



# ENS-PSL Diploma Academic Rules and Regulations

Approved by the Governing Board on March 15, 2024

In the event of discrepancies, the French version shall prevail.

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## Title 1 - General Provisions

### **Article 1 - Scope of Application**

These rules and regulations apply to all students registered for the ENS diploma. These rules and regulations are communicated to students when they register and can be accessed on the ENS intranet site.

ENS Diploma students are responsible for completing their administrative and academic registration and ensuring compliance with all assessment procedures and academic requirements of the training.

Failure to meet any of these obligations may result in insufficient results to pass, failure to obtain the diploma, or expulsion.

DENS students found to be in breach of these rules and regulations may also be subject to disciplinary action.

### **Article 2 - Definitions**

The term "normalien" or "normalienne" refers to anyone registered for the ENS Diploma (DENS).

## Title 2 - Entry to the ENS

### **Chapter 1 - Admission to the ENS**

#### **Article 3 - Competitive Exam Offering Civil Servant Student Status**

DENS students recruited through France's national competitive examination process, as per the guidelines established by the Ministry of Higher Education and Research, have the status of civil servant students.

#### **Article 4 - International Selection (IS) Competitive Examination**

Students from foreign university systems are recruited through the International Selection procedure, in either the humanities or sciences, to prepare for the ENS diploma.

A dedicated panel examines applications before deciding on candidate eligibility. Eligible candidates then sit written and/or oral admission tests.

At the end of these tests, the humanities and science admission panels draw up a list of admitted candidates along with a waiting list.

The number of places, competition procedures, and admission panel nominations are decided each year by the Director of the ENS and made public.

#### **Article 5 - ENS Competitive Examination (CE)**

DENS Students are recruited through yearly ENS competitive examination sessions.

A dedicated panel examines applications before deciding on candidate eligibility. Eligible candidates then sit written and/or oral admission tests.

At the end of these tests, the humanities and science admission panels draw up a list of admitted candidates along with a waiting list.

Each competitive exam is organised according to a procedure established by ENS-PSL Management and made public. The maximum number of students allowed to sit the competitive exam is set by the ENS Director.

#### **Article 6 - Assignment to a Department**

All DENS students are attached to a primary department. Students may be assigned to a secondary department subject to the approval of the Dean of Studies of the department.

First year students admitted via the national competitive entrance exam choose their department when they officially enrol.

Students admitted via the ENS competitive examination procedure are assigned to the department that selected them. This category of student can only be assigned to one department. In cases where they were admitted to two departments at the same time, they must choose their department.

DENS students can only change departments after being promoted to the next year of the programme. A change of department must be approved by the Office of Studies, Student Affairs, and Careers (DEVEC), after consulting with the Deans of Studies of the relevant departments.

## **Chapter 2 - ENS Registration**

### **Article 7 - Administrative Registration**

Administrative registration at the ENS is compulsory for all DENS students. They must complete their administrative registration before the deadline set each year by the ENS Director, even in cases of a leave of absence.

Administrative registration is required to ensure students are issued a student card, and that civil servant status students receive their salaries and scholarship funding.

Administrative registration cannot be deferred. Failure to register will initiate the administrative consequences set out in article 10 of the present rules and regulations.

### **Article 8 - Registration Fees**

Student administrative registration is valid only after full payment of the DENS registration fee along with Student Life and Campus Contribution (CVEC).

Registration fees are set by the Governing Board.

Registration fees are not due in the event of an intermission year. Registration fees are reduced by 50% in the event of an additional year of study.

### **Article 9 - Exemption cases**

Recipients of higher education scholarships based on social criteria and wards of the Nation are automatically exempt from paying enrolment fees.

Total or partial exemptions may be granted to DENS students depending on their situation (personal, financial, etc.). They must submit an application to the ENS exemption committee.

The conditions of eligibility for total or partial exemption from tuition fees are set by the Governing Board.

### **Article 10 - Failure to Complete Administrative Registration**

In the event of failure to register by the end of the registration period, the School will send a request for compliance to the DENS student concerned by registered letter with acknowledgement of receipt.

If the student concerned has not rectified their situation within one month of receiving the registered letter, they are deemed to have unenrolled from the programme as per Article 31 of the present rules and regulations.

### **Article 11 - Academic Registration**

Academic registration is compulsory for all DENS students.

