qualification;
- demotion and automatic assignment to a position of lower qualification with corresponding pay;
- disciplinary dismissal, with or without notice and severance pay depending on the severity of the misconduct.

The decision to impose a disciplinary punishment must be substantiated and notified in writing.

5.2.23. Penalties for misconduct and defence rights for employees - Suspension – precautionary suspension

In the event of serious misconduct from an employee, whether this be a failure to fulfil their professional obligations or an offence under ordinary law, the person responsible for this misconduct may be suspended from duty in accordance with the legislation in force.

5.2.24. Penalties for misconduct and defence rights for employees - Guarantee for staff against disciplinary proceedings

No misconduct alone may give rise to disciplinary proceedings after a period of two months from the date on which the employer became aware of it, unless it has given rise to criminal proceedings in the meantime.

No punishment shall be imposed on an employee before they have been invited to explain the facts or actions concerned during a prior interview. The employee may be accompanied to the interview by any person of their choice.

After this interview, the official shall be notified of any punishment in writing, stating the reasons, at least two working days and not more than one month after the date set for the preliminary interview or

the meeting of the competent joint social body (Joint Advisory Committee or Joint Administrative Committee).

5.3. Applying to users (pupils, students, trainees, unregistered students, etc.)

5.3.1. General principles

In general, all users are required to comply with all the management rules and administrative regulations in force at the School of which they are informed by the departments concerned, and in particular chapters 5.1 and 5.3 of the School's rules and regulations.

According to the Education Code (article L.141-6), "The public service of higher education, is secular and independent of any political, economic, religious or ideological influence; it offers objective knowledge; it respects the diversity of opinions. It must ensure that teaching and research have the opportunity to develop freely in scientific, creative and critical terms.

Users have freedom of opinion, information and expression with regard to political, economic, social and professional issues. This freedom must be exercised without detriment to teaching and research activities, with respect for the political, philosophical and religious opinions of others and without disturbing the order of the institution.

5.3.2. Hazing

No user should be subjected to hazing.

No user should be subjected to sexual harassment or bullying (see 5.1.4 and 5.1.5 of these regulations).

Acts of hazing are punishable by the provisions of Section 3 b - Hazing- Chapter V -Offences against the dignity of the person in Book II of the Penal Code - reproduced in articles L.811-4 and L.511-3 of the Education Code:

"Art. 225-16-1 -Except in cases of violence, threats or sexual abuse, a person causing another person to undergo or commit humiliating or degrading acts, whether or not this is against their will, during demonstrations or meetings related to the school and socio-educational environment is punishable by six months of imprisonment and a fine of 7,500 euros."

"Art. 225-16-2.- The offence defined in Article 225-16-1 is punishable by one year of imprisonment and a fine of 15,000 euros when committed against a person whose particular vulnerability, due to their age, illness, infirmity, physical or mental deficiency or pregnancy, is apparent or known to the perpetrator."

"Art. 225-16-3.- Legal entities declared criminally liable, under the conditions set out in Article 121-2, for the offences defined in Articles 225-16-1 and 225-16-2 shall incur the penalties set out in paragraphs 4 and 9 of Article 131-39, in addition to a fine in accordance with the procedures set out in Article 131-38."

5.3.3. Administrative formalities

Beginning of the school year:

The dates of the beginning of the school year for students and unregistered students are set by the Director of the School based on the proposal of the Director of Studies according to the training programmes.

Officially-ratified students, trainee civil servants and newly admitted unregistered students who are not present on the date set for the start of the school year, without any major reason, shall be considered to have resigned.

Students must provide the school with all their administrative information and provide the documents requested to create their file. Over the course of the year, they must inform the school of any change of

personal address, particularly during internships, as well as any change in their civil status or family situation.

The school issues a student card to newly admitted students and unregistered students, which must be returned in the event of resignation or expulsion. Its loss must be reported without delay to the general administration section.

