BACHELOR PROGRAM
CODE OF STUDENT CONDUCT
Disclaimer

This is the first version of the Code of Student Conduct. It will be updated as the program expands.

Students will be consulted as changes are made to this document. They will be formally notified of the final changes.

General principles

École Polytechnique offers a living environment that is conducive to personal development grounded in the military tradition. Upholding respect for diverse backgrounds and behaviors, École Polytechnique seeks to help students grow into responsible adults while guiding them through the academics of the Bachelor Program.

École Polytechnique strives to give all students the chance to realize their full potential to cultivate the different facets of their personality within the setting of the Bachelor Program.

École Polytechnique seeks first and foremost to serve society by educating responsible citizens imbued with the key values of open-mindedness, excellence, boldness, integrity and the desire to put all their skills and education to good use.

The Bachelor Program Code of Student Conduct supplements and expands on École Polytechnique’s Code of Conduct and aims to structure community life by formally describing the behavior expected of students. These students are voluntarily pursuing studies at a scientific grande école overseen by the Ministry of the Armed Forces, and they abide by its rules. This Code of Student Conduct, which is based on the fundamental principles of respect for persons and property, represents the guarantee that every individual will be able to enjoy a peaceful coexistence on campus.

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

The Code of Student Conduct for the Bachelor Program is aligned with current French laws. Therefore, all the provisions
of the French Civil Code and Penal Code are in force within it.

I. Responsibility

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

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

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

II. Daily Life

1. Respect for others

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

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

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

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

Students must be considerate of their peers’ need to study, concentrate and rest by limiting noise disturbances and by not disrupting their sleep, particularly after 10p.m.

Groups of students may not make noise near study areas and lounges. Disruptive use of a device (e.g. telephone, laptop computer, stereo, radio, etc.) is prohibited between 10p.m. and 7a.m.
Unless students are granted special permission to be absent, their attendance in class and at scheduled activities is mandatory.

Students are expected to comply with posted schedules. École Polytechnique is especially strict about beginning class on time. Quiet hours, which begin at 10 p.m. in the student residences, are actively enforced.

The use of cell phones in class is prohibited.

**Dress code:** Respect for others is demonstrated through proper clothing as well as through proper behavior, during academic activities as well as in daily life. Modest, appropriate clothing correlates closely to the concentration needed to work seriously and effectively.

Athletic attire is reserved exclusively for physical education classes.

When Bachelor Program students participate in major events at École Polytechnique (e.g. ceremonies, lectures, visits by figures of authority, etc.) or in certain examinations (e.g. a defense with a jury), they must wear business attire (e.g. full suit with dress shirt and tie; skirt/pants/dress and blazer).

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

It is strictly prohibited to bring animals onto the École Polytechnique campus, including the student residences. Students should be considerate toward École Polytechnique staff by trying to facilitate their work.

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

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

Students are prohibited from knowingly using École Polytechnique’s facilities, resources, equipment or services for reasons unrelated to the institution’s activities without authorization. Furthermore, students are forbidden from stealing, destroying, defacing or damaging École Polytechnique’s property, and students are not to harbor stolen or illicit materials on campus.

**Housing** on campus: Students are tenants of a room in a communal building.
They are required to live there and may not sublet this room to a third party or house a third party for free for a prolonged period. They receive a lease, sign a move-in inspection form and pay a security deposit that will be returned to them when they leave, based on the move-out inspection. They pay rent on a monthly basis. They are responsible for the upkeep of their accommodation. The special terms and conditions of maintenance and use of their accommodation are subject to separate regulations published by the housing office. Smoking is prohibited in common areas and individual rooms.

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

Students agree to facilitate the inspection and maintenance of the housing facilities and common areas that are done regularly by the team leaders.