They must have completed their administrative registration and paid the enrolment fee before they can proceed with their academic registration.

DENS students must complete their academic registration before the deadline set each year by the ENS Director. They choose the study courses they will take during the academic year as well as the required DENS Experiences. Where applicable, they should indicate the university degree they are taking.

Academic registration is approved by the Dean of Studies of the DENS student's primary department. After consultation with their tutor, students may change their primary department at the beginning of the second semester with written authorisation from the Dean of Studies of their current primary department.

Failure to complete academic registration will mean the student cannot obtain ECTS for courses or DENS experiences that year.

## Title 3 - The Organisation of Studies at ENS

### Chapter 1 - ENS Diploma

#### **Article 12 - General Presentation of the ENS Diploma**

The ENS diploma (DENS) represents and certifies the academic achievements of graduating DENS students. It is a Master's level diploma.

The DENS is at the heart of the ENS project which consists of highly-individualised and tutored education built on research. The school also recognises personal initiative, scientific autonomy, research experience, and a socially-conscious, international world-view, all of which are incorporated into the degree evaluation.

The DENS is founded on:

- a Master's programme that leads to a research degree or equivalent at this level (formation générale);
- a DENS programme (formation spécifique), provided or approved by the ENS, taken over the entire duration of the degree course and including at least two DENS Experiences.

#### **Article 13 - Master's programme (formation générale)**

The Master's programme is certified by a research degree recognised by the student's primary department, and can be accredited or co-accredited by PSL University. This master's degree requires the completion of a research project with a final dissertation, or a long-term research placement of at least four months with a final research report.

The Master's programme can also be certified by taking an equivalent level course with a partner higher education establishment, often in a study abroad configuration, under a partnership agreement approved by the Director's committee. This course includes the completion of a research dissertation, or a report in the case of a research placement.

Lastly, the Master's programme may exceptionally include an equivalent high-level individualised course that does not exist as part of a Master's degree. This individualised training programme must first be approved by the Office of Studies and the Deans of Studies for the relevant department.

#### **Article 14 - DENS programme (formation spécifique)**

The DENS programme required to obtain the ENS Diploma must comply with a number of rules.

DENS Students must obtain at least 72 ECTS credits to graduate, broken down as follows:

- at least 24 ECTS for courses provided or approved by the student's primary department, to be taken in addition to the university degree course as an extension of the student's main subject. The student's primary department may set specific teaching requirements for these 24 ECTS;
- at least 24 ECTS for courses taught by departments other than the student's primary department, or by cross-disciplinary programmes and centres;
- a number of ECTS freely chosen by the students, including those obtained during DENS experiences and language courses where applicable.

Students must also carry out at least two of the following five DENS experiences:

- cross-disciplinary experience;
- research experience;
- international experience;

- professional experience;
- diversity and social inclusion experience.

Lastly, 1st-year DENS students must complete a 20-hour multidisciplinary course dedicated to the nation's ecological and social transition as outlined in the Grenoble agreements signed by the ENS.

## **Article 15 - DENS Majors and Minors**

### *Article 15.1 - Majors*

The DENS student's major, indicated on the diploma, will be a discipline of the primary ENS department they are registered with. The Social Sciences department can for example grant a Law major.

The diploma may also include a specialisation. The list of possible specialisations is specific to each department, up to four total, and must be approved by the Director's committee. Diploma specialisations must meet the requirements established by the department concerned, as per the rules and regulations of ENS diploma attribution and consistent with them.

A second major may be mentioned on the diploma. It is granted upon completion of a two-year university degree course (L3-M1, M1-M2, L3-M2) taken throughout the student's overall studies, in addition to the requirements of the Master's programme (formation générale) and DENS programme (formation spécifique).

The student must obtain prior authorisation from their primary department and the department of the additional subject being considered. Students must also fulfil the specific teaching requirements of both departments.

### *Article 15.2 - Minors*

The diploma will also list any minors obtained by the DENS student. Minors are obtained by students upon the following requirements:

- Completion of courses or activities within another department than the student's primary department, up to a maximum of 30 ECTS, subject to having fulfilled the teaching requirements specific to that department;

The minor is obtained with the agreement of the Dean of Studies of the primary department the student is registered with, and the Dean of Studies of the department concerned.

