



Rules of procedure

École normale supérieure Paris-Saclay

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FOREWORD	6
Article 1. Purpose of the rules of procedure of the École normale supérieure Paris-Saclay	6
Article 2. Scope of application of the ENS Paris-Saclay rules of procedure	6
Article 3. ENS Paris-Saclay's registered office.....	6
TITLE I. OPERATION OF ENS PARIS-SACLAY.....	6
Preliminary section. ENS Paris-Saclay's structuring	6
Article 4. Presentation of ENS Paris-Saclay's structures	6
<i>Article 4.1. Teaching and research departments</i>	<i>6</i>
<i>Article 4.2. Research laboratories and multidisciplinary research institutes</i>	<i>7</i>
<i>Article 4.3. Administrative services</i>	<i>7</i>
CHAPTER I. ENS PARIS-SACLAY GOVERNANCE	7
Section 1. Presidency of ENS Paris-Saclay	7
Article 5. Composition of ENS Paris-Saclay's presidency	7
Article 6. The President of ENS Paris-Saclay.....	7
Article 7. The vice-presidents of ENS Paris-Saclay.....	7
Article 8. The Director General of Services	7
Section 2. Statutory boards	8
Sub-section 1. The Board of Directors.....	8
Article 9. Composition of the Board of Directors	8
Article 10. Mandates	8
Article 11. Chairmanship of the Board of Directors	8
Article 12. Members in an advisory capacity.....	8
Article 13. Powers of the Board of Directors	9
Article 14. The board of directors in restricted formation.....	9
Sub-section 2. Scientific Council.....	10
Article 15. Composition of the Scientific Council	10
Article 16. Chairmanship of the Scientific Council	10
Article 17.....	10
Article 18. Powers of the Scientific Council	10
Article 19. The Scientific Council in restricted formation	11
Sub-section 3. Provisions common to the Statutory Councils.....	11
Article 20. Convening the statutory boards	11
Article 21. Quorum rules.....	12
Article 22. Proxy.....	12
Article 23. Voting procedures during the Statutory Boards	12
Article 24. Publication of the meetings and decisions of the Statutory Councils in plenary session	13
Article 25. Publication of the meetings and decisions of the Statutory Boards in restricted formation.....	13
Article 26. Creation of committees	13
CHAPTER II. OTHER ENS PARIS-SACLAY BODIES.....	14
Section 1. Bodies which originate in statutory boards	14
Body originating in the board of directors: the finance committee.....	14
Article 27. Duty of the finance committee	14
Article 28. Composition of the finance committee	14
Article 29. Operation of the finance committee.....	14
The disciplinary bodies	15
Article 30. The Disciplinary Board for normaliens and students	15
<i>Article 30.1. The Disciplinary Board for normalien trainees</i>	<i>15</i>
<i>Article 30.2. The Disciplinary Board for normalien students and other students.....</i>	<i>15</i>
<i>Article 30.3. Common provisions.....</i>	<i>15</i>
<i>Article 30.4. Sanctions.....</i>	<i>16</i>
Article 31. Disciplinary section for teaching staff and lecturer-researchers.....	16

Article 32. Disciplinary section for BIATSS staff	16
Section 2. Other consultative bodies.....	16
The training and research committee	16
Article 33. Composition and functioning of the Training and Research Committee	16
Article 34. Powers and responsibilities of the Education and Research Committee	17
Student Life Committee	17
Article 35. Composition and functioning of the student life committee	17
Article 36. Powers and responsibilities of the Student Life Committee	18
The Advisory Electoral Committee.....	18
Article 37. Composition and functioning of the advisory electoral committee	18
Article 38. Powers and responsibilities of the advisory electoral committee.....	19
Sub-section 4. The documentary council	20
Article 39. Composition and functioning of the documentary council	20
Article 40. Powers and responsibilities of the documentary council	20
Sub-section 5. The advisory committee for monitoring the ten-year commitment	21
Article 41. Composition and functioning of the advisory committee for monitoring the ten-year commitment.....	21
Article 42. Powers and responsibilities of the advisory committee for monitoring the ten-year commitment.....	21
Sub-section 6. The student welfare committee	21
Article 43. Composition and functioning of the student welfare committee.....	21
Article 44. Powers and responsibilities of the Student Welfare Committee	21
Sub-section 7. The environment committee	21
Article 45. Composition and functioning of the environment committee	22
Article 46. Powers and responsibilities of the environment committee	22
Sub-section 8. Provisions common to the advisory bodies (councils, committees and commissions)	22
Article 47. Convening.....	22
Article 48. Règles de quorum	22
Article 49. Procuration.....	22
Article 50. Voting arrangements.....	23
Article 51. Publication of the decisions of advisory bodies.....	23
Section 3. Staff representative bodies.....	23
The technical committee.....	23
Article 52. Composition and functioning of the technical committee	23
Article 53. Powers and responsibilities of the technical committee	23
The Health, Safety, and Working Conditions Committee.....	23
Article 54. Composition and organisation of the health, safety and working conditions committee	23
Article 55. Powers and responsibilities of the health, safety and working conditions committee	24
The joint establishment committee	24
Article 56. Composition and functioning of the joint establishment committee	24
Article 57. Powers and responsibilities of the joint establishment committee.....	25
The Joint Advisory Committee for non-permanent staff.....	25
Article 58. Composition and functioning of the Joint Advisory Committee for non-permanent staff	25
Article 59. Powers of the Joint Advisory Committee for non-permanent staff	25
The staff welfare committee.....	25
Article 60. Composition and functioning of the staff welfare committee.....	26
Article 61. Powers and responsibilities of the Staff Welfare Committee	26
TITLE II. PEDAGOGICAL AND SCIENTIFIC ORGANISATION OF ENS PARIS-SACLAY	27
CHAPTER I. STUDY AND RESEARCH STRUCTURES	27
Section 1.	27
Article 62. Teaching and research department organisation.....	27
Article 63. Composition and functioning of the teaching and research department councils.....	27

Article 64. Powers and responsibilities of the teaching and research department councils	28
Section 2. The pre-doctoral mission of ENS Paris-Saclay	28
Article 65.	28
Section 3. Laboratories and institutes	28
Article 66. Organisation of laboratories and institutes	28
Article 67. Composition and functioning of ENS Paris-Saclay laboratory councils	28
Article 68. Powers and responsibilities of the laboratory councils	29
THE USER COMMUNITY OF ENS PARIS-SACLAY	29
Section 1. ENS Paris-Saclay “normaliens” (École Normale students)	29
Article 69. The ENS Paris-Saclay “normalien” title	29
Normalien trainees	29
Article 70. The status of “normalien” or “normalienne” trainee	29
Article 71. Normalien trainees admitted on a foreign basis	29
Article 72. Assignment of normalien trainees upon admission	30
Article 73. The duration of study funding	30
Article 74. Leave without pay for unsatisfactory results	30
Article 75. Leave without pay for personal or study reasons	31
Article 76. Repeating a year	31
Article 77. Resignation	31
Article 78. Obligations as a probationary civil servant	31
Article 78.1. Application of the attendance obligation	32
Article 78.2. Holding several jobs	32
Article 78.3. Ten-year appointment	32
Normalien students	32
Article 79. The status of “normalien” or “normalienne” student	33
Article 80. Admission of normalien students	33
Article 81. The duration of the schooling of normalien students	33
Article 82.	33
Article 83. Withdrawal from studies	33
Provisions common to normalien trainees and students	34
Article 84. The gap year within the ENS Paris-Saclay degree	34
Section 2. Other users of ENS Paris-Saclay	34
Students enrolled in initial training	34
Article 85. Master's students	34
Users enrolled in continuous training	34
Article 86. Trainees in vocational training	34
TITLE III. INNER LIFE OF THE SCHOOL	34
Article 87. Policing powers of the President of ENS Paris-Saclay	34
CHAPTER I. SECURITY AND PRACTICES	35
Article 88. General provisions	35
Article 89. Compliance with health, hygiene and safety instructions	35
Article 90. Clothing	35
Article 91. Common use areas and festive events for users	36
Article 92. Hazing	36
Article 93. Harassment	36
SECULARISM	36
Article 94. Applying the secularism principle	36
CHAPTER III. PROVISIONS RELATING TO PUBLIC HEALTH	37
CHAPTER IV. ENS PARIS-SACLAY STAFF AND USER GROUPS	37
Section 1. Associations	37
Article 95. Registering associations at ENS Paris-Saclay	37
Article 96. Allocation of premises to a user or staff association	37

Section 2. Trade unions	37
Article 97. Registering trade unions at ENS Paris-Saclay	37
Article 98. Allocation of premises to a trade union at ENS Paris-Saclay	37
Article 99. The staff's trade union expression	37
Section 3. Provisions common to associations and trade unions	38
Article 100. Display and distribution of leaflets at ENS Paris-Saclay	38
Article 101. Organising meetings on ENS Paris-Saclay premises	38
CHAPTER V. USE OF COMMUNICATION RESOURCES	38
Article 102. Use of computer and telecommunication resources	38
Article 103. Use of the email inbox provided by ENS Paris-Saclay	38
CHAPTER VI. PROVISIONS RELATING TO PREMISES	38
CHAPTER VII. ORGANISING WORK TIME	38
Article 104. Conditions for organising work time	39
TITLE IV. FINAL PROVISIONS	40
Article 105. Disciplinary measures	40
Article 106. Adopting and amending these rules of procedure	40
TITLE V. TRANSITIONAL PROVISIONS	40
Article 107. Application	40
CHAPTER I. PROVISIONS RELATING TO STUDY	40
Section 1. The study structure	40
Article 108. Definition	40
Article 109. Determining the standard study paths	40
Section 2. The course of the students' studies	40
Article 110. Definition of the study path	40
Determining the study path by the normalien	41
Article 111. As part of a standard study path	41
Article 112. As part of a specific study plan	41
Normalien annual study programme	41
Article 113. Determining the normalien annual study programme	41
Article 114. Selling and consuming alcohol	41
Article 115. Smoking and vaping	42
Article 116. Conditions of access to the campus and premises	42
Article 117. Moving around campus	42
Article 118. Using the premises	42
APPENDIX 1. LIST OF ENS PARIS-SACLAY TEACHING AND RESEARCH DEPARTMENTS, RESEARCH STRUCTURES AND SERVICES	44
APPENDIX 2. CHARTER GOVERNING THE USE OF ENS PARIS-SACLAY COMPUTER AND DIGITAL RESOURCES	46
APPENDIX 3. TRADE UNION EXPRESSION - CHARTER FOR THE PROPER USE OF MAILING LISTS AND THE INTRANET	55
APPENDIX 4. CHARTER CONCERNING PROPER USE OF THE MAILING LISTS BY THE NORMALIEN AND DOCTORAL STUDENT REPRESENTATIVES ON THE BOARD OF DIRECTORS	59
APPENDIX 5. FRAMEWORK NOTE ON WORKING TIME	62
Annex to the framework note on working time	68

FOREWORD

Article 1. Purpose of the rules of procedure of the École normale supérieure Paris-Saclay

The rules of procedure supplement the provisions of the statutory decree of the École normale supérieure Paris-Saclay (hereafter ENS Paris-Saclay). Together with the Education Code, they guarantee the proper functioning of the institution.

Article 2. Scope of application of the ENS Paris-Saclay rules of procedure

The provisions of these rules of procedure, implemented pursuant to amended decree no. 2011-21 of 5 January 2011 relating to the École normale supérieure Paris-Saclay (hereafter statutory decree), apply to:

- all users of ENS Paris-Saclay in accordance with the provisions of article L811-1 of the Education Code:
 - normalien trainees and students of ENS Paris-Saclay;
 - students on a course at ENS Paris-Saclay;
 - trainees in continuing education.
- Doctoral students registered at the Université Paris-Saclay and carrying out their research activities in a laboratory under the supervision of ENS Paris-Saclay;
- all paid staff working at ENS Paris-Saclay;
- ENS Paris-Saclay staff performing their duties in a place other than ENS Paris-Saclay's registered office, as defined in article 3 of these rules;
- staff "hosted" at ENS Paris-Saclay;
- any natural or legal person present, in any capacity whatsoever, within ENS Paris-Saclay or acting on its behalf.

Article 3. ENS Paris-Saclay's registered office

ENS Paris-Saclay's registered office is located at 4 Avenue des Sciences in Gif-sur-Yvette (91190).

TITLE I. OPERATION OF ENS PARIS-SACLAY

Preliminary section. ENS Paris-Saclay's structuring

Article 4. Presentation of ENS Paris-Saclay's structures

ENS Paris-Saclay is structured into teaching and research departments, research laboratories, multidisciplinary research institutes and services. The list of structures can be found in appendix 1.

Article 4.1. Teaching and research departments

The teaching and research departments constitute the framework in which the training courses are provided. They organise training and research activities.

They are created by a decision of the board of directors after receiving the opinion of the education and research commission and the scientific council.

A teaching and research department without an associated research laboratory is called a "department".

Each teaching and research department shall define its organisational arrangements in their rules of procedure.

Article 4.2. Research laboratories and multidisciplinary research institutes

Research laboratories and multidisciplinary research institutes constitute the framework within which research activities are carried out. Each research laboratory is associated with one or more teaching and research departments.

The research laboratories and multidisciplinary research institutes are either co-supervised structures, structures specific to ENS Paris-Saclay or structures housed at ENS Paris-Saclay. The co-supervised structures are created by agreement with one or more partners of ENS Paris-Saclay. The structures specific to ENS Paris-Saclay are created by deliberation of the board of directors after receiving a favourable opinion from the education and research commission and the scientific council.

Article 4.3. Administrative services

ENS Paris-Saclay's services are grouped within the general services department.

CHAPTER I. ENS PARIS-SACLAY GOVERNANCE

Section 1. Presidency of ENS Paris-Saclay

Article 5. Composition of ENS Paris-Saclay's presidency

The Presidency of ENS Paris-Saclay is made up of the President, the Vice-Presidents and the Director General of Services.

Article 6. The President of ENS Paris-Saclay

The President of ENS Paris-Saclay is appointed, in accordance with the conditions set out in article 5 of the statutory decree, for a five-year term, renewable once.

The president directs ENS Paris-Saclay. He or she exercises the powers defined in article 6 of the statutory decree.

The president decides on the organisation of missions and appoints mission managers responsible for their successful completion.

The President may delegate his or her signature under the conditions set out in Article 6 paragraph 5 of the Statutory Decree.

Article 7. The vice-presidents of ENS Paris-Saclay

The vice-presidents are appointed by order of the president. The term of office of the vice-presidents is five years, renewable. The vice-presidents may be removed from office before the end of their term by the president under the same conditions as their appointment. The term of office of the Vice-Presidents shall end automatically at the end of that of the President who appointed them.

Article 8. The Director General of Services

Pursuant to the provisions of decree no. 2010-175 of 23 February 2010 relating to the post of director general of services of a public scientific, cultural and professional establishment, the director general of services of ENS Paris-Saclay is appointed by the minister for higher education and research, on the suggestion of the president of ENS Paris-Saclay.

Under the authority of the President of ENS Paris-Saclay, the Director General of Services is responsible for the management, organisation and operation of the administrative, financial and technical services of the institution. He or she contributes to the development of the institution's policies and ensures their operational implementation. He or she shall design, implement and monitor the institution's performance indicators in the fields of administrative, financial and property management, human resources and information systems.

Section 2. Statutory boards

Sub-section 1. The Board of Directors

Article 9. Composition of the Board of Directors

Pursuant to article 7 of the statutory decree, the board of directors comprises, in addition to the president of ENS Paris-Saclay, the following thirty members

1. The President of Université Paris-Saclay;
2. qualified specialists appointed by the President of ENS Paris-Saclay;
3. representatives of partner institutions, chosen by the president after consultation with the other members of the board of directors
4. elected representatives in a number equal to the total number of members mentioned in points 1, 2 and 3, as follows
 - a. four representatives of university professors and related staff in accordance with Article D.719-4 of the Education Code;
 - b. four representatives of other teaching and research staff
 - c. three representatives of library, engineering, administrative, technical, service and health staff
 - d. four Ecole Normale Supérieure normalien trainee and student and doctoral candidate representatives.