Social security, liability and other insurance:

All students are required to take out additional insurance, or provide proof of such insurance if they are already covered, for the risk in question:

- cover for "civil liability" risks and "personal accident" insurance including "death and disability" which must cover them during school time and extra-curricular activities, including training courses;
- any other insurance that the school deems essential for certain school or extra-curricular activities in which the students are asked to participate.

Students who go abroad as part of their studies or internships must take out additional insurance to replace or in addition to the voluntary social security insurance, including repatriation assistance.

Foreign students arriving in France must have taken out repatriation assistance before arriving in France.

Medical visits:

During their time at the School, all students have the opportunity to undergo a medical examination by the School doctor.

The results of these visits are confidential, are recorded in the student's medical records and are sent to the students concerned. If the doctor deems it useful, these results are also sent to the families of students who are minors and to the families of the students concerned who are adults, with their agreement.

To do sports, a certificate of non-contraindication signed by the student is filled in at the beginning of the school year.

In the event of a medical problem observed by a doctor which could have a serious impact on a student's schooling, the director of the school may refer the case to the doctor affiliated with the school. On the advice of the director, the Study Panel shall propose to the director the action to be taken.

Tuition fees, administration fees and other financial contributions:

Students and unregistered students must pay for each school year on the dates specified by the School management.

- tuition fees,
- administration fees,
- a contribution to cover exceptional additional costs.

The amount of the tuition fees is fixed by ministerial decree, and scholarship students are exempt.

The amount of the tuition fees for each course of the training, participation in sports, cultural or leisure activities are set by the School Council (paragraph 9 of article 37 of decree no. 2012-279); scholarship students may be exempted from all or part of the tuition fees according to the conditions set forth by the School Council. The payment terms are determined by the Director of the School.

Any student who has not paid these fees or these charges within the prescribed time limit is considered to have resigned and consequently will not be admitted to the School's courses.

Unregistered students that are regularly enrolled in foreign institutions with which the School has a cooperation and exchange agreement that provides for a reciprocal exemption from tuition fees are exempt from paying such fees but must pay any administration fees.

Students of the School on inter-school placements, in France or abroad, must pay tuition fees according to the terms of the agreement or convention between the School and the institutions concerned.

Students in their final year N who are continuing their training beyond 30/09 of the year N must pay the tuition fees for the year N-N+1 and social security contributions (unless exempted: scholarship holders, intern civil servants, etc.)

5.3.4. Attendance at scheduled educational activities

Attendance at scheduled educational activities is mandatory. Any unjustified absence is liable to be punished and the individual summoned before the disciplinary board.

5.3.5. Associations

The students' office represents the student engineers to the School management in matters relating to extra-curricular activities.

Declared associations run some of the students' extra-curricular activities and use, if necessary, the School's premises and equipment under conditions defined by specific memos and under cover of agreements of provision between the Management of the School and the beneficiary association.

Association events likely to take place on the School's premises or with support from its resources must be anticipated and submitted to the School's management for prior approval.

5.3.6. Catering

The Head of the Catering Department is responsible for the operation and management of the School's restaurant located in the Student House and the secondary catering outlets. Staff members and users are allowed to take their meals in the school restaurant and in the School's secondary catering outlets. Staff members and users pay a contribution for the cost of catering. This contribution is set by a memo from the Director of the School, who specifies the conditions.

Staff members and users who do not respect the operating rules of the catering service or who have not paid their share of the contributions may be excluded from using the service.

5.3.7. Access to the School premises

Access to the School is reserved for users who are enrolled under regular circumstances, for individuals who are called upon to collaborate in the teaching or management of the School, for trainees in continued education, as well as for individuals given authorisation by the Director of the School, in accordance with the procedures laid down in specific memos issued for this purpose.

Unless special provisions are in place, users are allowed to park in the School's carparks, respecting the rules of the road and the restrictions on use (electric vehicles, service vehicles, disabled spaces, etc.)

5.3.8. Use of premises

Keeping the premises clean is clearly stated by the School's Management. It is the responsibility of all individuals and must therefore be the constant purpose of each person.

