

INSA

INSTITUT NATIONAL
DES SCIENCES
APPLIQUÉES
CENTRE VAL DE LOIRE

INTERNAL REGULATIONS VERSION MAY 2025



Version no. 1 adopted by the Provisional Board of Directors on 16 December 2013

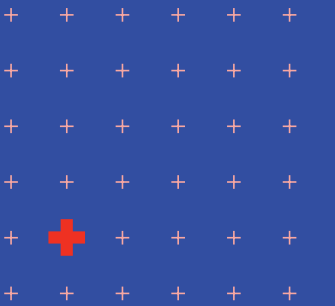
Version no. 2 adopted by the Board of Directors on 13 December 2018

Version no. 3 adopted by the Board of Directors on 22 May 2025

HAVING REGARD TO:

- the General Data Protection Regulation, European Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016;
- the Education Code, in particular Articles L.141-6, L.711-1 et seq., L.712-6-2, R.712-1 et seq., L.715-1 et seq., D.719-42 et seq., L.951-1-1 and L.953-6 ;
- Law no. 2010-1192 of 11 October 2010 prohibiting the concealment of the face in public spaces;
- the General Civil Service Code, in particular Articles L.121-1, L.133-1 et seq. and L.251-1 et seq.;
- the Criminal Code, in particular Articles 222-33 et seq., 225-1 et seq., 226-1 et seq.;
- Law no. 78-17 of 6 January 1978 on information technologies, data files and individual liberties;
- Law no. 2010-751 of 5 July 2010 on the renewal of social dialogue and containing various provisions relating to the civil service;
- Decree no. 82-453 of 28 May 1982 on hygiene, occupational health and medical prevention in the civil service;
- Decree no. 84-431 of 6 June 1984 laying down the common statutory provisions applicable to research professors and faculty members and establishing the specific statutes of the corps of university professors and the body of associate professors;
- Decree No. 92-478 of 29 May 1992 laying down the conditions for the application of the ban on smoking in premises intended for collective use and amending the Public Health Code;
- Decree no. 2006-1386 of 15 November 2006 laying down the conditions for the application of the smoking ban in places designated for collective use;
- Decree No. 2020-1427 of 20 November 2020 on social & administrative committees in State administrations and public institutions ;
- Decree no. 2023-106 of 16 February 2023 on user representation on social & administrative committees of public higher education institutions under the authority of the Minister for Higher Education ;
- The decree of 8 April 2008 establishing competent joint consultative committees for non-tenured staff working in public higher education institutions under the authority of the Minister for Higher Education.

TABLE OF CONTENTS



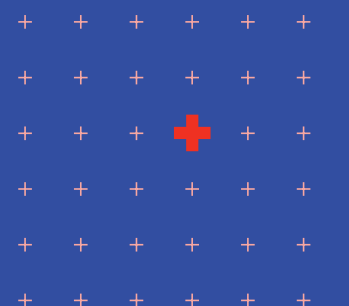
PREAMBLE	6
TITLE 1 – GENERAL PROVISIONS	7
Chapter 1 – RULES FOR LIVING TOGETHER	7
Article 1 – Insurance requirement	7
Article 2 – Conditions of access to the institution	7
Article 3 – Parking	8
Article 4 – Use of service vehicles	8
Article 5 – Use of premises	8
Article 6 – Responsibility regarding personal belongings and items	9
Article 7 – Use of equipment and materials	9
Article 8 – Use of electronic communications equipment	9
Article 9 – Hazing, harassment and protection against discrimination	9
Article 10 – Posting and distribution of leaflets and documents	11
Article 11 – Registration fees and exemption	11
Chapter 2 – HEALTH AND SAFETY	12
Article 12 – Moderation, hygiene and on-site cleanliness requirements	12
Article 13 – Dress code	12
Article 14 – Occupational health and student health	12
Article 15 – Lone working	13
Article 16 – Combating addictions, alcohol and narcotics	13
Article 17 – Travel abroad	14
Article 18 – Reporting dangerous situations	14