Article 10. Mandates

The elected representatives are appointed in accordance with Article 13 of the Statutory Decree.

The members of the Board of Directors specified in points 2, 3 and 4.a, b and c of Article 9 are elected or appointed for a four-year term, renewable once.

The representatives of the normalien trainees and students and doctoral candidates are elected for a renewable one-year term.

In accordance with article L719-1 of the Education Code, each list of candidates is made up alternately of one candidate of each sex.

The term of office of the members of the Board of Directors runs from the date of their appointment or election.

Any appointed member of the Board of Directors, if not present or represented at three consecutive meetings, may be declared to have resigned by a majority of the other members of the Board of Directors.

Article 11. Chairmanship of the Board of Directors

In application of article 6 of the statutory decree, the board of directors is chaired by the president of ENS Paris-Saclay. The President has the casting vote in the event of a tie.

If the President of ENS Paris-Saclay is unable to attend, the Board of Directors is chaired, on the proposal of the President, by one of the appointed members or, failing this, by the oldest member of the appointed members.

Article 12. Members in an advisory capacity

The representative of the Ministry of Higher Education and Research, the Director General of Services and the Accounting Officer are ex officio members of the Board of Directors in an advisory capacity.

The vice-presidents of ENS Paris-Saclay, the institutional advisor and the president of the scientific council are permanent guests at the meetings of the board of directors.

The president may invite, depending on the agenda, any person of his or her choice useful to the discussions.

Article 13. Powers of the Board of Directors

The Management Board shall exercise the powers defined in Article 9 of the Statutory Decree.

Pursuant to articles 33 and 51 of amended decree no. 84-431 of 6 June 1984 which sets out the common statutory provisions applicable to lecturer-researchers and establishing the particular status of the body of university professors and the body of lecturers, the board of directors in plenary session issues a simple opinion on the number of posts of lecturers and university professors to be filled exclusively by transfer, set by the president of ENS Paris-Saclay.

Article 14. The board of directors in restricted formation

The Board of Governors meets in a restricted formation of lecturer-researchers and equivalent for any individual question relating to a lecturer-researcher and falling within its scope of competence.

The Board of Directors, in a formation restricted to lecturer-researchers and equivalent, shall deliberate on:

- the creation and composition of selection committees;
- the names of the lecturers and equivalent members of the selection committees;
- the proposed ranking of selection committees;
- the proposed ranking of *ad hoc* committees;
- proposals for the allocation or renewal of service arrangements for PRAG-PRCEs, under decree no. 2000-552;
- applications submitted for priority recruitment;
- the recruitment or renewal of assistant lecturers;
- the recruitment or renewal of visiting professors;
- individual issues relating to the recruitment, assignment and career of lecturers (in particular tenure, leave for research and thematic conversion, promotion, secondment, delegation, reclassification);
- during recruitment, the use of initiation strategies as provided for by article 9-2 of amended decree of 6 June 1984;
- the integration of civil servants from other bodies into the lecturer staff body;
- negative decisions by the assigning institution to lecturer-researchers who make a request to participate in the work of a research team.

The Board of Directors, in a formation restricted to university professors and equivalent, deliberates in particular on:

- the names of the members of the selection committees;
-
- individual issues relating to the recruitment, assignment and career of university professors and similar (in particular tenure, change of discipline, leave for research and thematic conversion, promotion, secondment, delegation, reclassification);
- applications submitted for priority recruitment;
- the integration of civil servants from other bodies into the university teaching staff body;

Sub-section 2. Scientific Council

Article 15. Composition of the Scientific Council

The Scientific Council shall be made up of twenty-five members pursuant to the provisions of Article 8 of the Statutory Decree:

- fifteen external specialists, according to the following distribution:
 - ten qualified personalities, French and foreign, appointed by the President of ENS Paris-Saclay for their competence in teaching, research or innovation;
 - five representatives of partner institutions, in particular research organisations linked to ENS Paris-Saclay, chosen by the President of ENS Paris-Saclay after consultation with the other members of the Scientific Council.
- ten elected representatives of the staff and users according to the following distribution:
 - four representatives of university professors and staff belonging to related categories in application of article 6 of decree no. 92-70 of 16 January 1992 relating to the CNU;
 - four representatives of other teaching and research staff;
 - one representative of research engineers
 - one representative of the normalien trainees and students of the Ecole Normale Supérieure and of the doctoral students.

If seats remain vacant after the staff representatives have been elected, the president of ENS Paris-Saclay may suggest to the scientific council that these seats be filled through the appointment of qualified specialists or partner institutions for the duration of the term of office of the elected members remaining to be filled.

Article 16. Chairmanship of the Scientific Council

As long as all the members of the scientific council are not elected or appointed, the scientific council is chaired on a transitional basis by the president of ENS Paris-Saclay.

The president of the scientific council is elected at the meeting following the appointment of the partner institutions represented on the scientific council.

In application of the provisions of article 8 of the statutory decree, the president of the scientific council is elected from among the qualified specialists by an absolute majority of votes in the first round of voting and by a relative majority in the second round.

The President of the Scientific Council is elected for a four-year term, renewable once.

In the absence of the Scientific Council President, the Scientific Council shall be chaired by one of the appointed persons, chosen by the members of the Scientific Council at the beginning of the meeting according to the same voting procedures as for the election of the President.

Article 17.

Pursuant to article 6 of the statutory decree, the president of ENS Paris-Saclay is an ex officio member of the scientific council in an advisory capacity.

The vice-presidents and the director general of services are permanent guests at the meetings of the scientific council.

The president of the Scientific Council may invite, depending on the agenda, any person of his or her choice who is useful for the discussions.

Article 18. Powers of the Scientific Council

The Scientific Council shall exercise the powers defined in Article 10 of the Statutory Decree.

Article 19. The Scientific Council in restricted formation

The Scientific Council meets in a restricted formation of lecturer-researchers and equivalent for any individual issue relating to a lecturer-researcher and falling within its scope of competence.

The scientific council, sitting in restricted formation, gives advisory opinions on the subjects listed in article 10 of the statutory decree and on:

- the recruitment or renewal of associate lecturers;
- the appointment of affiliate professors;
- the recruitment of associate professors;
- the allocation of doctoral and research supervision bonuses;
- honorary titles for associate professors;
- support for newly recruited lecturers.

The Scientific Council, in a formation restricted to lecturer-researchers with authorisation to direct research, issues an opinion on:

- proposals to grant emeritus status to lecturers with authorisation to direct research who have been approved for retirement.

In a formation restricted to university professors and equivalent, it also gives an opinion on:

- the recruitment or renewal of associate professors;
- proposals to grant emeritus status to retired university professors.

The Scientific Council, in a formation restricted to lecturer-researchers and equivalent, shall deliberate on:

- exemptions from qualification or doctorate for applications for lecturer positions submitted for foreign recruitment;
- the tenure of trainee lecturers;
- requests for secondment to the lecturer staff body made by staff who meet the requirements of article 40-2-1 of amended decree no. 84-431 of 6 June 1984, which sets out the common statutory provisions applicable to lecturer-researchers and establishes the special status of the body of university professors and the body of lecturers;
- requests for secondment to be unassigned in the lecturer staff body, made by research staff who meet the conditions of article 40-3 of amended decree no. 84-431.

The Scientific Council, in a formation restricted to university professors and equivalent, deliberates on:

- exemptions from qualification or authorisation to direct research for applications for university professorships;
- requests for secondment to the body of university professors made by staff members who meet the conditions of article 58-1-1 of amended decree no. 84-431.

Sub-section 3. Provisions common to the Statutory Councils

Article 20. Convening the statutory boards

The statutory boards are convened in ordinary session by their chairperson at least twice a year.

The Board of Directors and the Scientific Council may meet in extraordinary session, either on the initiative of the President of ENS Paris-Saclay, or upon written request addressed to the President of the Board by at least one third of the members of the Board.

Notices of meetings of the Boards are sent by the President of the Board, as far as possible, fifteen days before each meeting and at the very least eight days before each meeting.

The President of each Council shall set the agenda, which shall be attached to the notice of meeting.

Any member of the Board may request the inclusion of an item on the agenda, in writing, no later than the day before the meeting. The President of each Council shall have until the opening of the meeting to decide whether or not to comply with the request.

The documents necessary for the discussions shall be sent to the members of the Board, at least eight days before each meeting where possible. Documents relating to a question added to the agenda at the request of a member of the Board shall be handed over at the beginning of the meeting at the latest.

Article 21. Quorum rules

With the exception of budgetary matters, the Administrative and Scientific Boards shall meet validly if at least half of the members in office with voting rights are present or represented. For the purposes of calculating the quorum, members who participate in the Board meeting by video-conference or telecommunication shall be deemed to be present.

The video-conference and telecommunication means used must meet technical characteristics guaranteeing effective attendance of Board meetings, the discussions of which must be sent to any person(s) not physically present on a continuous basis. These means must allow, in real and continuous simultaneous time, the voice and image of the board members to be clearly transmitted.

If the quorum is not reached, the Board is reconvened on the same agenda within ten working days. It shall then deliberate validly regardless of the number of members present.

In terms of the budget, pursuant to the provisions of article R719-68 of the Education Code, the Board of Directors shall deliberate validly if half of the members in office are present.

Article 22. Proxy

Any member of the Board may be represented by another member of the same Board. The proxy request must be filed in writing on the desk of the President. No one may hold more than two proxies.

In the absence of the representatives of the normalien trainees and students and doctoral candidates and their deputies, any elected person may be given a written proxy under the same conditions as the previous paragraph.

Article 23. Voting procedures during the Statutory Boards

Except where legislative or regulatory provisions require a qualified majority, votes shall be taken by a majority of votes cast. Blank votes, abstentions and invalid ballots shall not be taken into account when calculating the majority of votes cast.

Voting shall be by show of hands, unless it concerns an individual issue or a member of the Board requests a secret ballot.

The President shall have the casting vote in the event of a tie.

Where necessary, and excluding deliberations relating to a sanction, the president of the body shall suggest that the deliberations be organised via written exchanges sent electronically. The use of this method of exchange is expressly mentioned.

These exchanges shall take place in compliance with the conditions set out in Decree No. 2014-1627 of 26 December 2014 on the organisation of remote deliberations of administrative bodies of a collegiate nature.

The chairperson of the meeting shall report on the results obtained at the end of the vote.

In budgetary matters, decisions are taken by a majority of the votes cast by the members present or represented.

Article 24. Publication of the meetings and decisions of the Statutory Councils in plenary session

The statutory board meetings are not public.

The deliberations of the plenary session of the boards are made public after the session, within a reasonable time, on the ENS Paris-Saclay website.

Minutes of each meeting of the Administrative and Scientific Councils are drawn up under the authority of the chairperson of the meeting and are signed by them

The minutes mention the members present and those present by proxy, the absent members, the invited persons who took part in the meeting, the deliberations and the votes.

The draft minutes shall be transmitted under the same conditions as the agenda, as set out in Article 20 of these Rules of Procedure.

The minutes, if amended or added to, shall be submitted to the Board for approval at the following meeting. After approval, the minutes of the statutory council meetings are published on the ENS Paris-Saclay website according to the conditions of law no. 78-753 of 17 July 1978 regarding measures to improve relations between the administration and the public.

The general distribution of the deliberations, minutes or reports of council meetings is only possible in the absence of any insulting or defamatory remarks, of any information likely to jeopardise an agent or user's privacy, as well as information of a personal nature or passing judgement on a person, or after these remarks have been concealed.

Article 25. Publication of the meetings and decisions of the Statutory Boards in restricted formation

Meetings of the statutory boards sitting in restricted formation for lecturer-researchers in application of the legislative and regulatory provisions shall include reports on the conclusions drawn up under the authority of the chairperson of the board in restricted formation.

Article 26. Creation of committees

The Boards may set up committees for specific purposes and for specific periods of time. These committees shall comprise a majority of members of the parent Board, appointed from among its members. They shall be chaired by a member of the parent Board, appointed on the proposal of the President of the Board. The provisions of this Article shall not apply to the committees provided for in Chapter II of Title I of these Rules of Procedure.

CHAPTER II. OTHER ENS PARIS-SACLAY BODIES

Section 1. Bodies which originate in statutory boards

Body originating in the board of directors: the finance committee

Article 27. Duty of the finance committee

The finance committee assists the president of ENS Paris-Saclay in the budgetary procedure. It formulates opinions on the budgetary and financial strategy of ENS Paris-Saclay and examines the corresponding draft acts and their follow-up.

Article 28. Composition of the finance committee

In addition to the President of ENS Paris-Saclay, who chairs the finance committee, the committee includes:

- two representatives of the teaching, research and related staff chosen by and from among their representatives on the board of directors;
- one representative of the library, engineering, administrative, technical, labour, service and health staff chosen by and from among their representatives on the Board of Directors;
- one student representative chosen by and from among their representatives on the Board of Directors;
- two of the members appointed to the Board of Directors. These members are appointed by and from among their peers on the Board of Directors, for the duration of their mandate on the Board of Directors. Should there be a vacancy during the term of office, a new member shall be appointed under the same conditions as the initial appointment for the remainder of the term.

The Vice-President responsible for resources, the Director General of Services, the Head of Financial Services and the Accounting Officer shall be ex officio members of the Committee.

Article 29. Operation of the finance committee

The chairperson of the committee shall draw up the agenda for the meetings. The notice convening the meeting, which shall include the agenda, shall be sent to the members of the committee at least eight days in advance, except in duly substantiated cases of urgency.

The disciplinary bodies

Article 30. The Disciplinary Board for normaliens and students

The functioning of the Disciplinary Board is governed by the provisions of article 20 of the statutory decree.

Article 30.1. The Disciplinary Board for normalien trainees

In addition to the Director General of Services, the Disciplinary Board with jurisdiction over the normalien trainees shall be made up of the following six members:

- three representatives of the lecturer-researchers, teachers or equivalent staff chosen by and from among their representatives on the Board of Directors. At least one of them shall have the rank of university professor;
- three normalien trainee representatives chosen by and from among their elected representatives on the Board of Directors and the Scientific Council.

A deputy normalien trainee is appointed under the same conditions. He or she shall sit when the Disciplinary Board deals with the case of a full member normalien trainee or when one of them is unable to attend.

When the number of full or deputy normalien trainee representatives on the Board of Directors is insufficient to fill the seats on the Disciplinary Board, the Board of Directors shall fill the remaining seats with normalien trainees sitting on the Student Life Committee and appointed from among its members.

Article 30.2. The Disciplinary Board for normalien students and other students

The provisions of Article 30.1 of the Internal Regulations shall also apply when the Disciplinary Board deals with the case of normalien students and other students. In this case, the representatives of the normalien trainees shall be replaced by representatives of the normalien student members appointed and sitting under the same conditions.

When the number of full and deputy normalien student representatives on the Board of Directors is insufficient to fill the seats on the Disciplinary Board, the Board of Directors shall fill the remaining seats with normalien student representatives on the Student Life Committee appointed from among its members.

Article 30.3. Common provisions

The Disciplinary Board is referred to by the President of ENS Paris-Saclay.

The president of the disciplinary board is a university professor, elected at each session from among the representatives of the teaching and research staff members of the disciplinary board.

The Disciplinary Board is referred to in case of misconduct or breach of the internal regulations of ENS Paris-Saclay likely to justify a disciplinary sanction.

The president of the Disciplinary Board will explain to the normalien who is summoned to appear the facts of which he or she is accused. The defence may be presented orally and/or in writing. The Disciplinary Board shall deliberate on the basis of an adversarial debate.