Similarly, the equipment made available must be constantly respected: users shall organise between themselves to leave the premises as they found them and putting away any equipment moved or borrowed after use, in general, for any premises to which they have access.

Access to the various laboratories and the Documentation Centre is governed by rules specific to each of these premises. Particularly, silence must be observed in the working rooms of the Documentation Centre.

All users must have civil liability insurance (for residents of the Student House, this insurance is included in the rental fee).

5.3.9. Protection of materials and equipment

Any damage to equipment must be reported immediately to the person in charge of the premises in question.

The perpetrator of any voluntary damage may be required to pay for all or part of the repairs.

5.3.10. Falsification of documents

Any students presenting with false documents or falsifying administrative documents or various certificates (medical certificate, etc.) to be presented to the School administration may lead the Disciplinary Board to suggest immediate expulsion to the Director.

5.3.11. Intellectual property and confidentiality

Finally, it is specified that users may not under any circumstances disclose to external parties information of a confidential nature that has come to their knowledge during their work in the School's laboratories. Particularly, as some work for companies is protected by a confidentiality clause, access to the corresponding laboratories may, if necessary, be prohibited for staff members and users (unless concerned by the confidential research work).

5.3.12. Special rules

General dress code

The users must be dressed suitably.

Users are personally and/or collectively responsible for any misconduct towards School staff members, visitors, etc. ...

Any reprehensible behaviour may be subject to sanctions in accordance with the regulations.

Safety instructions

The School Management must be notified immediately of any serious incident that may occur within the School. Any issues with general services (water, heating, sanitary appliances, electricity, etc.) must be reported to the Technical Logistics and Maintenance Department via its application.

The users shall read the instructions, posted in the premises, indicating the behaviour to be followed by the occupants in case of fire.

Post

With the exception of urgent messages, no post of any kind may be received by users at the School's address.

It is therefore not possible for users to send their post to this address.

Users' post should be addressed to their accommodation.

Conditions of use for hardware and software

Users must be particularly careful not to damage the equipment or software provided to them. Users are personally responsible for any damage, in particular for software when this is due caused by an external virus that they have introduced by negligence in violation of the provisions below.

The use of laboratory equipment and facilities is subject to special instructions from the Director of the School.

Any use of the School's equipment for non-School related tasks, for the benefit of individuals or legal entities outside the School is prohibited.

Failure to comply with the above rules may result in temporary or permanent suspension of access to the School's equipment and disciplinary action.

All users of the School's computer resources must also respect the rules detailed in paragraph 8.2 of this document.

5.3.13. Discipline and disciplinary action concerning users

Disciplinary actions are specified by the provisions of Article 29 of decree no. 2012-279.

Study correspondents are involved in maintaining discipline in the School.

In the event of a breach of discipline or reprehensible behaviour on the School premises or outside the School during school and extra-curricular activities, the following disciplinary actions may be applied to users:

- oral remark,
- written remark,
- warning,
- reprimand,
- temporary suspension,
- permanent expulsion.

In addition to the oral remark, sanctions are proposed by the Director of the Student House and Catering Service, the study correspondents, the teachers and heads of department to the Director of Studies and Training and/or the Secretary General.

The written remarks are given by the Director of the School, the Deputy Director, the Assistant Director, the Director of Studies and Training or the Secretary General.

The warning shall be issued by the Director of the School after hearing the arguments given by the user in question.

Reprimand, temporary suspension or permanent expulsion is decided by the Director of the School after referral to the Disciplinary Board for its opinion.

Based on the proposal of the Disciplinary Board and with the agreement of the user concerned, community service may be substituted for a reprimand or temporary suspension.

The families of students in Initial Training may be informed of any sanctions taken.

Any fraud or attempted fraud during a test of the student's knowledge is subject to a sanction that can go as far as permanent exclusion and leads to the nullity of the corresponding test for the individual concerned.

6. Recruitment requirements and educational regimes

6.1. Recruitment procedures

6.1.1. Engineering Training Under Student Status

Admission to the integrated preparatory cycle (L1):

Students are admitted to the integrated preparatory cycle (L1) via the Geipi Polytech competitive exam.