3. Freedom of expression

Philosophical, religious or political opinions or beliefs are free and may be expressed in public or private during activities that are authorized and approved by the administration of École Polytechnique. This is particularly the case for lectures, discussions or forums organized by students. This policy does not impede the organization of a religious service at the institution. The expression of different opinions or beliefs must comply with French law. In addition to Article 24 of the Code of Conduct with regard to the principles of the separation of church and state (laïcité), due to its special status under the oversight of the Ministry of the Armed Forces, École Polytechnique has military and civil defense chaplaincies within the Department of Personal Development and Military Training (DFHM). They advise the administration and provide religious and moral support to students and staff of École Polytechnique. The chaplaincies are organized by faith (i.e. Catholic, Jewish, Muslim, Protestant).

Freedom of expression shall not, by action, threat or otherwise, intentionally obstruct the institution’s activities. Such activities include teaching, research, studying, administration, sports and events.

In accordance with this structure, students may express themselves freely through poster campaigns, newspapers or computing channels set aside for that purpose. Messages may not include insults, personal attacks, harm to human dignity, discriminatory, racist or sexist statements, or opinions that are likely to harm École Polytechnique or the Ministry under which it falls. The individuals who circulate the messages, which may not be anonymous under any circumstances, are responsible for them.

When students have reason to communicate with an audience outside École Polytechnique (e.g. news reports, journalism, promotion), they must first
consult with the Vice Presidency for Marketing and International Relations (DMRI) or the Communications Office (DCOM). Students should observe caution when using social networks so as to avoid endangering their own or others’ reputation by what they post on these networks.

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

➤ Meet with a member of the DFHM to discuss the issue
➤ Send an e-mail to the relevant person or the Bachelor Program Office
➤ Refer the matter to the elected student representative bodies
➤ If they feel they have not been heard, they may send an e-mail to the relevant administrator, up to the level of Director-General.

4. Right of publicity

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

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

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

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

5. Authorizations

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

In accordance with Article 7 of the Bachelor Program Handbook, attendance at all classes and examinations is mandatory. Absence from and tardiness to class are penalized in the course grade according to the rules and penalties specified by the instructor at the beginning of the course. The policy is the same for all small-group classes (sections, labs): three unexcused absences result in a maximum grade of C and 12/20 for the coursework grade.
The Academic Council may also penalize absences and tardiness.

Students must provide notification and justification for any absence. It is the responsibility of the Bachelor Program Office to check the validity of the supporting documents submitted for absences from class and examinations. It is the student’s responsibility to contact the instructor and make up missed work.

Absences are handled according to the following procedure:

➤ absence from one class and multiple tardies to class: the student talks to the relevant first-, second-, or third-year officer;

➤ absence of a half day or more: the request for prior authorization is subject to a decision process including the following successive authorizations: Personal Development Officer, Head of Personal Development, instructors of the courses impacted, Dean of the Bachelor Program, Director of Military Training and Personal Development;

➤ medical absence: a medical certificate must be sent to the Personal Development Officer within 48 hours.

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

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

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

III. Vacation

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

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

IV. Student Extracurricular Activities

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

These activities are organized with the support of École Polytechnique within a regulated structure that is compatible with the values and principles set out in this Code of Conduct.
There is an elected student council that plans these extracurricular activities.

V. Discipline and safety

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

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

This is the ethical code that the Disciplinary Committees are designed to implement at École Polytechnique in order to enable students to take the necessary steps to remedy the error or breach and continue their personal growth.

1. Disciplinary Committee
The Disciplinary Committee may be convened:
➤ following an especially serious event;
➤ following repeated significant events, if prior written warnings to the student or the student’s parent/legal guardian have not affected the student’s behavior.

The decision to send a student before the Disciplinary Committee is made by the Director-General of École Polytechnique.

The composition and operation of the Disciplinary Committee are outlined in more detail in the Bachelor Program Student Handbook.

2. Penalties
Students in the Bachelor Program who violate the provisions of École Polytechnique’s Code of Conduct, the Bachelor Program Handbook or the Bachelor Program Code of Student Conduct, or who commit fraud or are complicit in committing fraud or attempted fraud upon registration, during a course examination or final examination, or who commit an act that harms the organization or operation of École Polytechnique are subject to disciplinary action.