The Disciplinary Board may only validly deliberate if the number of normaliens does not exceed the number of professors-researchers, teachers or related staff. When the number of normaliens exceeds that of the research professors, teachers or equivalent staff, parity shall be re-established by withdrawing the surplus normalien representatives in excess, beginning with the youngest.

The Disciplinary Board may validly deliberate only if half of its members are present, where appropriate after restoring parity. If the quorum is not reached, the Disciplinary Board shall be reconvened within eight days, without a quorum being required.

The Chairperson of the Disciplinary Board may invite any person who may be able to enlighten the opinion of the Disciplinary Board.

Article 30.4. Sanctions

Disciplinary sanctions against normaliens are pronounced on the basis of article 19 of the statutory decree.

The disciplinary sanctions applicable to normalien trainees and normalien students are:

1. a warning;
2. a reprimand;
3. exclusion from ENS Paris-Saclay for a determined period of time;
4. permanent exclusion from ENS Paris-Saclay.

For the normalien trainees, the sanctions are pronounced:

- by the President of ENS Paris-Saclay after the opinion of the Disciplinary Board for the first three;
- by the Minister responsible for higher education and research for the last one.

For the normalien students, they are pronounced by the President of ENS Paris-Saclay after advice from the disciplinary council.

Article 31. Disciplinary section for teaching staff and lecturer-researchers

Disciplinary power with regard to teachers and lecturer-researchers is exercised in the first instance by a disciplinary section whose members are elected by and from among the elected representatives of teaching staff and lecturer-researchers on the board of directors and the scientific council, distributed according to their respective electoral college.

When the disciplinary section is constituted, articles R712-13, R712-15, R712-18, R712-20 and R712-21 of the Education Code apply. References to the academic council are replaced by references to the board of directors and the scientific council.

Article 32. Disciplinary section for BIATSS staff

Any disciplinary sanction against a BIATSS member of staff at ENS Paris-Saclay is pronounced by the appointing authority after the opinion of the joint administrative commission sitting as a disciplinary council under the conditions defined by decree no. 82-451 of 28 May 1982.

A delegation of power is granted to the president of ENS Paris-Saclay to take disciplinary sanctions of the first group for permanent and probationary staff belonging to the body of technical assistants for research and training.

Section 2. Other consultative bodies

The training and research committee

Article 33. Composition and functioning of the Training and Research Committee

The training and research committee is made up of:

- the President or vice-president of ENS Paris-Saclay;
- the vice-presidents;
- the Director General of Services;
- the directors of the Teaching and Research Departments;

- the directors of the multidisciplinary research institutes;
- the normalien trainees and students and the doctoral students elected to the Board of Directors and the Scientific Council;
- a representative of the doctoral students chosen by and from among their representatives on the boards of the teaching and research departments.

The laboratory directors or their representatives are permanently invited to the Education and Research Committee. The Education and Research Committee is chaired by the President of ENS Paris-Saclay or, failing that, by one of the Vice-Presidents. He or she may invite any person useful to the debates.

Article 34. Powers and responsibilities of the Education and Research Committee

The Education and Research Committee is consulted on the direction of the initial and continuing education courses as well as on their links with the research developed within ENS Paris-Saclay, on requests for accreditation, the creation of new teaching and research departments, laboratories and research structures. It is consulted on the validation of prior learning and on measures relating to the professional integration of users. It may be consulted on general policy in connection with student life.

It is informed of the internal regulations of the teaching and research departments and laboratories and of any modifications to them.

Student Life Committee

Article 35. Composition and functioning of the student life committee

ENS Paris-Saclay's student life committee includes:

- non-voting members:
 - the President of ENS Paris-Saclay who chairs the committee, or his/her representative
 - the director general of services;
 - two representatives of the ENS Paris-Saclay students' association (BdE);
 - two elected normalien and other student representatives, in the "users of the schools except doctoral students" college at the academic council of the Université Paris-Saclay;
 - the elected normalien representatives on the health, safety and working conditions committee.
- members with voting rights:
 - one representative elected by the normalien trainees and students for each teaching and research department;
 - the normalien trainee and student representatives elected to the board of directors and the scientific council;
 - the president of the student office.

Each normalien trainee and student representative is elected once a year, with a substitute, by a two-round majority vote on the basis of article 13 of the statutory decree by all active normaliens in the teaching and research department. Only normalien trainees and students who have submitted an application may be elected.

Deputy members may attend the meetings of the Student Life Committee. They have the right to vote in the absence of the full member.

The chair of the committee may invite, depending on the agenda, any person whose presence he or she deems useful to the debates.

The heads of the departments in charge of student affairs, student life, communication and real estate are permanent guests.

The committee meets at least three times a year, convened by the vice-president of education or his/her representative, who sets the agenda. As far as possible, the agenda shall be sent at the latest on the day before the meeting. Failure to send the agenda in advance shall not invalidate the holding of the meeting.

The secretariat of the committee is provided by the Academic and Pastoral Office.

The student life committee may be convened at the request of two-thirds of its members with voting rights, who put forward an agenda. A statement of conclusions is drawn up after each meeting of the student life committee and published, within a reasonable time, on the ENS Paris-Saclay intranet site.

The student life committee establishes its own rules of procedure which specify in particular the rules for quorum, the deadlines for convening meetings, the rules for voting, the procedures for submitting applications for funding and any provisions enabling it to give informed opinions to the president of ENS Paris-Saclay.

Article 36. Powers and responsibilities of the Student Life Committee

The student life committee gives advice to the president of ENS Paris-Saclay on any subject concerning the studying conditions for users, notably: working conditions, life on campus, organisation of extra-academic activities provided within the School by the student associations of ENS Paris-Saclay.

It is also consulted on measures relating to support activities, university and school works, medical and social services, libraries and documentation centres.

The student life committee issues an opinion on the recognition shown by ENS Paris-Saclay to new student associations.

The student life committee is also consulted on financial matters related to student life: proposal for the distribution of credits to be included in the budget of ENS Paris-Saclay for actions carried out by the student life committee, use of credits dedicated to the development or restructuring of premises dedicated to student life, request for funding of projects for ENS Paris-Saclay associations, solidarity actions and collective student projects.

The elected representatives of the student life committee participate in the plan to prevent risky behaviour.

The Advisory Electoral Committee

Article 37. Composition and functioning of the advisory electoral committee

The Advisory Electoral Committee shall comprise the following members:

- the Director General of Services, who chairs the Advisory Electoral Committee;
- three representatives of the staff appointed by and from each list represented on the Administrative Board in the following categories;
 - a representative of the university professors and related staff within the meaning of article D719-4 of the Education Code;
 - a representative of other teaching and research staff;
 - one representative of the library, engineering, administrative, technical, service and health staff;
- two normalien trainee representatives, appointed by and from among their elected representatives on the Board of Governors;
- the head of the human resources department;
- the person in charge of the Academic and Pastoral Office;
- the representative of the Ministry of Higher Education and Research.

Only the representatives of the categories of staff concerned by the subject of the ballot shall sit. The chairperson of the committee may invite to the committee, depending on the agenda, any person whose presence he or she deems useful for the debates.

Article 38. Powers and responsibilities of the advisory electoral committee

The advisory electoral committee is consulted during each election organised by ENS Paris-Saclay. These ballots take place in accordance with articles D719-7 to D719-40 of the Education Code.

Sub-section 4. The documentary council

Article 39. Composition and functioning of the documentary council

The ENS Paris-Saclay library relies on the advice of a documentary council to define its documentary policy.

The documentary council is composed of:

1. Members by right;
 - the President of ENS Paris-Saclay who chairs the documentary council, or his/her representative;
 - the director general of services;
2. Staff and student representatives:
 - three representatives of teaching staff, lecturer-researchers or equivalent staff (one in basic sciences, one in engineering sciences, one in humanities and social sciences), on the suggestion of their representatives on the Board of Directors;
 - two normalien trainee and student representatives, on the suggestion of their representatives on the Board of Directors;
 - one representative of the library staff, appointed by the president of ENS Paris-Saclay on the suggestion of the director of the library;
 - a representative of the laboratory library staff, appointed by the president of ENS Paris-Saclay on the suggestion of the director of the library.
3. An external person from the documentation professions, appointed by the president of ENS Paris-Saclay on the suggestion of the director of the library.

The term of office of the members provided for in points 2 and 3 is two years, renewable once.

The documentary council meets at least once a year, convened by its president. The president may invite any person whose presence is deemed useful for the discussions, depending on the agenda.

The director of the library shall participate in the documentary council in an advisory capacity. He or she shall prepare the deliberations of the Board and shall act as rapporteur.

Article 40. Powers and responsibilities of the documentary council

The documentary council has an advisory role:

- it identifies needs and discusses issues of general interest in the field of documentation
- It is consulted on the library's major projects and makes proposals;
- it examines the library's budget.

The documentary council adopts the internal regulations of the ENS Paris-Saclay library.

Sub-section 5. The advisory committee for monitoring the ten-year commitment

Article 41. Composition and functioning of the advisory committee for monitoring the ten-year commitment

The advisory committee for monitoring the ten-year commitment is made up of:

- the President or vice-president of ENS Paris-Saclay or their representative;
- the vice-president for education or his/her representative;
-
- the Head of the Academic and Pastoral Office;
- the directors of the teaching and research departments or their representatives in charge of studies;
- two normalien trainee representatives appointed by their elected representatives on the Board of Directors.

The advisory committee responsible for monitoring the ten-year commitment meets at least once a year.

The President of ENS Paris-Saclay's Alumni Association is permanently invited to the meetings of the committee in an advisory capacity.

Article 42. Powers and responsibilities of the advisory committee for monitoring the ten-year commitment

Cases presenting a potential breach of the ten-year commitment are referred to the committee.

The committee examines the requests for total and partial exemption from the ten-year commitment which are submitted to it in order to inform the opinion given by the president of ENS Paris-Saclay after the board of directors' deliberations.

Sub-section 6. The student welfare committee

Article 43. Composition and functioning of the student welfare committee

The student welfare committee is made up of the following members:

- the vice-president for education or his/her representative;
- The Director General of Services or his/her representative;
- two professors, lecturer-researchers or equivalent appointed by the President of ENS Paris-Saclay;
- two student representatives appointed by their elected representatives on the Board of Directors;
- the person responsible for welfare at ENS Paris-Saclay.

The CROUS social assistant or his/her representative is permanently invited to the student welfare committee.

The teaching staff, lecturers-researchers or equivalent are appointed for a three-year term. The student representatives are appointed for a renewable term of one year.

The committee shall meet at least twice a year.

Article 44. Powers and responsibilities of the Student Welfare Committee

The student welfare committee gives an opinion on social support measures, exceptional aid and exemptions from registration fees granted to any user in economic and social difficulty, after the ENS Paris-Saclay welfare action officer has assessed the case.

Sub-section 7. The environment committee

Article 45. Composition and functioning of the environment committee

The environment committee is made up of:

- the President or vice-president of ENS Paris-Saclay, who chairs the committee;
- the vice-president responsible for resources;
- the Director General of Services;
- two representatives of the teachers, teacher-researchers and related staff, appointed by their elected representatives on the technical committee and the health, safety and working conditions committee;
- two representatives of the BIATSS staff, appointed by their elected representatives on the technical committee and the health, safety and working conditions committee;
- two students representatives appointed by their elected representatives on the Board of Directors during the annual elections.
- two qualified experts.

The qualified experts are appointed by the normalien trainee and student representatives on the Board of Directors following the annual general elections, from among the representatives of associations related to the environment. The term of office of the qualified experts is one year, renewable.

The term of office of the representatives of teaching staff, lecturer-researchers and administrative staff is two years, renewable.

The president of the committee may invite any person whose presence is deemed useful for the discussions, depending on the agenda.

The heads of the departments concerned by an item on the agenda are invited to the committee meetings.

The Committee shall meet at least twice a year.

Article 46. Powers and responsibilities of the environment committee

The environment committee is namely responsible for:

- defining the concrete challenges of the environmental action at the level of ENS Paris-Saclay;
- formulating proposals on the environmental policy of ENS Paris-Saclay;
- ensuring the follow-up and the implementation of this policy and being the guarantor of the charter which will be associated with it.

Sub-section 8. Provisions common to the advisory bodies (councils, committees and commissions)

Article 47. Convening

The dates of the meetings of each of the councils, committees or commissions shall be set by their chairperson and shall be convened by a notice sent, as far as possible, at least ten days before each meeting.

Article 48. Règles de quorum

No quorum is required for the meetings of the advisory boards, committees and committees of ENS Paris-Saclay.

Article 49. Procuration

Any member of ENS Paris-Saclay's advisory boards, commissions and committees may be represented by a person outside the commission who has similar qualifications to those allowing the holder to sit - any such proxy requests must be made in writing. A person may not hold more than one proxy.

Article 50. Voting arrangements

Voting in each of the advisory bodies shall be by show of hands. Voting may take place by secret ballot at the request of at least one member.

Article 51. Publication of the decisions of advisory bodies

The decisions of the advisory councils, committees and boards of ENS Paris-Saclay are published, within a reasonable time, on the ENS Paris-Saclay intranet site, with the exception of bodies dealing with individual matters.

Section 3. Staff representative bodies

The technical committee

Article 52. Composition and functioning of the technical committee

Pursuant to Article L951-1-1 of the Education Code, a technical committee is created for ENS Paris-Saclay. This committee is governed by the provisions of decree no. 2011-184 relating to technical committees in the administrations and public establishments of the State.

The technical committee of ENS Paris-Saclay is composed as follows:

- the President of ENS Paris-Saclay, who chairs the technical committee;
-
- the director of human resources;
- seven regular staff representatives and seven deputy representatives, elected under the conditions set by decree no. 2011-184 for a four-year term.

The technical committee shall have its own rules of procedure which shall provide for its functioning and shall comply with the legal and regulatory provisions, the statutes and the internal regulations of ENS Paris-Saclay.

Article 53. Powers and responsibilities of the technical committee

The technical committee's powers and responsibilities are set by decree.

The technical committee receives the assistance of the health, safety and working conditions committee in matters falling within its scope and may refer any matters to it.

It also discusses issues referred to it by the committee on health, safety and working conditions set up under it.

The Health, Safety, and Working Conditions Committee

Article 54. Composition and organisation of the health, safety and working conditions committee

Under decree no. 2011-774 of 28 June 2011 amending decree no. 82-453 of 28 May 1982 on health and safety at work and medical prevention in the civil service, the health, safety and working conditions committee is made up as follows:

1. Administration representatives:
 - the President of ENS Paris-Saclay, who chairs the Health, Safety and Working Conditions Committee, or his or her representative, the Director General of Services
 -
 - the prevention adviser (safety engineer);
 - the prevention doctor.

The occupational health and safety inspector from the ministry for higher education and research may attend the committee meetings.

2. Staff representatives:

- five regular and five deputy representatives of the staff appointed, pursuant to articles 42 to 46 of amended decree no. 82-453 of 28 May 1982, by the representative trade union organisations following the results of the elections for the technical committee. The seats are distributed to each authorised trade union organisation according to the rule of proportional representation with the highest average.

3. User representatives:

- three student representatives chosen as users, appointed by the elected representatives of this college on the Board of Directors.

When the Director General of Services does not chair the Health, Safety and Working Conditions Committee, he or she is permanently invited.

The secretary of the Health, Safety and Working Conditions Committee is appointed from among the staff representatives. The procedures for appointing the secretary are laid down in the rules of procedure of the health, safety and working conditions committee.

The chairperson of the health, safety and working conditions committee may summon an official of the administration to assist him or her on matters and draft texts relating to his or her remit and submitted to the committee for an opinion. The chairperson of the committee may invite any expert in relation to the institution, depending on the agenda.

