

Internal Regulations Applicable to Participants

These internal regulations are established in accordance with Articles L. 6352-3 et seq. and R. 6352-1 et seq. of the French Labour Code, which provide that every training organisation must establish internal regulations applicable to participants in continuing education or apprentices.

The Sciences Po Executive Education Institute is registered with the Prefect of the Île-de-France Region as a professional training organisation under number 1175P001275.

Sciences Po Executive Education ensures a balance between intellectual innovation and the current needs of businesses and public institutions. The purpose of continuing education for adults is to better support professionals in their career development.

These regulations aim to recall or clarify certain provisions applicable to all registered participants in the various training courses organised by Sciences Po Executive Education, in order to ensure the proper functioning of the training programmes offered.

Article 1 - Purpose and Scope of the Regulations

These internal regulations define the rules relating to hygiene and safety, the general and permanent rules concerning discipline, as well as the nature and scale of sanctions that may be imposed on a participant who violates them, and the procedural safeguards applicable when a sanction is being considered.

These regulations apply to all persons taking part in a training activity organised by Sciences Po Executive Education, whether in an inter-company or intra-company setting. Every person must comply with the provisions of these regulations for the entire duration of the training activity.

Each participant is deemed to have accepted the terms of these regulations upon attending a course provided by Sciences Po Executive Education and acknowledges that disciplinary measures may be taken in the event of non-compliance.

Article 2 –Hygiene and Safety

Preventing the risk of accidents and illness is essential and requires everyone's full compliance with all hygiene and safety rules in force. To this end, both the general and specific hygiene and safety instructions applicable within the organisation, including fire safety instructions, must be strictly observed.

Article 3 - Fire Safety Instructions

In accordance with Articles R. 4227-28 et seq. of the French Labour Code, fire safety instructions, including a plan indicating the location of fire extinguishers and emergency exits, are displayed in the training premises so that they are known to all participants.

In the event of an alarm, participants must immediately stop all training activities and calmly follow the instructions of the designated representative or emergency services.

Article 4 – General Discipline

4.1 Training Hours

Participants must comply with the schedule set and communicated in advance by Sciences Po Executive Education. Failure to respect these hours may result in disciplinary action. Except in exceptional circumstances, participants may not be absent during training hours.

Absences, delays or early departures

In the event of absence, delay or early departure before the scheduled time, the participant must inform Sciences Po Executive Education and provide justification in writing (by email or letter). Sciences Po Executive Education will notify the sponsor (employer, administration, OPCO, France Travail, etc.) of the event. If the absence, delay or early departure before the scheduled time is not justified, disciplinary measures may be taken.

Participant obligations

The participant is required to personally sign the attendance sheet and/or digital register at the beginning of each half-day session (morning and afternoon), as provided by Sciences Po Executive Education, for all training days.

4.2 Participants are strictly forbidden to enter the premises while intoxicated, to bring alcoholic beverages into the building, to leave the training session without a valid reason, or to disrupt the smooth running of the training by their behaviour.

4.3 All areas of the establishment, whether for individual or collective use, are entirely non-smoking. The use of electronic cigarettes is also prohibited inside the premises.

4.4 Entrances and Exits: Participants may access the premises solely for the purpose of attending the training for which they are registered. Entry or presence for any other purpose is prohibited unless authorised by the management of Sciences Po Executive Education. It is forbidden to be accompanied by persons not enrolled in the training (such as family members or friends), to bring animals into the premises (even very small ones), to cause disorder, or, more generally, to disrupt the proper conduct of the training. It is also prohibited to sell goods or services within the premises.

4.5 Recording or filming training sessions is strictly prohibited, unless expressly authorised by the person responsible for Sciences Po Executive Education.

4.6 Each participant is required to inform the responsible officer of Sciences Po Executive Education or their representative as soon as they become aware of any incident or accident occurring within the training premises.

4.7 Each participant must take care of the equipment entrusted to them for training purposes. Participants must use the equipment only for its intended purpose. Use of the equipment for any other purpose, particularly personal, is prohibited. At the end of the training, participants must return all equipment and documents belonging to Sciences Po Executive Education that are in their possession, except for pedagogical materials distributed during the sessions.

4.8 Access to dining areas is permitted only during designated meal times. Unless special authorisation is granted by the person responsible for Sciences Po Executive Education or their representative, meals may not be taken in the rooms where the training sessions are held.

Article 5 - Educational Resources Subject to Intellectual Property Rights

Sciences Po Executive Education holds the exclusive intellectual property rights to all the training programmes it delivers. All course content and educational materials produced by Sciences Po, regardless of their form — including handwritten, printed, digitised, scanned and/or recorded materials on any electronic,

digital or oral medium — remain the exclusive property of Sciences Po.

As such, they may not be used, modified, reproduced or exploited by participants without the prior written consent of Sciences Po. Participants are strictly prohibited from using course content to train other persons and are liable under Articles L.122-4 and L.335-2 et seq. of the French Intellectual Property Code in the event of unauthorised transfer or disclosure of such content.