Chapter 3 – FREEDOMS, RIGHTS AND OBLIGATIONS	14
Article 19 – Freedom of assembly, expression, information and trade union rights	14
Article 20 – Rules of conduct and respect for the dignity of individuals	15
Article 21 – Rights and obligations of public officials	16
Article 22 – Intellectual property rules, scientific integrity and prohibition of plagiarism	16
Article 23 – Rights and obligations of associations	17

TITLE 2 – GOVERNANCE AND INSTITUTIONAL RULES	17
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Chapter 1 – THE STATUTORY COUNCILS	17
Article 24 – Powers, composition and operation	17
Article 25 – Notices, agenda and documents	18
Article 26 – Conduct of meetings and facilitation of debates	18
Article 27 – Invited persons, experts	18
Article 28 – Appointment of external members	18
Article 29 – Voting procedures	19
Article 31 – Minutes	19
Article 32 – Establishment of committees	20
Article 33 – Dissolution	20
Article 34 – Rules relating to the appointment of the chair and vice-chair of the Board of Directors	20
Article 35 – Election of the members of the Executive Committee	20
Article 36 – Powers and composition	21
Article 37– Operation	21

Chapter 2 – MANAGEMENT	21
Article 38 – Rules relating to the appointment of the director of the institution	21
Article 38-1 – Applications	21
Article 38-2 – Procedure	21
Article 38-3 – Proceedings of the board	21
Article 39 – Missions and meetings of the Management Committee	21



Article 40 – Missions and meetings of the Executive Committee	22
Article 41 – Campus Managers	22
Article 42 – Functional Directors	22
Article 43 – Heads of technical and administrative services	22
Chapter 3 – GENERAL ORGANISATION	23
Article 44 – Administrative address of INSA Centre Val de Loire	23
Article 45 – Functional management and service responsibilities	23
Article 46 – Assignment of staff	23
Article 47 – INSA CVL's Social & Administrative Committee	23
Article 48 – The specialised unit of the Social & Administrative Committee	23
Article 49 – Joint Institutional Committee and Joint Consultative Committee	24
Article 50 – Consultative Electoral Committee	24
Article 51 – Common rules for committees and commissions	25
Chapter 4 – TEACHING	25
Article 52 – Departments and resource centres	25
Article 53 – Procedures for the creation of a department or a pedagogical resource centre	25
Article 54 - Department Council	26
Article 54-1 – Composition of the Department Council	26
Article 54-2 – Procedures for meetings of the Department Council	26
Article 54-3 – Elections to the Department Council	26
Article 54-4 – Procedure for appointing the head of department	27
Article 55 – Training development councils	27
Article 55-1 – The institution's Development Council	27
Article 55-2 – Development Councils by departments or courses	27
Chapter 5 - ORGANISATION OF RESEARCH	27
Chapter 6 – AMENDMENT, DISSEMINATION AND COMPLIANCE WITH THE INTERNAL REGULATIONS	28

PREAMBLE

This internal regulations document of INSA Centre Val de Loire (INSA CVL) aims to supplement the rules provided by the statutes in order to ensure the internal operation of INSA CVL across all its campuses and sites located both nationally and internationally.

The internal regulations are binding on anyone working at INSA Centre Val de Loire, any student enrolled at the institution, and anyone present on site who, de facto, approves them and undertakes to respect and apply them.

It is intended to inform staff and users of INSA Centre Val de Loire of the rules they are required to observe and the duties they have towards the community, when attending the institution in any capacity whatsoever, and also, in this place of higher education and lifelong learning open to diverse ideas and practices, of the opportunities available to them for professional development and personal fulfilment.

It should be noted that in these regulations, «student» means «user» as defined in the Education Code, regardless of gender.

In accordance with current legislation, the terms used to refer to people are understood as applying to both women and men.