The staff representatives are appointed for a four-year term.

The Health, Safety and Working Conditions Committee meets at least three times a year and is convened by the President of ENS Paris-Saclay, who sets the agenda. It may meet, for a specific agenda, following a written request made by at least half of the staff and user representatives. The President of ENS Paris-Saclay then convenes the committee within a maximum of two months as of the date of the request.

Only the representatives appointed by the trade unions can take part in the votes.

The health, safety, and working conditions committee shall have its own rules of procedure whose provisions shall comply with the legal and regulatory provisions, the statutes and the internal regulations of ENS Paris-Saclay.

Article 55. Powers and responsibilities of the health, safety and working conditions committee

The health, safety and working conditions committee contributes to the protection of the physical and mental health and safety of workers at ENS Paris-Saclay. It participates in improving working conditions and ensures compliance with the legal requirements within its remit, pursuant to amended decree 82-453 of 28 May 1982.

The joint establishment committee

Article 56. Composition and functioning of the joint establishment committee

In application of article L953-6 of the Education Code, a joint establishment committee is created by decision of the President of ENS Paris-Saclay. It is made up as follows:

- ten full members and ten deputy members, representatives of the administration;
- ten full members and ten deputy members, representatives of the staff, elected by proportional representation from the lists of candidates presented by the trade unions:
 - body of engineers and technical and administrative research and training staff, laboratory staff, workers, service staff, social staff, health staff;
 - body of school and university administration, body of administrative officers of decentralised services, body of administrative assistants of decentralised services;

- library staff, documentation staff, storage staff.

The composition is defined by electoral decree in accordance with decree no. 99-272 of 6 April 1999 relating to the joint establishment committees of public higher education establishments, taking into account any changes in the number of staff in the categories mentioned in the previous paragraph.

The full and deputy representatives of the administration, regular and deputy, are appointed by the president of ENS Paris-Saclay under the conditions provided for by decree no. 99-272 of 6 April 1999 relating to the joint establishment committees of public higher education establishments, for a renewable term of three years.

The President of ENS Paris-Saclay and the Director General of Services are members by right as representatives of the administration. The other representatives of the administration are chosen from among the category A civil servants.

The staff representatives are elected in accordance with decree no. 99-272 of 6 April 1999 relating to the joint establishment committees of public higher education establishments.

The functioning of the joint establishment committee shall be governed by Title II of the aforementioned decree of 6 April 1999.

Article 57. Powers and responsibilities of the joint establishment committee

Pursuant to article L953-6 paragraph 1 of the Education Code, the joint establishment committee's scope includes engineers, library staff and technical and administrative research and training staff.

The joint establishment committee is referred to on individual decisions submitted to the joint administrative committees in accordance with article L953-6 paragraph 3 of the education code.

The Joint Advisory Committee for non-permanent staff

Article 58. Composition and functioning of the Joint Advisory Committee for non-permanent staff

The Joint Advisory Committee for non-permanent staff is made up of:

- ten full members and four deputy members, representatives of the administration;
- four full members and four deputy members, staff representatives, appointed as follows:
 - category A (including doctoral students): two full members and two deputy members;
 - category B: one full member and one deputy member;
 - category C: one full member and one deputy member.

The full and deputy representatives of the administration are appointed by the president of ENS Paris-Saclay and chosen from among the civil servants of category A. The staff representatives are elected in accordance with the amended decree of 27 June 2011.

The functioning of the joint Advisory committee for non-permanent staff is governed by its rules of procedure.

Article 59. Powers of the Joint Advisory Committee for non-permanent staff

The Joint Advisory Committee for non-permanent staff shall be consulted on individual decisions relating to dismissals after the probationary period and to disciplinary measures other than warnings and reprimands.

Any matter of an individual nature falling within its remit and relating to the employment situation of non-permanent staff may be referred to it.

The staff welfare committee

Article 60. Composition and functioning of the staff welfare committee

The staff welfare committee is made up as follows:

- the Director General of Services, who chairs the committee;
-
- elected staff representatives, one for each trade union organisation represented on the technical committee. The staff representatives are appointed by and from among their elected representatives on the technical committee by a simple majority for the duration of their mandate.

The person responsible for welfare and the prevention doctor working at ENS Paris-Saclay are permanent guests at the committee meetings.

The president of the committee may invite experts to the committee meetings, depending on the agenda.

Article 61. Powers and responsibilities of the Staff Welfare Committee

The staff welfare committee's duty is to give an opinion on the guidelines of the social action policy to be implemented in the institution. In this regard, it is consulted on:

- all projects relating to welfare;
- the granting and, if need be, the amount of assistance provided for in ENS Paris-Saclay's welfare plan and intended for the staff of ENS Paris-Saclay;
- changes in budgetary credits allocated to welfare.

Individual applications for assistance are anonymous and are presented to the members of the committee by the person responsible for welfare.

TITLE II. PEDAGOGICAL AND SCIENTIFIC ORGANISATION OF ENS PARIS-SACLAY

CHAPTER I. STUDY AND RESEARCH STRUCTURES

Section 1.

Article 62. Teaching and research department organisation

Each teaching and research department shall be led by a director assisted by a management team comprising at least:

- the director(s) of the associated laboratory(ies);
- a Deputy Director of Studies.

In order to carry out his or her teaching and research missions, the director also relies on a teaching and research department council.

The directors of the teaching and research departments are appointed by the President of ENS Paris-Saclay for a four-year term, renewable once.

They are chosen from among the lecturer-researchers and researchers, or any other related staff with scientific and pedagogical competence in the fields of activity of the teaching and research department, after advice from the teaching and research department council.

The directors of the teaching and research departments ensure the pedagogical and administrative management of the teaching and research departments. They are responsible for coordinating teaching and research activities in coordination with the director(s) of the associated laboratory(ies).

In case of temporary unavailability, the director is replaced by a member of the management team. In case of permanent unavailability, the President of ENS Paris-Saclay appoints a new director.

The directors of the teaching and research departments may be dismissed before the end of their term by the President of ENS Paris-Saclay under the same conditions as for their appointment.

Article 63. Composition and functioning of the teaching and research department councils

The council includes, as a minimum:

- the director of the teaching and research department, who chairs the council;
- the management team of the teaching and research department;
- representatives of the teaching staff, lecturer-researchers and researchers of the teaching and research department and laboratory(ies);
- the head of the administrative office of the teaching and research department;
- representatives of the administrative and technical staff of the teaching and research department;
- four normalien and student representatives, one for each level of study and the representative of the teaching and research department elected to the student life committee;
- a doctoral students representative;
- external experts, representatives of the partners of the teaching and research department, appointed by the director of the teaching and research department, if applicable.

The director of the teaching and research department may invite any person whose presence he or she deems useful for the debates to the council meetings; if necessary, he or she may define a list of permanent guests.

Each teaching and research department shall define the procedures for appointing representatives.

The teaching and research department council meets at least twice a year, convened by the director of the teaching and research department. The council may meet at the written request of at least one third of all council members, addressed to the director of the teaching and research department, with a specific agenda.

Minutes shall be drawn up after each meeting of the teaching and research department council and sent to the presidency of ENS Paris-Saclay and the members of the teaching and research department.

Article 64. Powers and responsibilities of the teaching and research department councils

The teaching and research department council is referred to by the teaching and research department director on issues relating to:

- the general policy of the teaching and research department;
- the organisation of the activities of the teaching and research department;
- issues common to education and research;
- the recruitment policy for normaliens and students;
- the follow-up of normaliens and students;
- support to users in their academic and professional projects, and in particular in their pursuit of doctoral studies;
- the development of the teaching and research department's study programmes;
- the review and development of training activities.

It is also consulted on any matter that the teaching and research department director deems useful to submit to it.

The Department of Teaching and Research Council may meet in restricted formation to deal with questions relating to the training of normaliens and students, and may set up ad hoc committees on specific themes.

Section 2. The pre-doctoral mission of ENS Paris-Saclay

Article 65.

ENS Paris-Saclay carries out actions to raise awareness of the doctorate among normaliens and students of the teaching and research departments. It awards doctoral contracts, in particular specific doctoral contracts for normaliens (CDSN) in accordance with the policy defined nationally by the Ministry of Higher Education and Research and the other Écoles normales supérieures. The pre-doctoral policy of ENS Paris-Saclay is part of the general framework of the doctoral policy of the Université Paris-Saclay.

Section 3. Laboratories and institutes

Article 66. Organisation of laboratories and institutes

Each research laboratory, institute or other research structure (hereafter laboratory) is directed by a director, assisted by a laboratory or institute council.

The laboratory directors specific to ENS Paris-Saclay are appointed, on the suggestion of the laboratory council, and on the basis of a project for the laboratory, by the President of ENS Paris-Saclay for a renewable period of five years. The laboratory directors under joint supervision with external research institutions or organisations are appointed jointly by the President of ENS Paris-Saclay and the President of the partner institution or organisation, on the suggestion of the laboratory council.

Article 67. Composition and functioning of ENS Paris-Saclay laboratory councils

The laboratory councils include:

- the laboratory director and, if necessary, deputy laboratory directors, ex officio members;

- members appointed by the laboratory director;
- members elected, on the basis of their scientific qualities and their participation in the life of the laboratory, by the permanent and temporary staff of the laboratory, provided that the latter have a minimum of one year's seniority in the laboratory. The elected members represent at least half and at most two thirds of the total membership of the board;
- the directors of the associated teaching and research departments are guest members.

Elections shall be held within a maximum of three months of the creation or renewal of the laboratory.

The Laboratory Council meets at least twice a year.

Minutes of each meeting shall be drawn up and forwarded to the Vice-President in charge of research.

Article 68. Powers and responsibilities of the laboratory councils

The Laboratory Council shall be consulted on any measure relating to the means, organisation, operation and management of human resources within the context of the laboratory's activities, and on any matter which the Director of the laboratory deems it useful to submit to it for the proper functioning of the laboratory.

The laboratory council shall determine the laboratory's internal rules. These internal rules are in accordance with the legal and regulatory provisions, the statutes and the internal rules of ENS Paris-Saclay. They shall be sent to the president of ENS Paris-Saclay who shall check their conformity and, to this end, shall seek the opinion of the committee for training and research.

THE USER COMMUNITY OF ENS PARIS-SACLAY

Section 1. ENS Paris-Saclay “normaliens” (École Normale students)

Article 69. The ENS Paris-Saclay “normalien” title

The title of ENS Paris-Saclay "normalien" is acquired by any user registered for the ENS Paris-Saclay diploma.

Registration for the ENS Paris-Saclay diploma is compulsory for all École Normale students admitted to the first year (third year of a bachelor's degree) or to the second year (first year of a master's degree), either as a trainee (through a competitive examination) or as a student (based on a portfolio). As regards the double degree programmes, students may be enrolled in the degree during their studies. They are called Normaliens and Normaliennes.

The ENS Paris-Saclay welcomes Normalien trainees, Normalien trainees admitted as foreign students and Normalien students from the Ecole Normale Supérieure.

Normalien trainees

Article 70. The status of "normalien" or "normalienne" trainee

The status of "normalien" or "normalienne" trainee is given to the "normaliens" and "normaliennes" admitted to ENS Paris-Saclay through the competitive entrance exam.

The normalien trainees at ENS Paris-Saclay acquire the status of trainee civil servant under the conditions provided for in article 16 of the statutory decree of ENS Paris-Saclay.

Article 71. Normalien trainees admitted on a foreign basis

Students recruited through a competitive examination who are not nationals of a Member State of the European Union or of another State party to the Agreement on the European Economic Area, i.e. "foreign students", do not have the status of trainee civil servants. However, the normalien trainees admitted on a foreign basis who acquire

French nationality or the nationality of another Member State of the European Union or of another State party to the Agreement on the European Economic Area during the course of their studies shall have the status of probationary civil servant as of the date this nationality is acquired.

Article 72. Assignment of normalien trainees upon admission

Upon entry to ENS Paris-Saclay, the normalien trainee joins a teaching and research department according to two methods:

- by direct integration, which allows them to join either a teaching and research department or a first year multidisciplinary course, following the competitive entrance examination they have passed;
- by the 'wildcard' procedure, in other cases. The President of ENS Paris-Saclay assigns each student to a teaching and research department on the proposal of the vice-president of training and after receiving the opinion of an admission jury. The assignment shall be made on the basis of the motivation of the normalien trainee, his or her academic project, his or her proven aptitudes and the number of staff in each teaching and research department.

Article 73. The duration of study funding

The duration of the remuneration of the normalien trainees is fixed at a maximum of forty-eight months for the normalien trainees recruited during the first competitive examination and thirty-six months for the normalien trainees recruited during the second competitive examination, subject to the provisions applicable to repetition.

A grant shall be awarded to students admitted on a foreign basis for a maximum period of forty-eight months for students recruited in the first competitive examination and thirty-six months for students recruited in the second competitive examination.

Article 74. Leave without pay for unsatisfactory results

Any failure to comply with the annual study programme, as defined in the study regulations, may result in a normalien trainee being placed on leave without pay for insufficient results.

The unsatisfactory level of the normalien trainee's results is assessed in the light of the obligations linked to the diploma of ENS Paris-Saclay, including those relating to the prepared national diploma.

On the basis of article 16 of the statutory decree, placing a normalien trainee on leave without pay for insufficient results is put forward to the President of ENS Paris-Saclay by the director of the teaching and research department concerned, for any normalien trainee who has not met the obligations of his/her programme of study at the end of the academic sessions.

The President of ENS Paris-Saclay determines the duration of the leave without pay (either one semester or one academic year) according to the insufficiency of results noted.

A normalien trainee may be placed on leave without pay for insufficient results for a maximum of one year during his/her studies at ENS Paris-Saclay.

In the event of a second failure, the normalien trainee is definitively excluded from ENS Paris-Saclay after referral to the disciplinary council to note the second failure and publication of an order of dismissal by the ministry for higher education and research.

On the proposal of the director of the teaching and research department concerned, a specific study programme is determined for the normalien trainee placed on leave without pay for insufficient results. This programme shall be validated by the Vice-President for Education or his/her representative.

At the end of the authorised period of leave without pay for insufficient results, the normalien trainee must apply to the President of ENS Paris-Saclay for reinstatement. The reinstatement of the normalien trainee is predicated on adhering to the obligations of the study programme. This decision is made by the President of ENS Paris-Saclay on

the suggestion of the vice-president for training or his/her representative, after receiving the opinion of the director of the teaching and research department.

Article 75. Leave without pay for personal or study reasons

On the basis of article 16 of the statutory decree, one or more periods of leave without pay for personal or study reasons may be granted at the request of a normalien trainee during his/her studies, as part of a gap year or a study project. The cumulative duration of leave without pay for personal or study reasons may not exceed twenty-four months.

The request for leave without pay for personal or study reasons is subject to authorisation. It must be requested from the President of ENS Paris-Saclay at least two months before the desired start date of the leave and at the latest on 1 June of year n-1 of the project.

Leave without pay for personal or study reasons may be granted by the President of ENS Paris-Saclay on the basis of his/her proposed activity for the period of leave, after receiving the opinion of the director of the teaching and research department and the vice-president for training or his/her representative.

If the leave of absence without pay for personal or study reasons is interrupted at the request of the normalien trainee, without them taking up any further studies at ENS Paris-Saclay, the schooling and the related salary are terminated automatically.

Two months before the end of his or her leave without pay for personal or study reasons and at the latest on 1 June of the year of reinstatement, the normalien trainee must apply for reinstatement to the President of ENS Paris-Saclay.

Article 76. Repeating a year

In accordance with article 16 of the Statutory Decree, the President of ENS Paris-Saclay may authorise a normalien trainee to repeat a year of the degree.

The request to repeat a year is presented at the initiative of the normalien trainee and must provide the President of ENS Paris-Saclay with an informed opinion on his/her situation and the elements that have seriously disrupted his/her annual study programme.