- Completion of a set of multi-disciplinary courses or activities up to 30 ECTS as part of a specific curriculum established by the ENS;

The minor is obtained after the approval of the Dean of Studies of the student's primary department, and that of the minor coordinator.

- Completion a set of multi-disciplinary courses or activities up to 30 ECTS as part of a specific curriculum established by PSL University;

The minor is obtained after the approval of the Dean of Studies of the student's primary department, and that of the minor coordinator.

## **Article 16 - Academic Tutoring**

Throughout their studies, students at the ENS are supervised by a tutor belonging to the community of teaching staff, research fellows, or research and teaching fellows attached to or teaching at the ENS. The student's primary department appoints their tutors. A second tutor may also be appointed by the student's secondary department.



A tutor is a trusted figure there to advise students and help them make informed decisions regarding their academic and professional career. Tutors must also approve academic registration and in some cases help the departments approve completion of DENS experiences and other activities.

DENS Students must contact their tutor at the end of each academic semester of the DENS course to review their academic programme and report on progress towards their degree. At the end of each year, the tutor must certify that at least two meetings have taken place with their assigned student.

### **Article 17– Degree Programme Evaluation Committee**

Each year, the Degree Programme Evaluation Committee is responsible for drawing up a pedagogical assessment of the DENS based on teaching and course evaluation surveys carried out among the students, along with research into students' professional outcomes.

The committee members discuss the objectives of the ENS diploma both academically and in terms of the employment prospects of graduates.

The Degree Programme Evaluation Committee is made up of members of the Studies, Student Affairs and Careers Committee (CEVEC) along with external members appointed by the ENS Director to represent the current socio-professional landscape.

They meet at least once a year.

## **Chapter 2: The Organisation of Studies**

### **Article 18 – Duration of Studies**

Students preparing for the DENS must be registered administratively for a minimum of three years of active DENS studies.

They may not remain registered longer than six years in total, regardless of the admission route, except in the case of a double-diploma with a partner institution, in which case an extension of one year may be granted.

### **Article 19 – DENS Financing Solutions**

#### *Article 19.1 – Duration of Financing Period*

DENS study funding breaks down as follows:

- the payment of a salary for students recruited through a national competitive examination, who have the status of civil servant students and are compensated for a total period of 48 months;
- the payment of a scholarship for certain DENS students recruited through the yearly DENS competitive examinations.

DENS civil servant status students benefit from funding for a total study period of 48 months. Standard DENS students benefit from this funding for a period of 36 months.

#### *Article 19.2 – Interruption of Salary Payment on Personal Grounds*

DENS students with civil servant status may be granted one or more periods of interruption of salary payment (CST) for personal reasons during their studies. DENS students recruited through the ENS-PSL competitive exam may also benefit from one or more periods of interruption of scholarship funding on the same grounds.

The cumulative period of interruption of salary payment or scholarship funding on personal grounds may not exceed 24 months over the entire period of study.

A request for interruption of salary payment or scholarship funding on personal grounds must be submitted to the ENS Director at least two months before the desired effective date. It is granted subject to approval of the Dean of Studies of the DENS student's primary department, and that of the ENS Office of Studies.

DENS students must issue a request for resumption of salary payment / scholarship payment to the ENS Director at least two months before the end of their interruption of salary payment or scholarship funding on personal grounds.

Interruption of salary payment runs from 1 September to the last day of February or from 1 March to 31 August. Given compelling reasons, and subject to approval by the ENS Director and a reasoned opinion by the Dean of Studies of the student's primary department and the competent Dean of Studies, interruption of salary payment or scholarship funding may be granted exceptionally over a period that falls outside the academic calendar. Approval must be obtained at least two months before the interruption period begins, and the request for reinstatement made at least two months before the reinstatement takes effect. The terms and conditions of this arrangement are to be set out in a written agreement between the student and the ENS Director.

## **Article 20 – Programme Adjustments**

### *Article 20.1 – Terms*

DENS Students may benefit from programme adjustments during their studies, except in cases of insufficient results.

Students with special requirements must issue a request for specific programme adjustments to the ENS Director. These are granted on the advice of the Dean of Studies of the DENS student's primary department, and on the approval of the Student Administrative Office.