Students are admitted to the 1st year of the engineering course (L3):

Students are admitted to the 1st year (L3):

- through the Mines-Télécom competitive exam;
- through the TPE/EIVP competitive exam for the admission of Student Industrial and Mining Engineers (SIME). The conditions of admission and schooling for these students are set forth by the decree of 29th April 1988, modified by the decree of 6th September 2006;
- by Admission through diplomas: the conditions of admission and the rules for admission on the basis of diplomas are set forth in the "Admissions" notice published annually. Admissions are decided by a recruitment panel based on diplomas, the composition of which is defined in the school regulations.

The students admitted shall have the status of student engineer.

Admission to the 2nd year (M1):

Students are admitted to the 2nd year (M1) by Admission through diplomas: the conditions of admission and the rules for admission on the basis of diplomas are set forth in the "Admissions" notice published annually. Admissions are decided by a panel, the composition of which is defined in the school regulations.

The students admitted through this procedure shall have the status of student engineer.

Certain users, admitted on the basis of their qualifications, may be subject to certain special rules (specific agreements, particularly on an international level) which are set forth in the school regulations.

Special Admissions:

Every year, the school welcomes students from French and foreign schools and institutions for academic placements.

The school can also admit unregistered students in the engineering course. Admission is based on a file examined by the school's management. These unregistered students can follow all or part of the courses of a module.

Admission to Continued Education (CE):

This admission is open to candidates with an L2 level diploma and at least 3 years of professional experience. The conditions of admission are set forth in the "CE" notice published annually.

CE admissions are decided by a recruitment panel, the composition of which is defined in the school regulations.

"Télécom Lille" training

Following the merger, only the last two years of the engineering cycle are provided (M1 and M2). At the end of the course, students obtain the "Telecom Lille" diploma.

6.1.2. Engineering Training Under Apprenticeship Status

The admission of student-engineers to these courses is based on qualifications or results of a competitive exam. Users are admitted as apprentices, in initial or continued training. Admission based on qualifications includes a selection based on a file supplemented by tests and an interview. Admission based on competitive exam results includes a selection based on a tests supplemented by an interview. Admissions are decided by a recruitment panel.

The Industrial Engineering, Civil Engineering and Railway Systems, Plastics and Composite Materials specialisations are currently conducted in partnership with inGHenia (Polytechnic University of Hainaut Cambrésis) and ISPA. An energy engineering course has been open since the start of the 2020 academic year at the Dunkirk site.

The conditions and the rules for admission are set forth in the school rules.

6.1.3. Specialised Master's

This admission is open to candidates with a diploma for 5 years of higher education in science or 4 years of higher education and at least 3 years of professional experience linked to the subject of the specialised Master's concerned.

Admissions to the specialised Master's are decided by a recruitment panel.

6.1.4. Master of Science / National Master's Degree

This admission is open to candidates with a diploma for 3 years of higher education in science.

Admissions to the Master of Science / National Master's Degree are decided by a recruitment panel, the composition of which is defined in the school regulations.

6.2. Issue of diplomas

6.2.1. "IMT Nord Europe" diploma

The students obtain the diplomas from the courses for which they were recruited.

General engineering courses:

The studies of students in initial engineering training and continued education are accredited by the award of the "engineering diploma of the French National School of Mines-Télécom Lille Douai from the Institut Mines-Télécom", from the Engineering Diploma Committee (EDC).

The Director of the School, after consultation with the study panel, proposes to the minister of Industry and Electronic Communications, to award the diploma to the students on the list drawn up for the ministerial decree which will be published in the official bulletin of the French Republic.

The diploma is awarded by the Minister of Industry and Electronic Communications.

Specialised Engineering Training, through an apprenticeship:

The title of Graduate Engineer of the French National School of Mines-Télécom Lille Douai of the Institut Mines-Télécom, in one of the specialist subjects accredited by the EDC, possibly in partnership with an institution, is issued at the end of the training course.