The request to repeat a year must be submitted no later than 30 June of the current academic year.

The President of ENS Paris-Saclay decides on the basis of the file provided by the normalien trainee concerned after receiving the opinion of the vice-president for training and the director of the teaching and research department concerned.

The President of ENS Paris-Saclay may request an opinion from the ENS Paris-Saclay prevention doctor to inform his or her decision.

Article 77. Resignation

A normalien trainee may resign during his/her studies. He or she sends a letter of resignation to the President of ENS Paris-Saclay.

The normalien trainee's letter of resignation is sent to the Minister for higher education and research.

The salary of the student is stopped on the date of notification of the resignation. A normalien trainee who resigns shall be required to comply with the regulatory provisions relating to his or her ten-year appointment in proportion to the salaries paid.

Article 78. Obligations as a probationary civil servant

As trainee civil servants, ENS Paris-Saclay normalien trainees are subject to the provisions of decree no. 94-874 of 7 October 1994 establishing the common provisions for trainees of the State and its public establishments.

Article 78.1. Application of the attendance obligation

Should a normalien trainee of ENS Paris-Saclay fail to attend classes, this shall be considered an absence of service and will lead to a deduction from salary.

The teaching and research departments are obliged to monitor the attendance of the normaliens, and in particular of normalien trainees, and to report any absence to the human resources department.

Article 78.2. Holding several jobs

Any ENS Paris-Saclay normalien trainee may be authorised to engage in paid secondary activities if these activities, provided these do not compromise their ability to fulfil the obligations of his/her programme of study.

The ability to hold a second job is subject to prior authorisation by the President of ENS Paris-Saclay.

Article 78.3. Ten-year appointment

When signing their installation report, each normalien trainee undertakes to honour the ten-year commitment pursuant to article 17 of the statutory decree of ENS Paris-Saclay and signs a declaration demonstrating this commitment.

The years of paid study are counted as part of the ten-year commitment. The years remaining after the completion of the studies can be carried out under the following conditions:

- French civil service: State services, public establishments or national companies;
- civil service: public establishment or national company in a European Union state;
- international or European Union civil service;
- higher education or research institution, without country condition.

The years of doctoral studies carried out in France or abroad are counted as soon as ENS Paris-Saclay is informed of them. Periods of leave without pay are not counted as part of the ten-year commitment. The exclusion mentioned in article 30.4 does not release the candidate from their obligation to honour the ten-year commitment.

This commitment shall be calculated on a pro rata temporis basis for students who have acquired the status of probationary official during their studies.

All former ENS Paris-Saclay normalien trainees must inform ENS Paris-Saclay, at the latest on 31 December of each year, as per the conditions defined by the Academic and Pastoral Office, of their professional situation throughout the duration of the ten-year commitment. Any failure to provide information before this date is equivalent to a breach of the ten-year commitment and shall automatically trigger the implementation of the individual procedure for requesting reimbursement.

An advisory committee for monitoring the ten-year commitment is set up. Its composition and functioning are set out in Article 42 of these Rules of Procedure.

A former normalien trainee may submit a reasoned request for total or partial exemption to the President of ENS Paris-Saclay. The President of ENS Paris-Saclay makes his or her decision after receiving the opinion of the committee for the follow-up of the ten-year commitment and the Board of Directors of ENS Paris-Saclay.

A former normalien trainee, after the breach of the ten-year commitment has been noted, may ask the President of ENS Paris-Saclay for a grace period. The maximum grace period duration that can be granted is two years.

Normalien students

Article 79. The status of "normalien" or "normalienne" student

The status of normalien students is given to normaliens admitted to ENS Paris-Saclay on the basis of their application and regularly enrolled in the ENS Paris-Saclay diploma.

Article 80. Admission of normalien students

The normalien students are admitted on the decision of the President of ENS Paris-Saclay after receiving the opinion of the admission jury for the diploma. This jury decides on the basis of the candidate's file and, if necessary, an interview.

Article 81. The duration of the schooling of normalien students

The duration of the schooling of the normalien students is between one and four years, subject to possible authorisation to repeat a year.

Article 82.

In the event of insufficient results, a normalien student may be authorised to re-enrol for the degree. Should they not pass at the end of the repeated year, the normalien student loses his/her status as a normalien and is not allowed to re-enrol for the degree.

A normalien student may apply to repeat a year for medical reasons.

Article 83. Withdrawal from studies

ENS Paris-Saclay assumes that a normalien student has abandoned his/her studies at the School after six months without any news from him/her.

Provisions common to normalien trainees and students

Article 84. The gap year within the ENS Paris-Saclay degree

A gap year within the ENS Paris-Saclay diploma may be requested by a normalien during his/her studies.

The request for a gap year must be sent to the director of the teaching and research department by the normalien.

The gap year is granted to a normalien after examination of his or her proposed activity by the President of ENS Paris-Saclay, on the proposal of the Vice-President for training or his or her representative and after receiving the opinion of the director of the teaching and research department.

For normalien trainees, the gap year includes a request for leave without pay for personal reasons or for study.

If the gap year ends prematurely at the request of the normalien student and does not lead to further studies at ENS Paris-Saclay, the schooling is automatically terminated.

Section 2. Other users of ENS Paris-Saclay

Students enrolled in initial training

Article 85. Master's students

ENS Paris-Saclay accepts Master's students who are not registered for the ENS Paris-Saclay diploma.

Users enrolled in continuous training

Article 86. Trainees in vocational training

The title of "trainee in vocational training" is acquired by any person registered for a training course via the continuous training service, whether it is a training course leading to a certificate (diploma or professional title) or a training course leading to a professional qualification (certificate of competence).

ENS Paris-Saclay welcomes three categories of vocational training trainees

- employees attending through a training plan organised by their company, individual training leave or with a personal training account;
- job seekers;
- individuals on an individual basis.

All the Master's degrees for which ENS Paris-Saclay is a referent are accessible to students returning to school via continuous training. Trainees in vocational training meet the same recruitment conditions as normalien students applying for the Master's. They can benefit from a validation of professional and personal experience (VAPP) if they do not meet the diploma entry requirements for access to the training. They can also request full validation of the diploma (master) via a validation of prior learning (VAE).

Vocational training trainees can also follow training courses that are only open to continuous training applicants. In this case, the conditions governing recruitment and pedagogical organisation are specific to each course.

Depending on how the courses are funded, the vocational training trainee may have to pay for the course.

TITLE III. INNER LIFE OF THE SCHOOL

Article 87. Policing powers of the President of ENS Paris-Saclay

On the basis of article 6 of the statutory decree, the President of ENS Paris-Saclay is responsible for maintaining

order and security in the enclosures and premises assigned primarily to the School. This competence is exercised with regard to all the services and public or private organisations installed in the premises of ENS Paris-Saclay. The president is competent to take any measure required to maintain order, pursuant to the conditions provided for in articles R712-1 et seq. of the code of education.

Should the President of ENS Paris-Saclay be absent or unavailable, the powers attributed to him/her for maintaining order and security are delegated to the director general of services or, if the latter is not of French nationality, to one of the vice-presidents of French nationality.

CHAPTER I. SECURITY AND PRACTICES

Article 88. General provisions

No one shall interfere with:

- the public order and the smooth running of ENS Paris-Saclay;
- the performance of teaching and research, administrative, sporting and cultural activities;
- the health, hygiene and safety of persons and property.

Article 89. Compliance with health, hygiene and safety instructions

Staff and users are required to take note of and comply with the health, hygiene and safety instructions mentioned in appendix 6.

Article 90. Clothing

Clothing must comply with health, hygiene and safety rules and be appropriate to the activities being undertaken, particularly practical work in the laboratory. In this respect, floating, easily flammable clothing and accessories or items likely to hinder personal protective equipment shall not be allowed.

Users coming to teaching rooms or practising a sporting activity must ensure that their clothing does not contravene safety obligations.

Article 91. Common use areas and festive events for users

The ENS Paris-Saclay building hosts "la Kokarde", a student social space.

The use of the social areas or other premises during festive events is subject to the conditions provided for by the student life charter.

The Presidency of ENS Paris-Saclay assists the student office and the bodies responsible for events when organising student life events and, according to needs and opportunities, makes human and material resources available.

Recurrent and exceptional activities which take place in the social areas are covered by an insurance policy taken out by the student office or the bodies responsible for the events.

Evenings and festive events in the ENS Paris-Saclay social areas are subject to prior authorisation by the ENS Paris-Saclay Presidency. The latter reserves the right to close these places in case of failure to abide by the rules defined in the previous paragraphs as well as the right to bring any user implicated before the disciplinary council in case of excesses. Any disciplinary measures taken may go as far as exclusion from ENS Paris-Saclay.

Article 92. Hazing

The act of forcing others, against their will or not, to undergo or commit humiliating or degrading acts during events or meetings is an offence punishable under the conditions set out in articles 225-16-1 to 225-16-3 of the penal code. Hazing is prohibited and may lead to a disciplinary sanction, notwithstanding any criminal proceedings.

Article 93. Harassment

Any act of harassment may lead to a disciplinary sanction notwithstanding any criminal proceedings, in accordance with the legal and regulatory provisions.

The following in particular are punishable acts:

- harassing another person in such a way as to degrade their working conditions, likely to infringe their rights and dignity, alter their physical or mental health or jeopardise their professional future;
- the fact of repeatedly imposing on a person comments or behaviour with a sexual connotation which either violate their dignity because of their degrading or humiliating nature, or create an intimidating, hostile or offensive situation for them;
- using any form of serious pressure with the real or apparent aim of obtaining an act of a sexual nature, whether this is sought for the benefit of the perpetrator or for a third party, even if not repeated.

SECULARISM

Article 94. Applying the secularism principle

The public service of higher education is subject to the republican principle of secularism as stated in the circular of 15 March 2017 on the upholding of the principle of secularism in public service.

The principles of secularism and neutrality of the public service prevent public employees from having the right to manifest their religious beliefs within the framework of public service, in particular by wearing a conspicuous sign intended to mark their belonging to a religion or by organising places of prayer within ENS Paris-Saclay. This ban applies to all agents of the public service of higher education but also to the normalien trainees at ENS Paris-Saclay who have the status of trainee civil servant.

Other users of ENS Paris-Saclay who do not have the status of public agent may wear signs expressing their personal attachment to religious or philosophical convictions, in compliance with the principle of secularism imposed on higher education public service and with these internal regulations. They are nevertheless invited to respect a certain neutrality, in particular with regard to wearing signs intended to indicate their religious affiliation, in the interests of fairness, security and mutual respect between people at ENS Paris-Saclay.

No religious, philosophical or political reason or consideration of gender may be cited by a user of ENS Paris-Saclay as a reason to refuse to attend certain courses, to prevent the study of certain works or authors or to refuse to take certain exams.

CHAPTER III. PROVISIONS RELATING TO PUBLIC HEALTH

The provisions relating to public health (sale and consumption of alcohol, tobacco, drugs, use of electronic cigarettes etc.) are specified in appendix 6 “hygiene and safety”.

CHAPTER IV. ENS PARIS-SACLAY STAFF AND USER GROUPS

Section 1. Associations

Article 95. Registering associations at ENS Paris-Saclay

Registering associations of direct interest to the School at ENS Paris-Saclay is subject to prior authorisation from the President of ENS Paris-Saclay. Student associations registered at ENS Paris-Saclay are required to sign the student life charter.

Article 96. Allocation of premises to a user or staff association

The possible provision of premises must be subject to prior authorisation from the President of ENS Paris-Saclay, which may take the form of a temporary occupation agreement concluded between ENS Paris-Saclay and the association. The use of these premises may in no case undermine teaching and research activities, nor cause a disturbance to public order.

Section 2. Trade unions

Article 97. Registering trade unions at ENS Paris-Saclay

Under the conditions provided for by decree no. 82-447 of 28 May 1982 relating to the exercising of trade union rights in the civil service, a trade union room is made available to the representative trade union organisations in the school.

Article 98. Allocation of premises to a trade union at ENS Paris-Saclay

For any meeting held outside the trade union premises, a request for the provision of a room must be made to the Presidency of ENS Paris-Saclay at least one week in advance.

Article 99. The staff's trade union expression

The expression of ENS Paris-Saclay staff in trade union matters is exercised in accordance with the conditions set out in decree no. 82-447 of 28 May 1982 relating to the exercising of trade union rights in the civil service. No trade union information shall be posted on panels or media not intended for this purpose.

The trade unions are able to hold statutory or information meetings inside the buildings of ENS Paris-Saclay outside working hours. The representative trade unions at national level are also authorised to hold a monthly information meeting during working hours. The duration of this meeting may not exceed one hour. Every member of ENS Paris-Saclay staff has the right to attend one of these information meetings.

A charter for the proper use of the mailing lists and the intranet defines the conditions of use of the mailing lists and the school's intranet by the representative trade unions of ENS Paris-Saclay (holders of seats following the elections to the technical committee).

It is examined by the technical committee and annexed (appendix 3) to ENS Paris-Saclay's internal regulations. Special leave of absence is granted by the Director of Human Resources of ENS Paris-Saclay, subject to the needs of the service and in compliance with the regulatory provisions in force, to representatives of the trade unions mandated to attend trade union congresses or meetings of the governing bodies of which they are elected members, whatever the level of this body in the structure of the trade union.

Section 3. Provisions common to associations and trade unions

Article 100. Display and distribution of leaflets at ENS Paris-Saclay

ENS Paris-Saclay provides users and staff with notice boards. Any posting outside these panels is forbidden or subject to authorisation. All persons or groups of persons is/are responsible for the content of the documents they post. Each document posted must state its author. Posting and distributing any document likely to disturb public order, undermine the functioning and principles of the public service of higher education, undermine the respect of persons and the image of ENS Paris-Saclay are prohibited for users and members of staff.

Article 101. Organising meetings on ENS Paris-Saclay premises

Users or staff should not organise or hold any public meetings or general assemblies on the premises of ENS Paris-Saclay without prior written authorisation from the President of ENS Paris-Saclay. The organisers of these meetings shall be held responsible for the content of their speeches, ensure order within the meetings and ensure the integrity of the premises and equipment of ENS Paris-Saclay.

CHAPTER V. USE OF COMMUNICATION RESOURCES

Article 102. Use of computer and telecommunication resources

The users and staff of ENS Paris-Saclay undertake to abide by the ENS Paris-Saclay IT charter which is annexed (appendix 2) to these rules of procedure and which defines the rules for use and security with regard to the use of the IT resources made available. The use of ENS Paris-Saclay's computer resources must be exclusively within the framework of teaching, research, student life or administration activities. During lessons, examinations and in the libraries, mobile phones and other means of communication and transmission must be switched off.

Article 103. Use of the email inbox provided by ENS Paris-Saclay

Users and staff of ENS Paris-Saclay receive an email address on joining the School which they undertake to consult regularly. All administrative information concerning them is sent to this address. The email address provided by ENS Paris-Saclay is deleted within a period of time determined by the President of ENS Paris-Saclay for each category of persons who leave ENS Paris-Saclay.

CHAPTER VI. PROVISIONS RELATING TO PREMISES

The provisions relating to access to and use of the premises are specified in appendix 6 "hygiene and safety".

CHAPTER VII. ORGANISING WORK TIME

Article 104. Conditions for organising work time

The procedures for organising working time shall be established in accordance with the legislative and regulatory provisions in force, as set out in the framework note annexed (Appendix 5) to these rules of procedure. This framework note applies to all BIATSS and similar staff and to teaching staff performing exclusively administrative functions, whether full time or part time.

TITLE IV. FINAL PROVISIONS

Article 105. Disciplinary measures

Any person falling within the scope of these rules of procedure may be subject to disciplinary proceedings where he or she is a perpetrator of or accomplice to a breach of these Rules of Procedure. The initiation of such disciplinary proceedings is notwithstanding any civil or criminal proceedings that may be instituted for the same acts.