Article 6 - Plagiat

Sciences Po is committed to combating plagiarism in order to ensure the quality of its degrees and the originality of its academic work (assignments, reports, theses, or defences produced by all participants). Consequently, plagiarism constitutes one of the most serious breaches of academic integrity.

Plagiarism is defined as the reproduction of a text, part of a text, a graphic, or an author's original ideas without proper attribution through the use of quotation marks and appropriate bibliographic referencing.

Participants undertake not to commit plagiarism in any of their work. They expressly acknowledge that plagiarising with the intent to obtain a grade or assessment dishonestly constitutes an aggravating circumstance. They are also informed that reproducing an original work without the author's consent may be legally qualified as infringement under Articles L.335-2 and L.335-3 of the French Intellectual Property Code. Consequently, any borrowed material must be clearly identified.

Sciences Po reserves the right to systematically detect any attempted plagiarism through the use of specialised software. Participants and staff members agree to provide, upon simple request by an instructor or the Management, a digital version of their document prior to its publication, in order to enable such verification.

Failure to comply with this rule may result in disciplinary sanctions. Any participant found to have committed plagiarism may also face legal proceedings in cases where the plagiarism is legally classified as infringement.

In addition to plagiarism, it is strictly forbidden to use a third party to write all or part of a compulsory assignment or professional dissertation. Such behaviour may also result in disciplinary action.

Article 7 – Use of Artificial Intelligence (AI)

The use of any artificial intelligence (AI) tool — including text, image, or other automated content generators — is strictly prohibited during examinations, whether oral or written, as well as in the preparation of assessed coursework, unless expressly and previously authorised by the academic staff. This prohibition is intended to ensure the authenticity, integrity and fairness of assessments, and to preserve the value of the qualifications awarded by the institution.

Article 8 – Disciplinary Measures

8.1 Any breach by a participant enrolled in a training course provided by Sciences Po Executive Education of any provision of these internal regulations may result in disciplinary action imposed by the Director of the training organisation or their representative.

8.2 Any conduct deemed to constitute a fault may, depending on its nature and seriousness, give rise to one of the following sanctions, listed in order of severity:

- Written warning
- Reprimand

- Temporary or permanent exclusion from the training programme

Article 9 – Disciplinary Safeguards (articles R.6352-3 et seq. of the French Labour Code)

9.1 No sanction may be imposed on a participant without the participant being simultaneously informed of the charges against them (article R.6352-4 of the Labour Code)

9.2 When the Director of the training organisation or their representative considers imposing a sanction, they shall summon the participant by registered letter with acknowledgement of receipt, specifying the purpose of the summons, as well as the date, time and place of the interview, and informing the participant of their right to be assisted by a person of their choice. During the interview, the participant may be accompanied by a person of their choice, notably the course delegate. The Director or their representative shall state the reasons for the proposed sanction and hear the participant's explanations (Article R.6352-5 of the Labour Code)

9.3 The sanction may not be imposed less than one clear day nor more than fifteen days after the interview. It must be the subject of a written, reasoned decision, notified to the participant by registered letter or handed over against receipt (Article R.6352-6 of the Labour Code).

9.4 When misconduct has made it necessary to impose an immediate temporary exclusion as a precautionary measure (for example, deliberate failure to comply with hygiene and safety rules), no definitive sanction may be taken without the participant first being informed of the charges against them and, if applicable, being summoned for an interview and given the opportunity to present their case (Article R.6352-7 of the Labour Code).

9.5 The Director of the training organisation shall inform the employer and, where applicable, the joint body responsible for covering the training costs of the sanction imposed (Article R.6352-8 of the Labour Code).

Article 10 – Disciplinary Committee (articles L.811-1 et seq. and R.811-10 et seq. of the French Education Code)

10.1 Participants in continuing education programmes fall under the jurisdiction of the disciplinary section responsible for matters relating to students and users (Article L.811-5 of the Education Code).

10.2 This jurisdiction notably covers offences as defined in Article R.811-11 of the Education Code, such as examination fraud, plagiarism, or any other conduct liable to disrupt order, proper functioning, or the reputation of the institution.

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Proceedings before the disciplinary section are initiated by the Director of the institution or by the Rector of the regional academic authority.

10.4 In the event of a crime or offence, in addition to the disciplinary procedure, the management of Sciences Po is legally obliged to inform the administrative or judicial authorities (Article 40 of the French Code of Criminal Procedure).

Article 11 – Insurance and Civil Liability

Participants are informed that civil liability insurance is required to cover any damage caused to third parties during the course of the training sessions. In addition, supplementary insurance is recommended for courses taking place abroad, particularly in the context of learning expeditions.

Article 12 – Publicity

A copy of these internal regulations shall be:

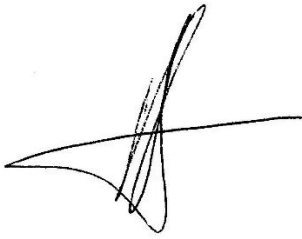
- displayed on the premises of the training organisation;
- published on the website;
- made available on the online registration platform;
- annexed to the professional training agreement or the training contract.

Done in Paris, on 20/05/2025

For Sciences Po Executive Education

Benoît Bancheureau

Director of Sciences Po Executive Education

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.