The Director of the School, after consultation with the study panel, proposes to the minister of Industry and Electronic Communications, to award the diploma to the students on the list drawn up for the ministerial decree which will be published in the official bulletin of the French Republic.

The diploma is awarded by the Minister of Industry and Electronic Communications.

Specialised training:

The studies are accredited by a specialised master's degree accredited by the Conférence des Grandes Ecoles and may be registered by France Compétences, a specialised training diploma, title or certificate depending on the level of the student at the time of admission.

Specialised master's degrees, diplomas or certificates of specialised training, titles and labels are awarded by the Director of the School.

6.2.2. "Télécom Lille" Diploma

This diploma will be delivered until the last students recruited for this specific course leave IMT Lille-Douai.

7. Particular regulations concerning the Student House

The Student House is made up of three residences (Condorcet, Lavoisier, Descartes).

The main purpose of the accommodation service is to house:

- all students in training at the School (initial training, continued education, master's degrees, intern civil servants),
- and within the limits of available places:
 - trainees in lifelong learning,
 - doctoral students, post-docs and trainees of the School,
 - students from other institutions,
 - Alumni,
 - guests of the School on a temporary basis.

7.1. Direction of the Student House

7.1.1. Residence Contract

A Residence Contract, revised each school year, is established between the School and the resident. The Residence Contract sets out the terms and conditions for the provision of accommodation and the use of the common areas of the Student House. By validating this contract when booking the accommodation, the resident undertakes to comply with its provisions.

7.1.2. Management

The Director of the Student House and Catering Service is in charge of enforcing the rules of procedure and other rules imposed (particularly the Residence Contract) within the residence. It ensures the smooth running of all the residences of the Student House.

7.1.3. Consultation structures

Accommodation Committee

It is composed of:

- the Secretary General of the School or their representative,
- the Director of General Resources of the School,
- the elected representative for teachers on the School Council,
- the Chair of the School's Students' Office,
- 3 students or their substitutes elected by their peers,
- the Director of the Student House and Catering Service.

This Committee is chaired by the Secretary General of the School or their representative and gives opinions on:

- the budgets of the Student House, as well as proposals for changes in pricing,
- the multiannual programme for works and projects of all kinds,
- amendments to the Residence Contract proposed by the Management Committee.

This Committee meets as often as necessary and at least once a year.

The administration for the meeting is managed by the elected representative for teachers on the School Council.

Management Committee

It is composed of:

- the Director of General Resources of the School,
- the Director of the Student House and Catering Service,
- and 2 students elected by their peers that are members of the accommodation committee.

It is responsible for managing the day-to-day administration of the residences. It shall meet at least once a year and before the meeting of the Accommodation Committee, and if necessary, at the request of one of the members.

Chaired by the Director of the Student House and Catering Service, its purpose is to:

- deal with day-to-day problems,
- propose to the Accommodation Committee changes to the Residence Contract of the Student House,
- make any useful proposals concerning the day-to-day running of the Student House,
- to discuss with residents who are responsible for disturbances, deterioration of the premises, or non-payment of debts,
- to propose compensation for any damages.

The functioning of the Accommodation Commission and the Management Committee shall be defined by a note signed by the Secretary General.

7.2. Admission and accommodation charges

7.2.1. Admission principles.

The accommodation made available to residents is allocated primarily on a social basis.

As the Student House has the status of housing accommodation, the accommodation made available to the user is not for private use.

Officials (authorised by the management of the Student House) are allowed to enter the accommodation to clean or maintain it. They may also carry out security checks or verify the requirements defined in the School's rules and regulations or in the Residence Contract. The user will be informed of these checks beforehand so that they may be present.

7.2.2. Accommodation charges.

The amount of the rent is fixed each year by the School Council. It includes comprehensive insurance and civil liability - water damage - fire.

Reserving of accommodation for a period of more than one month is only effective upon the user signing the Residence Contract.