Article 106. Adopting and amending these rules of procedure

These rules of procedure shall be a regulatory act adopted under the statutory conditions and sent to the Ministry for higher education and research. Any changes made to these rules of procedure must be voted on by the ENS Paris-Saclay Board of Governors under the same conditions as for the initial rules of procedure, after examination by the technical committee.

TITLE V. TRANSITIONAL PROVISIONS

Article 107. Application

The transitional provisions apply until the approval of the following texts by the competent bodies:

- ENS Paris-Saclay study regulations;
- health and safety charter.

CHAPTER I. PROVISIONS RELATING TO STUDY

Section 1. The study structure

Article 108. Definition

The study structure is based on:

- standard study paths;
- validation of each year pursuant to the conditions defined in the diploma's regulations;
- an obligation to attend classes;
- validation of a research-oriented year two Master's course (or equivalent training abroad), regardless of the course of study followed by the normalien;
- a commitment by all normaliens to notify the School of their professional situation over a period of at least ten years.

Article 109. Determining the standard study paths

The standard study paths shall be approved by the Board of Governors after consultation with the Committee on Training and Research and the Scientific Council.

Section 2. The course of the students' studies

Article 110. Definition of the study path

The study programme of a normalien describes the sequence of courses to be followed during his or her studies at ENS Paris-Saclay.

Determining the study path by the normalien

Article 111. As part of a standard study path

The standard study path of a "normalien" is defined with the director of the teaching and research department concerned who validates it. It shall be sent to the Academic and Pastoral Office.

Article 112. As part of a specific study plan

Any normalien who wishes to build a path that differs from the standard study paths shall draw up a specific study plan (PES). The specific study plan is formulated at the initiative of the normalien, who must prepare a file that is sent to the Academic and Pastoral Office with the opinion of the director of the teaching and research department concerned at least two months before the effective date.

If the normalien initiating the specific study project is a normalien trainee, the vice-president for training shall indicate whether or not the proposed path involves leave without pay.

If the vice-president for training issues a favourable opinion on the specific study project, the normalien's study programme will be validated and, where appropriate, shall include the decision on placement on leave without pay. If an unfavourable opinion is issued, the specific study plan may be modified at the initiative of the normalien based on the recommendations made during the examination of the specific study plan. If necessary, the specific study plan is again forwarded to the Vice-President for training. The final decision is made by the President of ENS Paris-Saclay.

Normalien annual study programme

Article 113. Determining the normalien annual study programme

Each year, in consultation with the director of the teaching and research department, each normalien shall draw up a study programme that sets out all the commitments that bind the normalien for the coming academic year. The annual study programme covers both the obligations linked to the national diploma prepared and the obligations specific to the ENS Paris-Saclay diploma. It also specifies the competitive examinations prepared by the normalien. The annual study programme must be in conformity with the validated study programme. The assessment of the conformity of the annual study programme is the responsibility of the teaching and research departments.

Article 114. Selling and consuming alcohol

The sale and consumption of strong alcohol (alcohol content higher than 20%) is strictly forbidden in all ENS Paris-Saclay premises and especially during student events.

As an exception, when the staff or the users of ENS Paris-Saclay wish to organise an event during which alcoholic beverages are to be served, a request for authorisation must be made to the director general of services who shall specify the conditions for organising the event. During these events, it is strictly forbidden to serve alcoholic beverages to intoxicated persons. The Presidency of ENS Paris-Saclay or the security service has the right to put an end to an event if participants do not comply with the clauses of these rules of procedure.

Any person who brings alcoholic beverages into the establishment with the aim of consuming them on the premises without authorisation, or who is clearly under the influence of alcohol (revealed if necessary by an alcohol screening test carried out by authorised agents) may be subject to disciplinary proceedings.

Article 115. Smoking and vaping

In accordance with the regulations in force, it is forbidden to smoke or to use electronic cigarettes on the premises of ENS Paris-Saclay.

CHAPTER III. PROVISIONS RELATING TO PREMISES

Article 116. Conditions of access to the campus and premises

The staff members of ENS Paris-Saclay as well as of the organisations associated with or hosted at ENS Paris-Saclay, the normalien trainees and students of ENS Paris-Saclay, the doctoral students, the students welcomed in the establishment and all other authorised persons, may access ENS Paris-Saclay premises and facilities provided that they are wearing an authorised or nominative badge or a document attesting to this authorisation. Other persons participating on an ad hoc basis in the scientific and pedagogical activities of ENS Paris-Saclay, as well as persons attending meetings or participating in activities organised by third parties loaning or renting a room, may access the premises of the School provided that they comply with all the rules in force and follow the particular instructions provided by the Presidency of ENS Paris-Saclay, and that they can prove, if requested, their identity and the reason for their presence.

The entry of any person not belonging to the institution is subject to authorisation from the President of ENS Paris-Saclay or his or her representative. The Presidency of ENS Paris-Saclay reserves the right to refuse access to its premises to any person whose behaviour is clearly incompatible with the proper functioning of its activities or with the hygiene, security and safety of persons and property.

The Presidency of ENS Paris-Saclay may temporarily limit access to the premises of the institution if required, justified in particular by security issues. For the same reasons, particular premises or facilities may be subject to a special access control procedure.

Article 117. Moving around campus

The circulation and access of vehicles on the ENS Paris-Saclay campus is subject to upholding the highway code and complying with a speed limit set at 20 km/h. Driving through and parking within the campus is only authorised for ENS Paris-Saclay staff members holding a badge, or any other duly authorised persons. Parking outside the designated areas, in particular in the spaces reserved for disabled persons, in pathways or evacuation areas and on the access roads for the fire brigade is strictly forbidden. External visitors must carry the identification of the organisation or company to which they belong.

Article 118. Using the premises

The premises must be used in accordance with their allocation, their purpose and the public service mission of ENS Paris-Saclay. Any developments, heavy equipment or modifications to the premises are subject to prior authorisation from the Presidency of ENS Paris-Saclay, after a request made at least one month before the planned date. The request must indicate the name of the organisers, the place, the duration of the event, the name of the participants, the planned activities, the organisational procedures and/or the guarantee that the organisers have obtained the authorisation for the public broadcasting of music or audiovisual and cinematographic works, if applicable. At the end of the event or meeting, the premises must be left clean and tidy.

1. Teaching and research departments (DER)

▪	Biology DER
▪	Chemistry DER
▪	Design DER
▪	Electronics, electrical engineering, automation DER
▪	Civil engineering and environment DER
▪	Mechanical engineering DER
▪	IT DER
▪	Maths DER
▪	Physics DER
▪	Human and social sciences DER
▪	Language department

2. Research structures

2.1. Research laboratories

CEPS	ENS Paris-Saclay Economics Centre
CB	Giovanni Borelli Centre
CRD	Design Research Centre
IDHES	Institutions and historical dynamics of the economy and society
ISP	Institute of Political Social Sciences
LBPA	Biology and Applied Pharmacology Laboratory
LMT	Mechanics and Technology Laboratory
LMF	Formal Methods Laboratory
PPSM	Supramolecular and Macromolecular Photophysics and Photochemistry Laboratory
LUMIN	Light, matter and interfaces
LURPA	University research laboratory in automated production
RELAX	Indo-French research lab in computer science
SATIE	Systems and applications of information and energy technologies

2.2. Federative institutes and other research structures

FARMAN	Farman Institute: modelling, simulation and virtual testing of large complex systems
IDA	Institut d'Alembert: molecular engineering for the study of life
MSH Paris-Saclay	Maison des sciences de l'Homme Paris-Saclay

3. Services

▪ Accounting Agency
▪ Library
▪ Research and Innovation Support Department
▪ Legal Affairs Directorate
▪ Real Estate Department
▪ Legal and Institutional Affairs and Public Procurement Department
▪ Human Resources Department
▪ Academic and Pastoral Office
▪ Information Systems Department
▪ Partnerships and Patronage
▪ Medical Centre
▪ The research scene
▪ Communication service
▪ Admissions department
▪ Continuing education service
▪ International relations department
▪ Quality and management

Having regard to the intellectual property code;
Having regard to the Post and Electronic Communications Code;
Having regard to the criminal code;
Having regard to the code of criminal procedure;
Having regard to the civil code;
Having regard to Law no. 2004-575 of 21 June 2004 relating to confidence in the digital economy;
Having regard to circular no. 2004-035 of 18 February 2004 relating to the use of the Internet in an educational context and the protection of minors;
Having regard to consolidated law no. 78-17 of 6 January 1978 relating to information technology, files and freedoms;
Having regard to the General Data Protection Regulation no. 2016/679;
Having regard to amended decree no. 2011-219 of 25 February 2011 relating to the conservation and communication of data allowing the identification of any person having contributed to the creation of content placed online;
Having regard to Decree no. 2011-1425 of 2 November 2011 implementing Article 413-7 of the Criminal Code and relating to the protection of the nation's scientific and technical potential;
Having regard to the decree of 3 July 2012 relating to the protection of the nation's scientific and technical potential;
Having regard to the interministerial circular of 7 November 2012 on the implementation of the system for protecting the nation's scientific and technical potential;
Having regard to Decree no. 2011-21 of 5 January 2011 as amended, relating to the École normale supérieure Paris-Saclay;
Having regard to the École normale supérieure Paris-Saclay rules of procedure.

Foreword

The provision of services related to information and communication technologies is part of the duties of the Information Systems Department of ENS Paris-Saclay (hereafter "DSI"). This provision of services aims to reinforce the educational, research and management activities of the institution by providing users with a digital working environment that encourages networking.

Beyond the strict content of the present charter, it is recalled on a general basis that users undertake to use it in accordance with good practice and respect the conditions and reasons for making computer and digital means and resources available.

Article 1. Purpose

This charter defines the general conditions of use, including the rules of good use and security, of ENS Paris-Saclay's computer and digital services. It specifies the rights and obligations that ENS Paris-Saclay and the user undertake to respect.

It is part of a legal hierarchy and there can be no exemption to the codes and laws in force, and is associated with the user charters of the PARIS-SACLAY and RENATER academic networks.

Article 2. Scope of application

2.1. Persons concerned

This charter is applicable and enforceable against all users of ENS Paris-Saclay's computer and digital resources. A user is understood to be any person authorised to access the resources of the School's information system, whatever their status, in particular: permanent or non-permanent staff, contract staff, trainees, apprentices, temporary staff, doctoral students, guests, external personnel. This use is made as part of the exercise of his/her professional activity, his/her studies or any other partnership contributing to the execution of the missions of ENS Paris-Saclay or to its proper functioning.

This charter is also applicable to ENS Paris-Saclay's trade unions for trade union information, subject to the legal conditions of protection from which the latter benefit.

2.2. Material scope of application

The charter applies to the use of all hardware, software, applications, data carriers and telecommunications networks which make up ENS Paris-Saclay's information system. So-called "nomadic" computing such as PDAs, tablets, laptops and mobile phones are also part of this information system.

2.3. Territorial scope of application

The charter applies to the use of the above-mentioned means and resources wherever they are used: on the institution's premises, nomadic use, and remote access.

Article 3. General conditions of use and security

3.1. Access and authentication conditions

The means of authentication allowing users to access the means and resources of ENS Paris-Saclay's information system constitute a security measure intended to avoid any malicious or abusive use. The access codes assigned to users are personal and confidential. They must not be disclosed to a third party.

Users' passwords must be chosen with a view to ensuring their reliability and security. With that in mind, users must respect the directives and renewal frequency of the ENS Paris-Saclay information systems management, and are invited to follow the recommendations of the Agence nationale de la sécurité des systèmes d'information (ANSSI) and the Commission nationale de l'informatique et des libertés (CNIL).

3.2. Minimum security rules

In order to ensure the security of the information system, users must not:

- access or attempt to access information system resources for which they have not been granted rights;
- install, download or use software or software packages that are not authorised by the DSI, for which licence fees have not been paid, or whose origin is not secure;
- leave their workstation and leave resources or services accessible;
- cause damage to the proper functioning of the information system resources and means by the abnormal use of equipment, the installation of parasitic software, the connection of hardware other than that entrusted or authorised by ENS Paris-Saclay.

ENS Paris-Saclay defines and limits the level of access of users according to their profile, taking into account their status, their role and the nature of their activity and their needs. It may have to remove, deactivate or modify access to all or part of the services and materials, temporarily or permanently.

3.3. Duty to report

In the event of the loss or theft of computer hardware which falls within the scope of this charter, or of any malfunctioning or anomaly discovered that poses a risk to the security of the information system, users undertake to inform the DSI immediately and to assist or take the associated legal steps (insurance declaration, filing a complaint, etc.).

In this kind of situation, which could compromise the security of the information system, users will comply with the directives and precautions adopted by the DSI for the management of the risk, both internally and externally, particularly with regard to deleting data, updating the authentication, informing the persons concerned by the breach of security of their personal data, etc.

3.4. Security policy for the State's information systems

Users and ENS Paris-Saclay undertake to comply with the legal and regulatory provisions incorporated in circular n° 5725/SG of 17 July 2014, relating to the implementation of the State information systems security policy (PSSIE).

Article 4. Professional and private use of resources

ENS Paris-Saclay's computer and digital resources are made available to users for professional use. Consequently, their use is presumed to be professional.

However, the use of ENS Paris-Saclay's computer and digital resources for private reasons is tolerated, provided that it is not lucrative, reasonable both in its frequency and duration, and does not disturb the proper functioning of the services, activities and the establishment in general.

In order to guarantee confidentiality and the right to privacy, it is up to the users to store their private data in spaces and directories identified as "PRIVATE" or "PERSONAL".

In any case, it should be noted that during any use, whether professional or private, it is forbidden to access pornographic, child pornographic, zoophilic, abusive, violent, racist, anti-Semitic, Nazi, homophobic content, inciting hatred, violence or to the commission of illicit, discriminatory, defamatory acts, or advocating terrorism.

Article 5. Continuity of service: management of absences and departures

In order to guarantee the continuity of the service and activities, in the event of planned absences or departures, it is the responsibility of users to inform their possible contacts, by indicating in the content of their electronic messages, as far in advance as possible, where appropriate, the date of their return, the date of departure, the contact details of the persons to be contacted to ensure the continuation of exchanges and activities, as well as by setting up an Out-of-Office message to be sent on receipt of an electronic message during the leave or after the final departure.

In the event of unforeseen absence or departure, the line manager drafts an Out-of-Office message with the contact details of the person to be contacted for the follow-up of files. He or she asks the DSI to set up this message.

The means of identification and access to IT and digital resources must not be passed on to a third party.

Users are responsible for sorting and transferring data and professional elements intended to be shared or to guarantee the continuity and resumption of the work by another user in spaces and networks shared with the persons previously identified.

ENS Paris-Saclay reserves the right to access the different files and email inbox of users, with the exception of content identified as private or personal, for the sole purpose of ensuring the continuity of the service, when no reasonable alternative is available, and upon the decision of the President of ENS Paris-Saclay.

ENS Paris-Saclay reserves the right to set up a solution for the re-routing of emails.

It is up to the users to backup and delete private and personal elements. This data will be deleted by ENS Paris-Saclay, without a copy being made, at the end of a period of 3 months after the user's departure.

The access authorisation and email of the user are deactivated and then deleted within a period of 3 months after his/her departure. However, exceptionally, doctoral students' access will be kept for one year. Users subject to the ten-year commitment will also have their accesses kept for the necessary period.

Article 6. Respect for intellectual property rights and image rights

Users undertake to respect ENS Paris-Saclay's intellectual property and image rights, those of its partners and those of any third party holding such rights.

