



# ENS-PSL Student Affairs Rules and Regulations

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

## Contents

Preamble.....	3
<u>Title 1 - Financial Aid for Campus Life .....</u>	<u>4</u>
<b>Chapter 1 - Financial Aid for Students .....</b>	<b>4</b>
<b>Article 1 - Applying for Financial Aid .....</b>	<b>4</b>
<b>Article 2 - Financial Aid Allocation Committee .....</b>	<b>4</b>
<i>Article 2.1 - Composition .....</i>	<i>4</i>
<i>Article 2.2 - Social Benefits Allocation.....</i>	<i>4</i>
<b>Article 3 - Emergency Financial Aid.....</b>	<b>4</b>
<b>Chapter 2 - Funding for Student Life Projects .....</b>	<b>5</b>
<b>Article 4 - Applying for Subsidy Funding .....</b>	<b>5</b>
<b>Article 5 - Project Eligibility Criteria.....</b>	<b>5</b>
<b>Article 6 - Subsidy Funding Committee.....</b>	<b>6</b>
<i>Article 6.1 - Composition .....</i>	<i>6</i>
<i>Article 6.2 - Attribution of Subsidies .....</i>	<i>6</i>
<b>Article 7 - Obligations of Subsidy Beneficiaries .....</b>	<b>6</b>
<u>Title 2 - Student Associations.....</u>	<u>7</u>
<b>Chapter 1 - Registration of Student Associations at the ENS .....</b>	<b>7</b>
<b>Article 9 - Renewing an Association's Registration .....</b>	<b>7</b>
<b>Article 10 - Mutual Commitments .....</b>	<b>8</b>
<i>Article 10.1 - Commitments by Student Associations Registered at ENS.....</i>	<i>8</i>
<i>Article 10.2 - Commitments by ENS.....</i>	<i>8</i>
<b>Article 11 - Revocation of Registration .....</b>	<b>8</b>
<b>Chapter 2 - Support for Student Associations Registered at ENS.....</b>	<b>9</b>
<b>Article 12 - Attribution of Subsidy Funding.....</b>	<b>9</b>
<b>Article 13 - Visibility and Communication .....</b>	<b>9</b>
13.1 - Information Communication.....	9
13.2 - Use of the ENS Logo.....	9
<b>Article 14 - Provision of Work Space .....</b>	<b>9</b>
<b>Article 15 - Events Organisation .....</b>	<b>10</b>

## Preamble

The present rules and regulations provide a regulatory framework for two key aspects of student life: the financial aid granted to promote campus life, and the hosting and funding arrangements in place for student associations.

## Definitions

**Office of Student Affairs:** the Dean's office is a component of the Office of Studies, Student Affairs, and Careers (DEVEC) and is dedicated to the ENS student community. It works in close collaboration with the PSL University student affairs department and its counterparts in the other PSL establishments.

The Dean's remit covers all aspects of student life that have an impact on their studies. Working closely with the various departments concerned, it deals with health issues (mental and physical); the material conditions in which students live and study (accommodation, financial situation, etc.); specific issues that concern international students or students with disabilities, and finally disciplinary issues. Whenever necessary, it provides individualised student support.

The Dean of Student Affairs is responsible for overseeing campus community life. The Dean's office deals with issues relating to student associations (registration, subsidy funding, provision of work spaces) and collaborates with the various departments as necessary to ensure the proper functioning of campus life and activities.

**The Student Initiative Fund (FSDIE):** the purpose of this fund is to finance projects run by student associations and provide financial aid for students. It is partly funded by the Student Life and Campus Contribution (CVEC).

**Student association:** a student association is a non-profit organisation, as per French law dated 1 July 1901 relating to the status of associations, in which the student representatives form a majority of the members of the executive committee or equivalent deliberative body. All persons administratively registered in an ENS course are considered to be ENS students for the purposes of the present rules and regulations, regardless of their status.

The mission statement of the ENS student association must focus on its students, the student community, student and campus life at the ENS, or generally support and uphold the school's reputation.

## Title 1 - Financial Aid for Campus Life

### **Chapter 1 - Financial Aid for Students**

#### **Article 1 - Applying for Financial Aid**

Any student registered administratively at the ENS may apply for exceptional financial aid from the ENS Support Fund managed by the Office of Student Affairs.

The financial aid application form, available on the ENS intranet site, must be sent to the Office of Student Affairs. Instructions are available on the intranet site listing the documents required to put together the application dossier.

The exceptional financial aid granted in the context of the ENS Support Fund does not affect the student's eligibility to receive other forms of financial aid such as scholarships based on social criteria, housing benefits, or other social benefits.