7.3.Damage

Any damage must be reported immediately to the Director of the Student House and Catering Service. In case of damage:

- a) if the perpetrator is known, they will be charged the full cost of the repairs;
- b) if the perpetrator is not known, the cost of the repairs in common areas will be invoiced in equal parts to all the residents.

7.4.Incidents

The Director of the Student House and Catering Service or their representative must be notified immediately of any serious incident that may occur (illness, accident, etc.). Any defect in the general equipment (electricity, water, heating, lift, etc.) must also be reported to the Director.

7.5.Failure to comply with rules and obligations

Any resident may be expelled from the Student House by the Director of the School after the opinion of the Management Committee if they do not comply with the demands of community life or are not up to date with their obligations (not complying with the Residence Contract, unpaid rent, etc.). Furthermore, any resident who behaves in a way that is likely to endanger the lives of others (destruction or deterioration of security devices, alarm systems, etc.) may be expelled from the Student House without the prior opinion of the Management Committee. A temporary suspension or permanent exclusion from the School may also be pronounced after referral to the Disciplinary Board.

8. Appendices

8.1.Commitment to sustainable development and social responsibility

Since 2015, the School has been committed to the United Nations Global Compact social responsibility initiative and its 10 principles around Human Rights, labour standards, the environment and the fight against corruption.

An SD&RS label that makes sense

The SD&RS label obtained at the beginning of 2020 shows IMT Lille Douai's commitment in this area. This label, based on a common reference framework from the Conférence des Grandes Ecoles and the Conférence des Présidents d'Universités, is in line with article 55 of the Grenelle 1 environmental law and requires each higher education institution to implement a sustainable development approach and to produce its annual "Green Plan".



The goal of carbon neutrality

IMT Nord Europe has been committed to reducing its greenhouse gas (GHG) emissions for 10 years. By adopting "Factor 4" (a 3% annual reduction in GHG emissions), IMT Nord Europe aims to be carbon neutral by 2050.

A collective performance driven by working together

The School's approach, which contributes to the protection and support of the environment, economic development and social progress, is beneficial to all.

Beyond this commitment by the School, each of us, staff or users, must integrate these environmental and societal issues and adopt an eco-responsible attitude in our daily actions.

8.2. Rules for the use of computer resources and Internet services

This text is above all a code of good conduct concerning the use of the computer resources of the French National School of Mines-Télécom Lille Douai hereafter referred to as "the School". Its purpose is to define the responsibility of users in accordance with the legislation in order to establish the proper use of computer resources and Internet services, with basic rules of courtesy and respect for others.

Scope of application

This regulation is based on the main French laws mentioned in section 10.

It applies to all students (in initial training, continuing education, special years, doctoral training, unregistered students), trainees and all staff members of any status, who work at the School.

The computer and communication resources targeted are:

- the systems constituting the School's computer and communication resources (hardware and software for research and technology transfer, teaching and management), as well as the IT and communication resources of the Institut Mines-Télécom (IMT),
- systems belonging to external organisations to which individuals are likely to have access during their training or activity at the School,
- local or remote systems related to Internet services.

These rules for the use of computer resources and Internet services are included in the School's rules and regulations and are brought to the attention of:

- staff members, at the time of signing the employment contract;
- students, during the registration process;
- trainees, when the hosting agreement is drawn up;

who implicitly accept them.

The document defining these rules is also available on the intranet.

8.2.1. Conditions of access to computer resources and Internet services

The right of access to computer resources and Internet services is personal and non-transferable; account holders agree to choose an uncommon password and not to disclose it.

The use of computer resources and Internet services is limited to research activities, transferring technology, teaching and management activities that fall within the School's missions, and projects validated by Management.

Students have access only to the teaching-research networks for which they have been given an account and a password. They undertake to use their right of access only in the context of their educational activities and not to abuse the computer and communication resources made available to them. The limits of this use are defined and may be modified over the year by the persons in charge of the School's computer systems who grant access rights.