Consequently, users must not:

- reproduce, copy, distribute, modify or use the software, databases, web pages, texts, images, photographs, musical, audiovisual or multimedia works or any other creations protected by copyright or a private right, without having first obtained the licence or the express authorisation of the holders of this right;
- use the software and applications outside the conditions of the licence subscribed by ENS Paris-Saclay;
- reproduce, copy, use, distribute ENS Paris-Saclay's databases, web pages, drawings, models, logos, graphic charter or other creations without having obtained its prior express authorisation.

When the user creates or uses documents protected by copyright or rights related to copyright in the context of the publication services offered by ENS Paris-Saclay, he or she must include, for each of the documents concerned:

- information on their intellectual property (name(s) and capacity(ies) of the author(s), sources and date of creation),
- details of the nature of each document (original or adapted, nature of the adaptations),
- and a precise indication of the authorised conditions of use.

Article 7. Respect for privacy and personal data

The confidentiality of correspondence, protected by the criminal code, prohibits users from intercepting, diverting, using or disclosing correspondence sent, transmitted or received electronically.

Users undertake to comply with the legal provisions relating to the automated or manual processing of personal data, as set out mainly in Law No. 78-17 of 6 January 1978 on information technology, files and freedoms, known as the "Information Technology and Freedoms" law in force, and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, applicable from 25 May 2018.

Personal data is information that makes it possible, in any form whatsoever, directly or indirectly, to identify the persons to whom it applies.

Processing personal data consists of any operation or set of operations concerning such data, regardless of the process used: collection, recording, organisation, storage, adaptation, modification, retrieval, consultation, use, display, communication, blocking, erasure or destruction, etc.

In accordance with the legislation applicable to the protection of personal data, the guiding principles to be respected for the implementation of personal data processing are as follows:

- compliance with the initial purposes of the processing;
- the relevance and accuracy of the data with regard to the objectives pursued;
- informing individuals when data is collected and ensuring that their consent is obtained;
- exercising the rights of the persons concerned (in particular, the right of access, modification, if necessary, the right to object)
- the implementation of security measures adapted to the sensitivity of the data processed;
- the rigorous control of the dissemination of personal data to external third parties, in particular by including appropriate clauses in contracts with subcontractors;
- the ultimate fate of data beyond the stipulated retention period.

Any processing of personal data, including when it results from the crossing or interconnection of pre-existing files, is subject to prior formalities and compliance with the above-mentioned non-exhaustive principles.

Consequently, users who wish to process personal data must inform the Data Protection Officer (dpo@ens-paris-saclay.fr) at the design stage, who will ensure compliance with the legal provisions.

Furthermore, in accordance with the legal provisions, each person concerned by a processing operation has the right to access, rectify, limit and transfer all data concerning him or her. Where applicable, the right to oppose and erase may also be exercised.

Data subjects may exercise these rights by contacting the Data Protection Officer (dpo@ens-paris-saclay.fr).

Article 8. Email

ENS Paris-Saclay provides users with a nominative email address, the use of which is presumed professional. The use of the associated email address must not be shared with third parties.

A generic, functional or organisational email address may also be made available for a group of users, to enable emails to be sent and received to and from all users associated with that address. The use of this type of address should be preferred, particularly in terms of continuity of service and information sharing. Its creation is the responsibility of the DSI, which updates the identities of the associated users.

Mailing lists designate a category or group of users who can send and receive email to and from all the users on these lists. The use of these lists must be streamlined and the DSI creates them. The administrators, owners and moderators associated with these lists are responsible for keeping them up to date.

Users must ensure the identity and accuracy of the email addresses to which messages are sent.

Emails must not contain any illicit content, which is contrary in particular to the provisions of the law on freedom of expression or infringes on the privacy of others.

The law recognises the legal value of written documents in electronic form. The user must be vigilant about the nature of electronic messages, in the same way as for traditional written communication. Electronic messages must not contain any commitment of contractual value which the user is not legally entitled to formulate.

Users are informed that electronic messages exchanged with third parties may constitute evidence or prima facie evidence likely to render ENS Paris-Saclay or themselves liable.

ENS Paris-Saclay may put in place limitations intended to ensure the proper functioning of the services, in particular by deploying solutions for handling undesirable messages (spam, virus control, etc.).

Email is not a storage space. Users are made aware of the importance of saving important attachments and emails in secure areas of the network.

Users are reminded that their means of access and email are deactivated and then deleted within 3 months of leaving.

Article 9. Using internet and the intranet

The internet must be used in accordance with all legal rules in force. The use of the Internet (by extension the intranet) constitutes one of the essential elements for optimising work, sharing and accessing information within and outside ENS Paris-Saclay.

ENS Paris-Saclay reserves the right to filter or prohibit access to certain sites, and to check visited sites and how long these sites were visited for in order to preserve security.

Any content published on ENS Paris-Saclay's internet or Intranet sites must be validated by a communication manager or a publication manager appointed by name. It must respect the provisions of the hosting charter and the graphic charter of ENS Paris-Saclay.

No private content should be published, save for specific dispensation.

ENS Paris-Saclay reserves the right to close down a site in case of security breach, defacement (hacking of home page for illegal or inappropriate purposes, etc.).

All websites must specify the legal notices and in particular the publication manager and the respect of the provisions relating to the protection of personal data.

Article 10. Special provisions for Joint Research Units (hereinafter "UMR") and Federative Research Institutes (hereinafter "IFR")

The UMR and IFR have regulations specific to their status which may be added to this charter without contradicting it as far as the information system of ENS Paris-Saclay is concerned.

The users of these units are in particular subject to adherence, when they exist, to the security policies of the unit's information system (PSSI) as decreed by the corresponding supervisory bodies (CNRS, INSERM, INRIA, etc.).

Article 11. Control, maintenance, traceability measures

ENS Paris-Saclay is legally obliged to set up a logging system for access to the information system, in particular the internet, e-mail, and exchanged data (volume measurements).

Users are informed that:

- in order to carry out corrective, curative or progressive maintenance, ENS Paris-Saclay reserves the possibility of carrying out interventions (if necessary remotely) on the hardware and software resources made available, which may lead to their temporary unavailability;
- any remote maintenance, in particular when taking over the workstation, is subject to prior information and agreement;
- any information that blocks the system or generates a technical difficulty may lead to the workstation being isolated, or the elements in question being deleted;
- the resources of the information system may require monitoring and control for statistical purposes, regulatory traceability, functional monitoring, security or abuse monitoring, in compliance with the applicable legislation. The data collected is processed in this context by authorised DSI staff who are subject to professional secrecy. They may only disclose the information collected if it is relevant to the proper technical functioning of the applications or their security. The data is kept for a maximum period of one year.

Article 12. Remote work

ENS Paris-Saclay allows some users to work remotely, in accordance with the provisions adopted for its management and according to the legislation in force.

ENS Paris-Saclay provides the means foreseen by the framework note relating to the implementation of remote working.

This charter is applicable to users accessing the computer and digital resources of ENS Paris-Saclay remotely.

Article 13. Printing

ENS Paris-Saclay provides some users with multifunctional copiers providing printing, scanning and copying functions through the identification system.

Users must use this equipment in accordance with ENS Paris-Saclay's printing policy.

Article 14. Projecting video

ENS Paris-Saclay provides users with wireless video-projection tools and systems. Their use is subject to the respect of the hardware and good practices inherent to their use. Users shall avoid making abusive or unauthorised use of the equipment or from using it in a manner that does not comply with the technical instructions provided. In particular, users undertake not to interfere with the use of the equipment for teaching purposes.

Article 15. Video and online conferencing tools

ENS Paris-Saclay provides users with video or online conferencing tools and systems. If the title of the meeting or the names of the participants are related to French sovereignty, or if the users consider that the data should not be communicated in any case, sovereign services such as those offered by Renater or by the corresponding supervisory bodies (CNRS, INSERM, INRIA, etc.) should be used. Users are also advised to set restrictive parameters for their cookies via their browsers, and to deactivate the geolocation options on their devices.

Article 16. Rules for electronically retaining, saving and archiving

Each user must implement and organise, according to their superior's instructions, the means necessary for the conservation of messages, information and data of any kind when required.

The user is obliged to comply with the institution's retention and archiving rules or policy.

Detailed activity traces are kept for the legal or conventional periods, after which they are destroyed.

These traces are proof of the use of the information and communication systems.

These traces may be subject to statistical processing.

These traces may be provided to the competent authorities in accordance with the legal and regulatory provisions in force.

The saved files, back-ups and electronic archives concerning the elements of the directory and the messages named "PRIVATE" are kept under the sole and entire responsibility of the user.

Article 17. Liability, sanctions and precautionary measures

As part of their work, the user is responsible, on a professional or residually private basis, for the use of computer and digital resources in accordance with this charter.

In case of violation of the provisions of this charter, ENS Paris-Saclay may restrict or remove, temporarily or permanently, the user's access rights, after having warned the user when these provisions were breached.

Failure to comply with the legal and regulatory provisions, as well as with this charter, shall open the user in question up to disciplinary sanctions, as provided for in the rules of procedure, and/or to legal proceedings. The establishment is also required by law to report to the competent authorities any violation of the legislation in force.

This charter aims to provide a definition of the conditions of use of the establishment's mailing lists and the intranet by the representative trade unions of ENS Paris-Saclay, as well as the commitments inherent to the use of these communication channels. It does not concern the other electronic communication means which are not managed by the establishment.

Article 1. Purpose

ENS Paris-Saclay offers each employee free electronic access to information from the establishment's representative trade unions of the establishment, which hold seats following the elections.

To this end, each trade union organisation, through its representative, has the electronic means specified in article 4.

The trade union organisations shall contact the information systems department and the establishment's communication department in order to be able to use the different communication tools and resources covered by this charter.

Article 2. Commitment of the elected representative

The elected representative acknowledges that he or she is active at ENS Paris-Saclay and is authorised by his or her trade union organisation.

The elected representative undertakes to report any change of person when he or she no longer meets one of the above criteria.

To do so, he or she should send an e-mail to the General Services Directorate: dgs@ens-paris-saclay.fr

Article 2.1. Responsibility for content

Trade union communications, whatever the channel of distribution, respect the legislative and regulatory provisions in force, in particular those of amended decree n° 82-447 of 28 May 1982, relating to the exercise of trade union rights in the civil service, as well as the Renater code of ethics, the charter for the use of the Université Paris-Saclay network, and the institution's IT charter.

These communications are, therefore, sent under the entire responsibility of the elected representative and the trade union organisation concerned, and make the latter liable, if necessary, through the elected representative mandated for this purpose. Therefore, the elected representative of a trade union organisation shall use the mailing lists, news and pages of the intranet site at his or her disposal under his or her sole and full responsibility. Representatives shall not, with due respect for individual freedom, use staff data in accordance with the amended Act of 6 January 1978 on information technology, files and freedoms and the General Data Protection Regulation of 27 April 2016.

Article 2.2 Using e-mail

Each trade union organisation may distribute information on this list from its own non-nominative address (see Article 4).

Article 2.3. Using the network

The elected representative undertakes to respect the following requirements:

- he or she is not authorised to distribute the working documents, including individual or nominative data, prepared by the administration on mailing lists;
- the "chain" principle is also prohibited and will be sanctioned according to the rules specified in the first paragraph of Article 5;
- the propagation of information irrelevant to the purpose of the list is prohibited.

Users of these lists are also reminded that defamation and contempt are offences punishable under the criminal code.

Article 2.4. Managing access codes

The elected representative undertakes not to give his/her access codes (login and password). If for any reason he or she does so, all texts, publications, messages and comments that may be made by others will be attributed to him or her as regards editorial responsibility (cf. article 2.1).

Article 3. ENS Paris-Saclay's commitments

ENS Paris-Saclay undertakes to:

- ensure the same level of service for all types of lists in terms of operation and continuity of service;
- guarantee the confidentiality of access to the lists only to subscribers, owners, moderators and moderators in their respective roles;
- guarantee that the technical administration of the lists is limited to ensuring their proper functioning;
- guarantee that the subscribers of type 1 lists are kept up to date;
- guarantee that access to information on the members lists is reserved for members only.

Article 4. Electronic resources made available

Each trade union is able to distribute about its activities to all staff through four channels: electronic mail, mailing lists, the organisation's collaborative space and the "News" section of the institution's intranet.

Article 4.1.

Each trade union, through its representative, has a specific, clearly identifiable electronic mailbox (functional address). The use of this inbox may be delegated under the responsibility of the elected representative (cf. article 2.1) to staff working at ENS Paris-Saclay. The representative of the trade union organisation must be able to provide at any time the list of persons who have access to this inbox in order to comply with the law on the identification of communications.

Article 4.2. Mailing lists

It is recommended that trade unions be provided with separate mailing lists from the institutional mailing lists reserved for ENS Paris-Saclay administration.

Type 1 list: these informational lists will be reserved for the distribution of information by the ENS Paris-Saclay trade unions. The moderators are the elected representatives appointed by the trade unions.

The members on these lists are all ENS Paris-Saclay staff, normalien trainees, and hosted staff who are present in the staff database.

The Information Systems Department is responsible for creating and updating the automatically fed mailing lists. The lists are the sole responsibility of the trade union organisation or its representative.

These lists are strictly informative and therefore built with a "No reply".

All persons appointed by the trade unions may post on all the lists of their trade union organisation the messages they wish in compliance with the commitments of article 2.

Proposals for messages from other staff are subject to moderation by the people appointed as moderators, who ensure that the recommendations of Article 2 are respected.

Type 2 list (optional): a list per trade union organisation may be set up at the request of each organisation for correspondence specific to the internal life of the trade union organisations, with their members and supporters.

This list will not contain any subscribers when it is created. Users wishing to subscribe will be able to do so freely (with or without moderation by the person in charge of the list, this last parameter being left for the latter to determine). Each of these lists will be clearly identified.

The trade union representative will be defined as the owner of the list and will be able to moderate or not moderate the messages and manage the subscribers of the list.

Exchanges between staff and trade unions are confidential.

The use of mailing lists guarantees the anonymity of the recipients of the messages disseminated vis-à-vis other recipients.

Article 4.3. Intranet

A collaborative space will be created for each of the trade union organisations. It will be accessible via the ENS Paris-Saclay intranet. Each trade union organisation will be given writing, modification and deletion rights in this space (which will bear the name of the group it represents) and may post information relating to its activities, including larger documents exceeding the size limit authorised on the mailing lists. These documents may be distributed via the lists, but only as links.

Within this space, sub-spaces will be created with access rights managed by the owner, in order to make it possible to create a forum for exchanges with restricted access.

It is also possible to make an external website accessible to staff via a link on the intranet.

An institutional sub-heading will be created on the ENS Paris-Saclay intranet to provide information on the presentation of trade union organisations and contact information for elected representatives. This information will be moderated by ENS Paris-Saclay administration.

Article 4.4. News

News on trade union life may be published on the institutional news page of the ENS Paris-Saclay intranet. This information will be moderated by ENS Paris-Saclay administration.

Article 5. Training contributors

ENS Paris-Saclay shall be responsible for training the concerned members of the trade unions for them to be able to use the mailing lists and their site on the intranet.

Article 6. Sanctions and right of reply

Any misuse or non-compliance with this charter or with the texts in force, whatever the means used and whatever the trade union entity concerned, may result in immediate exclusion from the possibility of posting to the mailing list and/or the withdrawal of access rights to the collaborative space created for the trade union. In the event of a repeat offence, it will be permanently closed.

In case of defamation and contempt on these communication means, as well as actual instances of abuse or non-compliance with the texts in force, ENS Paris-Saclay reserves the right to refer the dispute before the competent jurisdiction.

If necessary, the establishment reserves a global right of reply to trade union information distributed by e-mail or on the Intranet by using the type 2 list (if it is information distributed by this means) or the type 1 list (if it is information distributed by the intranet sub-site).

There will be an annual review of the use of the information channels.