### *Article 20.2 – Additional Year of Study*

DENS students may extend their studies by a number of academic years which may be divided into semesters to allow for an internship, a stay abroad, additional training, a DENS programme (formation spécifique) requirement, etc., as per the terms set out in Article 18.

The student concerned must complete both their administrative and academic registration procedures as per the conditions set out in Articles 6 and 10 of the present rules and regulations. They remain subject to all obligations described in Article 25 of the present rules and regulations.

The extra years of study allows students to obtain ECTS credits and/or complete DENS experiences.

### *Article 20.3 – Intermission Year*

DENS Students may request an intermission for one full academic year that cannot be split into semesters, but only once during their study programme.

The student concerned must complete only their administrative registration as per the conditions set out in Article 7 of the present rules and regulations. They do not have to complete their academic registration.

ECTS credits cannot be obtained during a leave of absence. ENS-PSL will not provide any pedagogical or administrative support during this time.

An intermission year results in the suspension of student financing for the year in question.

## **Article 21- Study Adjustments**

DENS students may benefit from study adjustments to suit their personal circumstances, particularly in the following cases:

- for health reasons;

- during pregnancy;
- students with disabilities;
- students who are primary caregivers or considered as family carers;
- students with the status of professional artist or athlete;
- students employed at least 10 hours a week or with entrepreneurial status, provided that these ECTS credits are not counted towards a DENS experience;
- students in any of the situations set out in Article L. 611-11 of the French Code of Education, provided that these ECTS credits are not counted towards a DENS experience.

Requests for study adjustments must be submitted to the Office of Studies together with supporting documents. Except in cases of serious or unforeseeable events arising during the course of their studies, students must submit their request before the start of the academic year, and at the latest within one month of the first day of class.

Special study arrangements are granted on the advice of the Dean of Studies of the DENS student's primary department.

The DEVEC Office will specify the terms and conditions of the special arrangement granted in the light of the request and supporting documents provided, in agreement with the Head of the student's primary department. The DEVEC may request an additional medical examination from the ENS or PSL Student Health Office.

### **Chapter 3 - Completion of the ENS-PSL Diploma**

#### **Article 22 - ENS-PSL Diploma Completion Requirements**

The DENS is awarded to students who obtain:

- at least 180 ECTS in the Master's programme (formation générale);
- at least 72 ECTS in the DENS programme (formation spécifique) with at least two completed DENS experiences.

They must also have been registered administratively as DENS students for at least three years.

#### **Article 23 - DENS Programme (formation spécifique) Completion Requirements**

##### *Article 23.1 - ECTS Obtained for DENS Experiences*

DENS programme students must complete at least two of the five types of DENS experiences.

DENS experiences are only deemed valid upon presentation of a written report on the work placement, stay, research or other activities, etc. Depending on the case, this report is submitted to the tutor, to the Dean of Studies of the student's primary department, to the Office of Studies, or to the Dean of Student Affairs, who set the terms and conditions in advance and approve completion of the student's DENS experience at the end of the academic year.

The credits obtained for a course, seminar, activity, stay, or work placement cannot under any circumstances count towards two different types of DENS experiences.

To obtain the DENS, students must complete two of the following DENS experiences:

- *Research experience*

This is defined as any supervised research activity, be it individual or collective, completed outside the Master's programme (formation générale) or the DENS programme (formation spécifique). This may involve a research

placement, writing a research dissertation, or organising a scientific event (symposium, study day, student seminar, etc.).

Credits obtained for a research internship for a Master's programme (formation générale) cannot be counted towards a research experience for a DENS programme (formation spécifique).

A research experience can grant a DENS student up to 24 ECTS credits towards their degree.

- *Cross-disciplinary experience*

This DENS experience requires students to complete a set of courses, seminars, or supervised activities put together by teaching staff and research fellows from at least two different departments.

A list of eligible courses, seminars, and activities is drawn up at the beginning of each academic year. The list is not definitive and may be extended in the second semester upon recommendation by a tutor and with the agreement of the Office of Studies and the Departmental Deans of Studies.

The credits obtained for mandatory courses in the context of the Grenoble agreements cannot count towards a DENS student's cross-disciplinary experience.

DENS students obtain ECTS credits by completing courses, seminars and activities.

- *International experience*

This is defined as any time spent outside of France for a continuous or cumulative period of at least 2 months during the course of studies.