The right of access is granted to students for the duration of their training. Their emails can be kept for up to 9 months after graduation. For permanent or temporary staff members, this right of access to the IT resources and the Internet services ends when they leave the School. In exceptional cases, the Director, or their representative, may grant extensions of access to the School's computer resources. Requests, made in writing, are examined on a case-by-case basis.

8.2.2. Rules of use, safety and good practice

All users are responsible for the use of computer resources and the networks to which they have access. They are also responsible, within their own capacities, for contributing to the general safety and security of the School.

The use of these resources must be rational and fair in order to avoid saturation of the network or over use for personal reasons.

In particular:

- they must comply with the School's security recommendations;
- they must ensure the protection of their information;
- they are responsible for the rights they give to other users;
- it is up to the user to protect their data by using the various means of personal data backup or backup options made available to them;
- they must report any attempt to violate their account and, in general, any anomaly that they may notice;
- they must follow the rules in force within the School for any software installation;
- they must choose secure passwords that are kept secret and under no circumstances communicated to third parties;
- they undertake not to provide unauthorised users with access to systems or networks through the equipment that they are using;
- they must not use or attempt to use accounts other than their own, decrypt the passwords of other users or hide their true identity;
- they must not attempt to limit or deny access to computer resources to authorised users;
- they must not attempt to read, modify, copy or destroy data other than data that belongs to them, directly or indirectly. In particular, they must not modify the file or files containing accounting or identifying information;
- they must not leave their workstation or shared workstations without logging out or leave resources or services accessible.
- Any user of a network undertakes not to perform any operations that could result in:
 - o the interruption of the normal operation of the network or any of the systems connected to this network;
 - o accessing the private information of other users on the network;
 - o modifying or destroying information on one of the systems connected to this network.

8.2.3. Respecting the confidentiality of information

Access by users to information and documents stored on computer systems should be limited to their own information, and information that is public or shared. It is forbidden to access information held by other users, even if they have not explicitly protected it.

This rule also applies to private email conversations that are not directly sent to the user, or to which they are not copied in. If, during the course of their work, the user is required to create files that fall under the Data Processing, Files and Civil Liberties act, they must first make a request to the CNIL in consultation with the Director of the School and the competent departments, and must receive authorisation.

Special case: engineers or teacher-researchers who, due to their position, have more extensive rights allowing them to access confidential information are required to comply with professional confidentiality and the security instructions issued by the School's IT and computer systems department. They must refrain from any intervention that could compromise the security and operation of the School's computer and communication systems. Only the Director of the School is authorised to remove professional confidentiality.

8.2.4. Respect for property rights and licences

Users of the computer systems are prohibited from making copies of any software that may be made available to them, except for that in the public domain, and from using it in a manner that does not comply with the instructions of their authors or of the company that provides the School with this software.

It is also forbidden to install on the machines made available to the user any counterfeit software or software for which the School does not hold a licence.

If this obligation is not respected, it will fall under the user's personal responsibility under the offence of counterfeiting, an offence severely reprimanded by the French penal code. Illegal copying of software is also considered a serious offence under the French labour law. The use of illegal software is also reprehensible.

8.2.5. Use of personal computers and data protection

The School provides its users with various corded or wireless computer networks. Bringing in personal computers poses a risk for these computers. Consequently, the personal computers of guests, lecturers and students are allowed to connect to the networks dedicated to these populations, provided that an up-to-date and active antivirus is installed.

Any possession or use of a personal computer on the School's internal networks must be authorised in advance by the School's IT and computer systems department.

The use of a personal computer within the School, within the context of an educational project of the institution, is authorised for students. In addition to respecting the rules already set forth, the student undertakes to implement, on their personal computer, all the measures to limit the risks of contamination of their computer and/or the school's computer network by software such as viruses, spyware, etc. This involves, at the very least, installing antivirus software, and configuring the hardware to automatically obtain security updates from the publisher.

The results of work, whether or not it is digital, that result from acquisition, modelling, simulation, processing programmes, etc. are by default the property of the School and their use is subject to authorisation from the Director, even if it are not covered by a confidentiality clause. In the context of research contracts, ownership and confidentiality clauses shall be defined between the School and various partners and clients.