Article 7. Rights of individuals

At the foot of each message distributed on these lists, there will be an option for staff to place themselves on the red list for receiving messages ("no mail" option on the "Sympa" mailing list management system) on each list concerned (the operation must be carried out by staff on each list). In the same way, a re-subscription system will be available should they decide to start receiving messages again.

The set-up of these lists will be recorded in the institution's register of personal data processing.

The purpose of this charter is to define the conditions of use of the mailing lists by the normalien and doctoral student representatives on the Board of Directors, as well as the commitments inherent in the use of these lists.

Article 1. Purpose

ENS Paris-Saclay proposes to each normalien trainee and student to have free access, by electronic means, to information messages sent by their representatives holding seats on the board of directors.

To this end, each list, through its representative, has access to the electronic resources specified in Article 4.

With a view to benefiting from the mailing lists covered by this charter, the lists of student representatives shall contact the institution's information systems department.

Article 2.

The elected representative certifies that he/she is regularly registered at ENS Paris-Saclay and that he/she is authorised by the members of his/her list.

To do so, he or she should send an e-mail to the General Services Directorate: dgs@ens-paris-saclay.fr

Article 2.1.

Student communications, whatever the channel of distribution, respect the legislative and regulatory provisions in force, as well as the Renater code of ethics, the charter for the use of the Université Paris-Saclay network, and the institution's IT charter.

These communications are, therefore, sent under the entire responsibility of the elected representative and the list concerned, and make the latter liable, if necessary, through the elected representative mandated for this purpose. Therefore, the elected representative of the list uses the mailing list under his or her sole and entire responsibility.

The representatives may not, with due respect for individual freedom, exploit the data of the recipients in accordance with the amended law of 6 January 1978 on data processing, files and freedoms and the general regulation on data protection of 27 April 2016.

Article 2.2. Using e-mail

Each list may distribute information on this list from its own non-nominative address (see Article 4).

Article 2.3.

- he/she is not allowed to post documents as attachments on mailing lists. A link to the intranet page of the student list allows documents to be referred to;
-
-

Article 2.4.

Article 3.

-
- guarantee the confidentiality of access to the lists only to subscribers, owners, moderators and moderators in their respective roles;
-
-
-

Article 4.

Article 4.1.

Each list, through its representative, has a specific, clearly identifiable electronic mailbox (functional address). The use of this inbox may be delegated under the responsibility of the elected representative (cf. article 2.1) to members of its list registered at ENS Paris-Saclay. The representative of the list must be able to provide at any time the list of persons who have access to this inbox in order to comply with the law on the identification of communications.

Article 4.2.

The normalien and doctoral student representatives are provided with mailing lists that are separate from the institutional mailing lists reserved for the administration of ENS Paris-Saclay.

These lists are reserved for the dissemination of information to all subscribing normaliens, doctoral students. The moderators are the elected representatives designated by the lists.

The subscribers of these lists are all the normaliens and doctoral students.

The lists are under the sole responsibility of the representatives of the normaliens, and doctoral students.

All persons appointed by the list may post on the mailing list assigned to it the messages they wish in compliance with the commitments of Article 2.

Article 5. Training contributors

ENS Paris-Saclay shall be responsible for training the concerned members of the lists of normalien and doctoral student representatives, for them to be able use the mailing lists and their site on the intranet.

Article 6.

Any misuse or non-compliance with this charter or with the texts in force, whatever the means used and whatever the list concerned, may lead to immediate exclusion from the possibility of posting to the mailing list.

If necessary, the institution reserves a global right of reply to information distributed using the mailing list.

Article 7.

At the foot of each message distributed on these lists, there will be an option for recipients to place themselves on the red list for receiving messages ("no mail" option on the "Sympa" mailing list management system) on each list concerned (the operation must be carried out by the normalien trainee or student on each list).

Having regard to Law n° 83-634 of 13 July 1983 on the rights and obligations of civil servants;
Having regard to Law 84-16 of 11 January 1984 on statutory provisions relating to the State civil service;
Having regard to Decree no. 2000-815 of 25 August 2000 relating to the organisation and reduction of working time in the State civil service and in the judiciary;
Having regard to Decree no. 2015-580 of 28 May 2015 allowing a civil servant to donate leave days to another civil servant who is the parent of a seriously ill child;
Having regard to the decree of 15 January 2002 implementing decree no. 2000-815 of 25 August 2000 on the organisation and reduction of working time in the decentralised services and establishments under the authority of the Ministry of National Education;
Having regard to the opinion of the CTP of 13 December 2010;
Having regard to the opinion of the CT of 18 June 2018.

Article 1. Scope of application

The purpose of this framework note is to specify the measures applicable to library, engineering, administrative, technical, labour, service and health staff, regardless of their body or status, as of 1 September 2011.

Article 2. Annual working time

The annual working time shall be fixed with reference to the legal working time of 1607 hours. Two split days and eight legal holidays are deducted, bringing the annual working time at ENS Paris-Saclay to 1537 hours. This duration takes into account the solidarity day instituted by law no. 2004-626 of 30 June 2004 relating to solidarity for the autonomy of the elderly and the disabled.

The actual working time is understood to be the time during which the employees are at available to their employer and must comply with his directives without being able to freely pursue their personal occupations.

Article 3. Weekly working time

The working week is fixed at 39 hours for a full-time service. However, staff members who so wish may opt for a 35-hour or 37.5-hour working week in agreement with their head of department.

In the case of part-time service, the weekly working time is as follows:

39 hours	37 hours 30	35 hours
90%: 35 hours 06	90% : 33 hours 45	90% : 31 hours 30
80%: 31 hours 12	80% : 30 hours	80% : 28 hours
70%: 27 hours 18	70% : 26 hours 15	70% : 24 hours 30
60%: 23 hours 24	60% : 22 hours 30	60% : 21 hours
50%: 19 hours 30	50% : 18 hours 45	50% : 17 hours 30

The actual working week, including overtime, may not exceed 48 hours in any one week, nor 44 hours on average over a period of 12 consecutive weeks.

The weekly rest period, including in principle Sunday, may not be less than thirty-five hours.

Article 4. Daily working time

The daily working time shall be a minimum of 5 hours and a maximum of 12 hours. The actual daily working time may not exceed 10 hours. Any working time in excess of these hours is an exception and must be allowed only with a special authorisation, with reasons.

Staff members shall be entitled to a minimum daily rest period of eleven hours.

Article 5. Working hours

Working time shall be divided into fixed and mobile shifts over:

- at least 5 half-days for staff working 50 or 60%;
- at least 6 half-days for staff working at 70%;
- at least 8 half-days for staff working at 80 or 90%;
- at least 9 half-days for staff working at 100%.

These half-days are between Monday and Friday (exceptionally Saturday), with the obligation for all staff to be present during the compulsory fixed slots, except in special circumstances or if the half-day is usually not worked.

Flexible working hours must be defined in consultation with the head of department and are subject to service requirements.

> Compulsory fixed slots:

From Monday to Friday	Friday and the day before a public holiday	Saturday
10am - 4pm	10am - 3pm	10am - 1pm

> Flexible slots:

7am - 10am	7am - 10am	
4pm - 8pm	3pm - 8pm	

Should there be a need for service duly established by the line manager, hours worked outside the flexible working hours shall be validated by the HRD manager after approval by the head of department.

Article 6. Break

Staff whose daily working time reaches 6 hours shall be entitled to a twenty-minute break, which may not be split up. This break shall always be taken within the working time of the current day, from which it cannot be detached.

Article 7. Lunch break

The lunch break is compulsory. It can be no shorter than 45 minutes and no longer than 2 hours. It must be taken between 11.30am and 2pm.

Article 8. School closure

Each year the management shall set a period of closure of the School during which staff members shall be obliged to be on leave, save in exceptional cases duly justified and authorised by the Director General of

Services.

Article 9. Annual leave

Days not worked shall include annual leave as defined in this Article and all statutory public holidays. The number of days of annual leave per academic year, i.e. from 1 September to 31 August, shall be 57 working days for staff working 39 hours per week, 34.5 working days for staff working 35 hours per week and 49 working days for staff working 37.5 hours per week.

weekly schedule		39 hrs	35 hrs	37 hrs 30
no. annual days	(1)	365	365	365
no. weekend days	(2)	104	104	104
no. days of leave, including split days	(3)	57.00	34.60	49.16
annual average of bank holidays	(4)	8	8	8
no. days of leave, including split days and bank holidays	(5) = (3) + (4)	65	42.60	57.16
no. of days worked	(6) = (1)-(2)-(5)	196	218	204
no. hours per week	(7)	39.00	35.00	37.50
no. hours per day	(8) = (7)/5	7.80	7.00	7.50
no. hours per year	(9) = (6) * (8)	1528.80	1528,80	1528,80
solidarity day	(10)	7,00	7,00	7,00
total annual hours	(11) = (9) + (10)	1535.80	1535,80	1535,80

The number of days of annual leave for staff authorised to work part-time on a 39-hour basis is calculated according to the percentage of time worked, i.e:

- 90%: 51.5 days;
- 80%: 45.5 days;
- 70%: 40 days;
- 60%: 34 days;
- 50%: 28.5 days;

Unused leave days for the current period may be carried forward until 31 October of the following academic year at the latest.

Days not used by this date will be definitively lost if they are not deposited by the employee in a time savings account. Days of leave shall be taken by the full day or by the half day. Leave of less than half a day is not permitted. Absence from duty may not exceed six consecutive weeks.

In the case of annual leave for part-time staff, days not normally worked are not counted. For example, 4 days of leave are deducted for a staff member working 80% of the time, who does not usually work on Wednesdays, and who takes one week of leave. On the other hand, a staff member working full-time on a 35-hour basis and usually working 4 days will have to take 5 days.

Requests for days off must be made on the dedicated application at least 48 hours before an absence of less than one week; at least one week before an absence of one to two weeks; and at the request of the head of department for any longer period.

Public holidays which fall on days not worked cannot be recovered.

Article 10. Arrangements for recovering overtime

Overtime worked at the request of the line manager must be declared in the application provided for this purpose and validated by the manager. They must then be entered into the application in order to be recovered within 3 months, in the form of hours, half-days or days.

Overtime means hours worked over or above the daily reference hours declared by the staff member and validated by his/her line manager, using the annual service calendar, a copy of which is given to the HRD at the beginning of the academic year (appendix 1).

Apart from the overtime mentioned above, no other hours can be recovered.

Article 11. Time savings account

11.1. Opening a time savings account

Civil servants or non-permanent staff with a contract of at least 12 months' duration, whether they work full time, part time or another arrangement, may open a time savings account (TSA).

Trainee civil servants may not, during the training period, open a TSA, acquire new rights or use previously acquired rights.

A TSA is opened at the express request of the agent using the form available on the intranet. This document is sent to the Human Resources Department through the hierarchy. Employees may not have several accounts at the same time in the civil service.

The unit of calculation of the TSA is the full working day.

11.2. Funding the time savings account

A request to fund the TSA must be made expressly and individually once a year using the form available on the intranet. This request must reach the Human Resources Department through the line manager by 31 December 2010 at the latest.

Untaken days of leave which have been authorised by the head of department to be carried over to the following year may not be registered in the TSA.

Untaken days of leave, not carried over and not requested to be paid into the TSA by 31 December closing the reference year shall be lost.

Provided that the number of days of leave actually taken in the reference year is not less than 20 days, the TSA may be funded via:

- the payment of part of the annual leave not taken;
- the payment of part of the days resulting from the reduction of working hours.

The following cannot be paid into the TSA:

- bonus leave;
- days built by the accumulation of hours by applying the variable working hours debit/credit system;
- days built by the accumulation of overtime, compensation for special hardship, drudgery, derogation from minimum guarantees, occasional work, standby duty etc.

The payment into the TSA may concern all or part of the balance of untaken leave days for the reference year. This balance results from the difference between, on the one hand, 45 days of leave provided for in Article 2 of the Decree of 15 January 2002 and, on the other hand, the number of days of leave actually taken. The 45 days constitute a ceiling for calculating the days eligible for deposit. A staff member may not therefore deposit more than 25 days per year.

Therefore, a staff member who has taken 45 days of leave but is entitled to 57 days in the same reference year cannot deposit the 12 unused days in his or her TSA but may request that they be carried over and used until 31 October of the same year.

11.3. Using the time savings account

If the number of days in the TSA is less than or equal to 20 days, the days can only be taken as leave, under the same conditions as annual leave under ordinary law.

If the number of days registered in the TSA is greater than 20 days:

- only the first 20 days in the TSA can be used as leave.
- For the days exceeding the threshold of 20 days, the employee shall opt (exercise the right of option), no later than 31 January, in the proportion that he/she wishes:
 - either to be compensated;
 - either so that they are taken into account for the additional civil service pension (only for permanent staff);
 - or to keep days that can be taken as leave, provided that the resulting increase in the number of days registered respects an annual ceiling set at 10 days and that the total number of days in the account does not exceed an overall ceiling set at 60 days.

The option exercised by the employee on 31 January of the following year concerns all the days exceeding the threshold of 20 days, and does not concern only the days saved in the reference year. As soon as the employee has a TSA of more than 20 days, he or she must opt in each year even if he or she has not added to the TSA.

If the employee does not opt, he or she is deemed to have opted for them to be counted under the RAFP.

11.3.1. Compensation for days saved

A staff member may request compensation for all or part of the days in excess of the 20-day threshold deposited in his or her TSA. The amount of compensation is obtained by applying to the staff member the compensation rate set per day and per category:

- 125 gross for category A;
- 80 gross for category B;
- 65 gross for category C.

For staff working part-time, this amount is not prorated according to the percentage of the day worked by these staff members.

11.3.2. Conversion into retirement savings in the form of RAFP points

A permanent employee may request that all or part of the days exceeding the threshold of 20 days, deposited on his or her TSA, be converted into retirement savings in the form of RAFP points.

The amount that will be paid into the RAFP for each day converted is equal in all cases to the lump sum per category (see 12.3.1) from which the general social contribution (CSG) and the contribution to the reimbursement of the social security debt (CRDS) are deducted.

11.3.3. Keeping days that can be taken as leave

A staff member may choose to add to his or her TSA days that can be taken as leave, up to a limit of 10 days per year and provided that the total number of days in the account does not exceed an overall ceiling of 60 days. All the days saved in the TSA can be used up in one go

The annual ceiling of 10 days is only applicable to days beyond the 20-day threshold. A staff member who has less than 20 days on his or her TSA may therefore exceed this threshold, without being able to have more than 30 days on his or her TSA for the following year.

Article 12. Donating days of leave

The donation of days of leave, known as donating leave, consists of a public employee requesting "to give up anonymously and without consideration all or part of his or her unused days, whether or not they have been allocated to a time savings account, for the benefit of another public employee of the same employer, who is responsible for a child under the age of twenty who is ill, disabled or the victim of a particularly serious accident making a sustained presence and constraining care indispensable."

The request for a donation must be made in writing, up to 31 December of the year in which the rest days are acquired (with the exception of days on the TSA, which may be donated at any time) and must be approved by the employee's line manager. This donation, once validated, is final.

Employees wishing to donate days must submit a written request to the HRD. This request must be accompanied by a detailed medical certificate from the child's doctor, submitted in a confidential envelope, attesting to the particular seriousness of the illness, disability or accident, which makes it essential to be with the child for a long period of time.

The duration is limited to 90 full days per child per calendar year (whatever the agent's workload) and may be split up at the request of the doctor who is following the child.

Appendix: Provisional annual service schedule

University year:

Entity:

Service:

Name	Monday	Tuesday	Wednesday	Thursday	Friday	Reference period	Share	H/week	Agent signature
Durand N.	9am - 12.30pm 1.15pm - 5.30pm					University year	100%		

Signature of the direct line manager

Signature of the director of the entity

Calendar to be submitted to the HRD by 30 September of the year in question. This timetable may be modified if necessary and validated by the entity manager.