Acts that harm the organization or operation of the institution include but are not limited to the following:
➤ violation of the regulations of École Polytechnique;
➤ violation of the law;
➤ physical aggression;
➤ theft;
➤ threats;
➤ hazing;
➤ harassment;
➤ acts of hostility;
➤ behavioral consequences of alcohol use;
➤ consumption of drugs and behavioral consequences of drug use;
➤ intentional or unintentional damage;
➤ document forgery;
➤ computer crime;
➤ conscious or unconscious endangerment of other people.

Penalties are determined on an individual basis and are proportional to the infractions committed. To the extent possible, they fit the infractions:
➤ Warning;
➤ Official reprimand;
➤ Suspension from École Polytechnique and/or temporary banning from the student residence for a maximum of one month;
➤ Expulsion from École Polytechnique and/or from the student residence.

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

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

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

The decision made by the Director-General after the Disciplinary Committee meets is conveyed orally to the student or the student’s parent/legal guardian after the Disciplinary Committee’s meeting.

It is confirmed through a letter sent to the student or the student’s parent/legal guardian.

3. Personal safety

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

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

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

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

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

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

The possession and consumption of alcohol are regulated within strictly designated locations which are authorized by the administration of École Polytechnique.

The possession or consumption of drugs is prohibited on the École Polytechnique campus.

**Injury or emergency situation**

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

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

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

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

4. **Security of property**

**Building access**

Students have access to all buildings at École Polytechnique in accordance with the policies established for premises reserved for specific uses or controlled access buildings.

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

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

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

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

**Personal vehicles**

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

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

**VI. Provisions Regarding Minors**

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

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

If a minor student violates the policies set out in this Code of Student Conduct, the parent/legal guardian is notified.

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

Minor students may not purchase or accept alcoholic beverages. This prohibition also applies to carry-out purchases of alcohol.

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

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

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

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

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

Parents may request a meeting with the administration. This meeting may take place on-site or by telephone or videoconference.
VII. Daily Life: Who does What?

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

The cohort is organized into 4 groups, each led by a Personal Development Officer who is also a representative of the DFHM and who reports to the Head of Personal Development of the Bachelor Program.

The 2017 Bachelor program cohort’s non-academic activities and structure is managed by the Department of Personal Development and Military Training, better known as the DFHM; the Head of Personal Development is a representative of this Department.
APPENDICES
Charter of Community Life
Charter of Student Associations and Activities
In order to help students thrive on campus and to promote cohesion within each cohort, it is important to ensure that community life and festive events are pleasant for everyone.

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

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

Responsible behavior is demonstrated by:

➤ Individual respect
  – Respect each student’s freedom when it comes to individual participation in activities: special attention must be paid to direct or indirect incitement to consume alcohol.
  – Excessive consumption of alcohol does not excuse degrading behavior or statements targeting oneself or others (violence, sexism, xenophobia, homophobia, etc.).
  – Living in close vicinity to others does not give anyone the right to disturb others with excessive noise or to deface anything in any way.

➤ Attentive behavior
  – Treat peers with kindness, particularly those in a state of vulnerability.
  – Pay attention to the risky behaviors that may affect one’s physical or mental health (occasional overconsumption of or dependence on alcohol or any other risky product or behavior, excessive desire to feel strong sensations, exposure to STDs, etc.).
  – It is stressed that the consumption, sale or purchase of certain psychotropic drugs (cannabis, cocaine, ecstasy, hallucinogens) is prohibited on campus.
➤ Awareness of people and mechanisms available to help students
   – Staff liaisons: Personal Development Officer, Medical Service, Psychology Service, Security Command Center (can be reached by dialing 18),
   – Task forces or study groups (Student Life Committee, Prevention of Risks of Alcohol Misuse, etc.), prevention initiatives, etc.

➤ Compliance with the law, regulations, the institution’s Code of Conduct (or those of premises outside the institution, where applicable), hygiene and safety rules.

➤ Respect for École Polytechnique’s reputation and its values, both on and off campus.

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

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

Date: ..................................................

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

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

I have been informed that if needed, I may call on the available designated professionals on the École Polytechnique campus: DFHM – Psychology Service (3916), Medical Service (39 06), Security (34 33).

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

Date: .................................................................................................

Signature