The user undertakes, upon leaving the School, to remove from their personal computer any software which may have been installed during their time at the School, and for which the rights of use belong to the School.

8.2.6. Preserving the integrity of computer systems

The user undertakes not to voluntarily disrupt the proper operation of the computer systems and networks, whether by abnormal manipulation of the equipment, or by the introduction of parasitic software known under the generic names of viruses, Trojan horses, logic bombs, etc. Any research or other work which might cause a breach of the rules defined in the preceding paragraphs may only be carried out with authorisation from the Director of the School and the head of the School's IT and information systems department, and in strict compliance with the specific rules which will have been defined by this point.

8.2.7. Access to computer resources and Internet services (the web, messaging, forums, etc.)

The use of computer resources and Internet services, as well as the network to access them, is authorised only within the exclusive context of school activities for students and professional activities for staff in accordance with the legislation in force.

The academic or professional activity is the one foreseen by the GIP RENATER statutes with which the School is affiliated, namely: research, teaching, technical development, technology transfer, sharing of

scientific, technical and cultural information, and testing new services of a technically innovative nature, as well as any administrative or management activities arising from or accompanying these activities. The user must use the Internet services exclusively in the context of their school or professional activities and in compliance with the general principles and the rules specific to the various sites that offer these services, as well as in compliance with the legislation in force.

In particular:

- they must not log in or attempt to log in to a server in any other way than that provided by that server or as authorised by the appropriate supervisors;
- they shall not engage in actions that knowingly jeopardise the security or proper operation of the servers they access;
- they must not impersonate another individual and must not intercept communications between third parties;
- they must not use these services to offer or to make available to third parties any data and information that is confidential or contrary to the legislation in force;
- they shall not deposit documents on a server unless the server allows it or without being authorised by the appropriate supervisors;
- they must show the utmost courtesy towards their interlocutors in electronic exchanges by mail, discussion forums, etc. ;
- they will not express personal opinions that are not linked to their activity that could be detrimental to the School;
- they must respect the laws and in particular those relating to publications of an offensive, racist, pornographic or defamatory nature.

The School will not be held responsible for any damage to information or infringement of these rules by any users that have not complied with them.

8.2.8. Analysis and control of the use of resources

For maintenance and technical management purposes, the use of hardware or software resources as well as exchanges via the network may be analysed and monitored in compliance with the applicable legislation and particularly with the French act on Data Processing, Files and Civil Liberties.

8.2.9. Applicable sanctions

Any user who has not respected the provisions of these regulations is entirely responsible for any breach that is caused by their person, with relation to the law, and is liable to:

- a prohibition to access computer resources and Internet services;
- the immediate closure of their account;
- administrative sanctions, without precluding any potential criminal prosecution under the law.

8.2.10. Reminders of the main French laws (list for informational purposes and non-exhaustive)

It is recalled that any person on French soil must respect French legislation, particularly for computer security:

- Law of 6th January 1978 "Data Processing, Files and Civil Liberties" I&L;
- Law of 3rd July 1985 on "The protection of software and software packages";
- Law of 5th January 1988 on "Computer Fraud";
- Legislation on computer fraud (Articles 323-1 to 323-7 of the French Penal Code);
- Law of 4th August 1994 on the "Use of the French language";
- Memorandum of 15th May 1996 on the communication, information and documentation of the State services on new telecommunications networks;

- Law of 15th May 2001 on "New Economic Regulations" (cinema and audio-visual communication);
- Law of 15th November 2001 on "Daily Security" LSQ;
- Law of 21st June 2004 on "Confidence in the digital economy" LCEN;
- Law of 10th August 2007 on the "Freedom and Responsibilities of Universities" LRU;
- Legislation on copyright and intellectual property (Intellectual Property Code).

8.3.Charter for the use of mobile equipment

The use of mobile equipment is subject to compliance with the provisions of the charter in the appendices of these rules and regulations. This charter will have to be signed by each employee that holds mobile equipment provided by the School.