#### **Article 2 - Financial Aid Allocation Committee**

##### *Article 2.1 - Composition*

The Committee responsible for allocating financial aid to students is made up of:

- the Dean of Student Affairs;
- a representative of the Services Management Department;
- two of the elected student representatives or their alternates who sit on the CEVEC. If there are not enough volunteers to fill the two seats, the remaining are to be chosen at random. They are appointed for a one-year term.

A rapporteur is to attend the Social Benefits Allocation Committee sessions. They are responsible for presenting the anonymised application dossiers submitted to the committee.

##### *Article 2.2 - Social Benefits Allocation*

The Social Benefits Allocation Committee meets at least twice a year when convened by the Dean of Student Affairs.

If one of the two elected members of the Committee is an applicant for financial assistance, they cannot take part in deliberations or voting. If necessary, they can appoint an alternate to sit in their place.

The members of the committee are bound by strict confidentiality requirements regarding the applications submitted to them, the debates, and the results of the votes.

They vote by show of hands, unless a member explicitly requests a secret ballot.

The results are calculated by a simple majority of the votes cast. In the event of a tie, the Dean of Student Affairs has the casting vote.

If the social benefits are approved, an order is issued by the ENS Director.

#### **Article 3 - Emergency Financial Aid**

In addition to the financial aid granted within the framework of the ENS Support Fund as described in Article 2 of the present rules and regulations, any student registered at the ENS may apply for emergency financial aid.

Students may apply for this aid at any time during the academic year if justified by an emergency.

An emergency is defined as an unforeseeable outside factor that has a direct impact on the student's situation, their health, and their ability to fulfil their student obligations, creating a situation of distress with potentially serious financial difficulties in the short term.

The financial aid application form, available on the ENS intranet site, must be filled and sent to the Dean of Student Affairs.

Emergency financial aid is granted under the same terms and conditions as financial aid from the ENS Support Fund.

## **Chapter 2 - Funding for Student Life Projects**

### **Article 4 - Applying for Subsidy Funding**

Applications for subsidy funding for a student life project can be submitted by any student association or by any student registered with the ENS.

The subsidy application form, available on the ENS intranet site, must be filled out and sent to the Dean of Student Affairs together with the following supporting documents:

- a provisional budget listing all expenditures and sources of funding for the project;
- the bank details of the student association or student carrying out the project;

*If the project leader is a student association:*

- the relevant articles of association, dated and signed;
- the receipt for the prefecture declaration;
- a list of all members belonging to the association's executive committee or similar deliberative body.

The subsidy application form must also include a detailed description of the project mission statement and its expected impact on the ENS and the student community.

The collective aspect of student projects is always a priority when considering funding, especially when the grant is requested by a student rather than an association.

### **Article 5 - Project Eligibility Criteria**

To be eligible for subsidy funding, projects must meet all of the following criteria:

- The project must focus on student life at the ENS;

Its mission must involve initiatives that support students in their social, cultural, health, and sports needs, and must align with prevention and health education policy;

Student projects can focus on culture, humanitarian work, the environment, civic engagement, the fight against discrimination, welcoming and supporting international students, etc.

They must remain independent from students' studies and research activities.

- The application must be submitted before the project is carried out.

- The project must benefit from several sources of funding, as the subsidy awarded can only cover a portion of the overall cost of the project.

## **Article 6 - Subsidy Funding Committee**

### *Article 6.1 - Composition*

The committee responsible for approving subsidy funding is made up of:

- the Dean of Student Affairs;
- a member of the Office of Studies, Student Affairs, and Careers (DEVEC);
- the Head of the Cultural Activities Office attached to the Fine Arts Department;
- three of the students representatives or their alternates elected to sit on the Studies, Student Life and Careers Committee (CEVEC). If there are not enough volunteers to fill the three seats on the committee, the remaining are to be chosen at random. They are appointed for a one-year term.

A rapporteur is to sit on all Subsidy Funding Committee sessions. They are responsible for presenting the dossiers submitted to the funding committee.

### *Article 6.2 - Attribution of Subsidies*

The Subsidy Funding Committee meets at least four times a year when convened by the Dean of Student Affairs.

If a member of the committee is involved in any way in one of the projects being considered for funding, or holds a position in the student association leading the project, they cannot take part in deliberations or voting. If necessary, they can appoint an alternate to sit in their place.

The members of the committee are bound by strict confidentiality requirements regarding the projects under review, the debates, and the results of the votes.

They vote by show of hands, unless a member explicitly requests a secret ballot.