Non-French-speaking DENS graduates admitted via the International Selection exam can meet their international experience requirements by completing at least one semester of the French as a Foreign Language course or the Academic French course offered by the ENS or PSL University.

The credits obtained during a stay abroad in the context of the Master's programme (formation générale) cannot count towards the international DENS experience.

- *Professional experience*

This includes work placements, paid employment, voluntary work in associations, and any activity listed in Article L. 611-9 of the French Code of Education, for a continuous or cumulative duration of at least 2 months full-time during their studies.

DENS students may obtain up to 12 ECTS credits towards their degree by completing professional experiences.

- *Diversity and social inclusion experience*

These are defined as activities supervised or recognised by the ENS TalENS Office and must be approved by the Office of Studies and the Dean of Student Affairs.

DENS students can obtain ECTS credits by completing a diversity and social inclusion experience.

#### *Article 23.2 - ECTS Obtained for Courses Taken Outside the ENS*

DENS students may study in external establishments as part of their DENS programme (formation spécifique) with the approval of their tutor or the Dean of Studies of their primary department.

DENS students may to obtain up to 30 ECTS throughout their studies by taking courses outside the ENS, provided they have not been counted towards a university diploma. In certain exceptional cases, specifically those involving atypical academic careers, the student may be granted over 30 ECTS approved by the Dean of Studies of the student's primary department.

External courses are approved by ENS upon presentation of a certificate issued by the teachers who taught them specifying: the number of hours attended, the number of ECTS acquired, the mark awarded, or a written evaluation of the student.

#### *Article 23.3 - ECTS Obtained for Agrégation Preparatory Courses*

While registered for the DENS, students can also register to take preparatory courses for the French competitive teaching exam known as the *Agrégation*. They are not subject to yearly study requirements as per Article 24 of the present rules and regulations.

The Dean of Studies of the Department in which the *Agrégation* teaching exam is being prepared will designate which courses are eligible with the approval of the Office of Studies and both Deputy Directors. DENS students may obtain up to 12 ECTS during the course of their studies for these preparatory courses, provided these credits are not already counted towards a university degree.

#### **Article 24 - Additional ECTS for Student Contribution to Campus Life**

Activities carried out in the context of student contribution to campus life may be credited up to a maximum of 12 ECTS across the entire study programme, out of the 24 ECTS freely chosen by DENS students to count towards their ENS Diploma.

The list of these activities, their completion and ECTS requirements are presented each year to the Studies, Student Affairs, and Careers Committee (CEVEC) and formally approved by the Office of Studies, Student Affairs, and Careers (DEVEC) at the beginning of each academic year.

This list is not definitive and remains subject to change during the academic year to include additional activities upon formal request by the student concerned.

A same activity can only be approved for credits once during the programme.

#### **Article 25 - Yearly Study Requirements**

DENS students who have completed academic and administrative registration are subject to a number of obligations.

They must take courses at ENS-PSL totalling at least 24 ECTS per year or 12 ECTS per semester, that is given they have not met the conditions to obtain the 72 ECTS required to complete the DENS programme (formation spécifique) at the end of the current academic year. The only exception is the Master's programme (either year M1 or M2 depending on the department).

These courses can be counted towards the Master's programme (formation générale) if taken at ENS-PSL, or otherwise towards the DENS programme (formation spécifique). In the case of an internship or a stay of at least three months outside the Île-de-France region, the Dean of Studies of the student's primary department may adapt this requirement to the student's situation.

DENS students must also complete at least one foreign language course or translation workshop per year, worth between 3 and 6 ECTS. This course can be counted towards either the Master's programme (formation générale), regardless of the school where it is taken, or the DENS programme (formation spécifique).

DENS students must meet their tutor at least twice a year.

DENS students who have chosen to take an additional year of study are not subject to yearly study requirements.

#### **Article 26 - Requirements for Promotion to the Next Year**

At the end of each academic year, a jury deliberates on the results of the DENS students registered academically over the two previous semesters in order to approve their promotion to the next year.

The evaluation jury, chaired by the Deans of Studies, is made up of the Departmental Deans of Studies. It meets for two sessions.

Student dossiers that have pending results at the time of the first session are to be deferred to the second session for deliberation.

Promotion to the next year is approved if the DENS student has fulfilled their yearly study requirements and the requirements of their Master's programme (formation générale) if registered academically for the year.