The results are calculated by a simple majority of the votes cast. In the event of a tie, the Dean of Student Affairs has the casting vote.

If subsidy funding is approved for the project, an order is issued by the ENS Director.

## **Article 7 - Obligations of Subsidy Beneficiaries**

Subsidy beneficiaries must draw up a financial assessment and management report, as well as a report on all project activities. These documents must be sent to the Dean of Student Affairs, together with all supporting documents for all project expenditures, within two months of project completion.

Funding beneficiaries are obligated to indicate "*With the financial support of the ENS*" on all communication materials broadcast to promote the project.

If the project becomes impossible to complete, project leaders must inform the Dean of Student Affairs as soon as possible and reimburse the funding in full or on a pro rata basis if the project was partially completed.

## Title 2 - Student Associations

### **Chapter 1 - Registration of Student Associations at the ENS**

Only student associations as defined in the preamble may benefit from the provisions of the present rules and regulations.

#### **Article 8 - Registering a Student Association for the First Time**

Any student association in line with regulations may apply to use the ENS as registered address. Registration does not entitle an association to work space accommodations.

The student association registration form, available on the School intranet site, must be filled out and sent signed to the Dean of Student Affairs together with the following supporting documents:

- the articles of association, dated and signed;
- the receipt for the prefecture declaration;
- the composition of the association's executive committee or similar deliberative body, the contact details of its members, and a copy of the school certificate or student card of each student, at least one of whom will be the association's point of contact with the ENS;
- a valid civil liability insurance certificate.

The student association registration form must include a detailed description of planned activities that the student association will be organising on School premises or in connection with the ENS.

The first time a student association applies for registration at ENS, the CEVEC must issue an advisory opinion.

The members of the CEVEC provide a quality assessment of the association's mission statement and the different ways it can impact the school and the student community.

They vote by show of hands, unless a member explicitly requests a secret ballot.

The results are calculated by a simple majority of the votes cast. In the event of a tie, the ENS Director has the casting vote.

Registration approval is formalised by an order issued by the ENS Director.

The Dean of Student Affairs must be notified as soon as possible of any subsequent changes to the association's articles of association or to the acting members of its executive committee. The student association must provide a receipt to the ENS within two months of the changes being declared to the prefecture.

#### **Article 9 - Renewing an Association's Registration**

Student association registration at ENS-PSL is valid for the current calendar year.

Student associations registered with ENS-PSL must therefore renew their registration every year.

Each year, by 31 January at the latest, the association registration renewal form available on the School's intranet site must be sent, filled out and signed, to the Dean of Student Affairs together with the following supporting documents:

- the student association's activity report;
- a financial assessment and management report;
- a valid civil liability insurance certificate.

If the student association fails to submit these documents by the deadline, the association's registration at ENS will be revoked in accordance with Article 11 of the present rules and regulations.

## **Article 10 - Mutual Commitments**

### *Article 10.1 - Commitments by Student Associations Registered at ENS*

Student associations play an active role in student life on and off campus, always in line with the School's reputation for academic and scientific excellence. They agree to participate, whenever possible, in the various associative events organised by the School itself.

They must operate democratically and transparently, specifically by organising general meetings and drafting yearly financial assessment and management reports.

Student associations are prohibited from any form of proselytism or incitement to hatred. Associations have a responsibility to comply with and enforce among members the present rules and regulations along with ENS General Rules and Regulations. Student associations are responsible for the activities they organise on School grounds. The ENS may hold association members legally liable in the event of any failure to comply with rules and regulations in force (e.g. health and safety).

They must therefore commit to their association mission statement and pursue their activities on School grounds or in connection with the School in such a manner as described in their student association registration form.

All members of student associations registered at the ENS have a responsibility to comply with and enforce all legal provisions relating to the fight against discrimination and hazing, as well as against sexism and sexual violence, and in particular during the activities and events they organise on and off School grounds.

Student associations organising parties and similar festive events have a responsibility to take all measures available to prevent risks linked to the consumption of alcohol and psychoactive substances, and prevent any behaviour threatening the physical or moral integrity of participants.

### *Article 10.2 - Commitments by ENS*

As agreed in return for respecting their commitments, the ENS commits to allowing registered student associations access to the School's internal mail service and its computer network. Associations may create and use an @ens.psl.eu e-mail address.

Registered student associations can take part in the training courses for student associations offered by ENS-PSL.

They may also apply for subsidy funding and use work spaces on School grounds for their activities as part of the ENS obligation to support registered student associations under Articles 13 and 14 of the present rules and regulations.