If there are only one or two failed courses, the jury may approve the student's conditional promotion to the next year. The student concerned will have to add these courses, or their equivalents, to their study requirements for the following year.

### **Article 27 - Insufficient Results**

DENS who have not, in the opinion of the jury, fulfilled their yearly study requirements due to insufficient results are put on probation for a semester or a year. Their promotion to the next year is not approved by the evaluation jury and so the student must register for the same programme the following year.

DENS civil servant status students who have not fulfilled their study requirements will see their salary payments interrupted (CST) on the grounds of insufficient results.

A second year of unsatisfactory results observed by the evaluation jury will result in the permanent expulsion of the student in question, regardless of their status, after referral to the Disciplinary Council if necessary.

### **Article 28 - Extra Year for Health-Related or Compelling Reasons**

Students whose studies have been seriously disrupted, in particular for health-related or other compelling reasons that are beyond their control, may be authorised to register for an additional year of studies.

The concerned DENS student must apply for an extra year to the Dean of Studies of their primary department. It is then forwarded to the Office of Studies with a reasoned opinion.

Applications must be submitted as soon as possible and by 15 June of the current year at the latest.

The Office of Studies may request an additional medical examination from the ENS or PSL Student Health Office.

Authorisation to repeat a year is granted by the ENS Director.

If approved for an extra year of study by the ENS Director, civil servant status students will receive their usual salary during the additional year. DENS students under scholarship funding are entitled to an extension of that funding for one extra year.

After this first funded additional year, DENS students may as previously be granted one or more extra years of study due to exceptional circumstances but without the possibility of extending their salary or scholarship funding.

### **Article 29 - Fraud and plagiarism**

#### *Article 29.1 - Fraud*

In the event of fraud or attempted fraud in examinations, the exam supervisor is to take all necessary steps to put an end to the fraud without interrupting the test, and will then pass on the information to the course teacher.

The exam supervisor is to seize any and all fraudulent material and draw up a report, which they are to sign together with the other supervisors and the DENS student who committed the fraud. If the accused refuses to sign the report, this is to be noted in the minutes.

If fraud is confirmed, the matter may be referred to the Disciplinary Council.

*Article 29.2 - Plagiarism*

Plagiarism is defined as when a student has produced work that cannot be reasonably distinguished from the work of others. Specifically, it can be defined a group of consecutive words (in the original language or in translation) or simply copied material with no references to the original author.

In case of any suspicion of plagiarism, the member of teaching staff must inform the Dean of Studies of the student's primary department and provide them with all available information. Where plagiarism is confirmed, the student is to be awarded a mark of 0 for the exam.

Cases of plagiarism may be referred to the Disciplinary Council.

## Title 4 - The End of Studies at ENS

### **Article 30 - Graduation**

At the end of each year, a list of candidates for graduation is drawn up according to DENS student results and the relevant DENS completion requirements. The list of candidates must be validated by the Dean of Studies of the DENS student's primary department.

A graduation jury deliberates and draws up the final list of graduates.

This jury is made up of the Deans of Studies of the teaching Departments and the relevant ENS Dean of Studies. It is chaired by the ENS Director or by one of the two Deputy Directors.

DENS results are published by order of the ENS Director. The ENS diploma confers the title of graduate of the École normale supérieure-PSL.

All requests for appeals must be addressed to the chair of the jury within two months of publication of the results.

### **Article 31 - Permanent Withdrawal from Studies**

To permanently withdraw from the DENS Programme, students must address a dated and signed letter of resignation with justifications to the ENS Director.

In cases of withdrawal that concern DENS civil servant students, the letter of withdrawal is to be sent to the Ministry of Higher Education and Research. A DENS civil servant status student who permanently withdraws from studies must abide by regulations in force and ENS General Rules and Regulations regarding the Ten-Year Obligation.

### **Article 32 - Failure to Register**

In the event of a student's failure to complete their administrative registration by the given deadline, a request for compliance is to be addressed to the DENS student by registered letter with acknowledgement of receipt.

If the student concerned has not rectified their situation within one month of receiving the registered letter, they are considered to have unenrolled from the DENS programme.

Failure to register will result in the permanent expulsion of the student.

For DENS civil service status students, failure to register will result in permanent expulsion after referral to the Disciplinary Council.