## **Article 11 - Revocation of Registration**

If the application dossier for renewal of student association registration is not sent within the time frame set out in Article 9 of the present rules and regulations, the ENS may revoke the registration by registered letter with acknowledgement of receipt. The revocation only becomes effective if the association has not fulfilled its obligation within one month of receipt of the registered letter.

In the event of failure to abide by the commitments defined in Article 10.1 of the present rules and regulations, ENS-PSL is to send a request for compliance to the student association concerned. The association has one month from receipt of the request to explain the reasons for their failure to comply and take all necessary measures to rectify the situation. Failing this, the ENS may revoke the student association's status by registered letter with acknowledgement of receipt.

If the association's registration is revoked, an order is issued by the ENS Director.

The order effectively ends any obligations ENS had towards the student association; specifically this entails revoking access to the computer network and to association work spaces on School grounds where applicable.



## Chapter 2 - Support for Student Associations Registered at ENS

### Article 12 - Attribution of Subsidy Funding

Resident student associations may apply for subsidy funding from the ENS to help finance their operations and regular activities.

The subsidy funding application form, available on the ENS intranet site, must be filled and sent signed to the Dean of Student Affairs together with the following supporting documents:

- the articles of association, dated and signed;
- the student association's registration order at the ENS;
- an association activity report;
- a financial assessment and management report;
- a provisional budget;
- a bank details form.

If subsidy funding is approved for the project, an order is issued by the ENS Director.

### Article 13 - Visibility and Communication

#### *13.1 - Information Communication*

All associations are legally responsible for the content of the documents they display, distribute, or broadcast. All documents must reference their author's contact details (physical or electronic) in such a way as there can be no possible confusion with the ENS.

Student associations can issue a request to the Dean of Student Affairs to employ the dedicated channels already in place to communicate with the broader ENS community regarding their association's activities.

It is prohibited for students to send unsolicited commercial or promotional emails via the ens.psl.eu domain.

#### *13.2 - Use of the ENS Logo*

The ENS brand, including its name and logo, is the exclusive property of the ENS. Incorporating the ENS brand into the registered name of a student association requires approval from the ENS Director before the articles of association are filed with the prefecture. This authorisation is valid for the duration of the association's registration period and terminates automatically at its end. The relevant articles of association contain provisions to address this very issue.

The use of the ENS name and logo for communication purposes must be explicitly authorised in advance by the ENS Director. Failure to obtain prior authorisation may result in penalties.

Association communications actions must explicitly indicate their status as student associations of the School and that they do not speak on behalf of the School. Appropriate use of the brand is defined as that which does not undermine the School's image. For all institutional communications material produced for a School event with the participation of the association, the latter must first have said material approved by the Communications Office.

### Article 14 - Provision of Work Space

Registered student associations can apply for work spaces on ENS premises.

The association work space application form, available on the ENS intranet site, must be filled and sent signed to the Dean of Student Affairs together with the following supporting documents:

- the articles of association, dated and signed;
- the student association's registration order at the ENS;
- a valid civil liability insurance certificate.

The association headquarters application form also contains a description of the premises required based on the activities that will be taking place in the student association work spaces.

The allocation of a work space on ENS premises remains subject to availability. If there are not enough available work spaces, those in use can be shared by two or more student associations.

If request for a work space on ENS grounds has been approved, an order is to be issued by the Director. The ENS and the student association sign a contract the terms of which are short-term and revocable. Specifically, it indicates the duration and conditions for use of the premises, and the obligations of the hosted student association.

Student associations are responsible for ensuring that their members comply with and enforce ENS General Rules and Regulations as well as all legal requirements relating to hygiene, health, and safety with regards to the work spaces made available to them.

Furthermore, associations must respect the legal requirement for secularism in educational establishments. The work spaces made available may not be used for religious worship or proselytising activities.

### **Article 15 - Events Organisation**

Student associations must comply with ENS General Rules and Regulations. It is forbidden to trade, sell or advertise on school premises without prior written authorisation from the ENS Director. In accordance with the French Labour Code, it is forbidden to introduce, distribute or consume alcohol on School premises.

Special case for the sale of goods: the sale and distribution of foodstuffs or the marketing of any goods or services are strictly prohibited on School premises without prior authorisation.

In compliance with commercial regulations in force, certain commercial activities may be authorised by the Director of the ENS, provided that the profits from these activities are used entirely to finance student association activities, such as for example the sale of goods and clothing bearing the association's logo, or the publication of magazines or newspapers.

The ENS reserves the right to cancel any event for disturbing the peace, threatening public health and safety, or endangering the lives of any person present.

Student associations are responsible for the work spaces and equipment made available to them. The work spaces made available to them must be left clean and in perfect working order.