Scope of application

The provisions of these internal regulations are intended to apply:

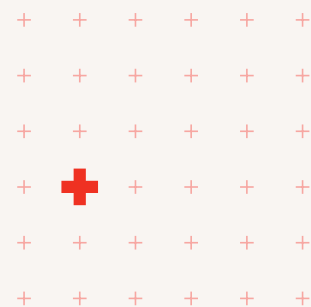
- across all campuses of INSA Centre Val de Loire;
- to all students of INSA Centre Val de Loire;
- to all staff of INSA Centre Val de Loire;
- to all of the aforementioned persons during external travel;
- to any individual or legal entity present, in any capacity whatsoever, within the campuses of INSA Centre Val de Loire (e.g. staff from external or hosted organisations, service providers, visitors, guests, volunteers or occasional collaborators, interns, guest students, etc.).

No one may invoke provisions that are contrary to or incompatible with those set out in these internal regulations.

No provision governing the internal structures of INSA Centre Val de Loire may impede the application of these internal regulations.

The internal regulations are supplemented, where applicable, by permanent or temporary rulings and memoranda signed by the director of the institution. Directives issued prior to the publication of these internal regulations remain in force provided that their provisions do not conflict with them.

Internal regulations specific to the various bodies may supplement the internal regulations. Their purpose is to regulate the internal functioning of the individual body and are adopted by the body itself.



TITLE 1 – GENERAL PROVISIONS

Chapter 1 – RULES FOR LIVING TOGETHER

Article 1 – Insurance requirement

Except for persons covered as part of their professional activities, all persons accessing the INSA CVL premises must be covered by «civil liability» insurance for any damage they may cause on site. With regard to users, this insurance must also cover any damage they may cause in places they attend for internships, visits, or any other travel related to their activities. In the case of prior authorised use of a private vehicle for carrying out a mission on behalf of INSA CVL, the staff member or user must ensure that the vehicle's insurance policy covers their liability for all damage that may be caused by using the vehicle for professional purposes.

Article 2 – Conditions of access to the institution

The INSA CVL premises comprise the buildings as well as all external areas (car park, access roads, etc.). The opening schedule of the institution is set annually, after consultation with the institution's Social & Administrative Committee. Outside opening periods and with the exception of car parks made available without interruption, and except for emergency or rescue services as necessary, no one may access or remain in the institution's premises or car park without prior authorisation from management. In accordance with current regulations, INSA CVL may install a video surveillance system at any time and according to the needs of the institution.

Pursuant to the provisions of Article L.251-2-1 of the Internal Security Code, the system aimed at protecting public buildings and facilities and their surroundings are areas under video surveillance subject to prefectural authorisation. INSA CVL may install surveillance cameras, with authorisation or in connection with its legitimate interest referred to in Article 6 of the General Data Protection Regulation (GDPR).

The collection of data in the course of video surveillance is carried out in particular in accordance with Article 13 of the GDPR, Article 104 of Law No. 78-17 of 6 January 1978 on information technologies, data files and individual liberties, the recommendations of the National Commission for Information Technology and Civil Liberties (CNIL) and the provisions of the Criminal Code.

Staff and users must be able to prove their affiliation to the institution at any time by presenting their staff card, student card or other documents proving this affiliation. Any other person authorised to enter the premises of the institution must be able to prove their identity and the reason for their presence.

Under the provisions of Articles R.712-1 et seq. of the Education Code, the director is responsible for order and safety within the premises and buildings primarily assigned to INSA CVL, as well as those made available to staff and users. They may order any measures necessary to ensure safety and maintain order.

INSA CVL ensures that the facilities and equipment comply with all safety standards required by the regulations in force. It ensures that the internal regulations of the premises, the floor plans and all mandatory safety notices are up to date and visible to all users. According to the regulations, evacuation drills are organised during the year and by building in coordination with the campus managers, the head of the Facilities Department and the health and safety adviser.

Except for use related to the institution's missions and in compliance with current regulations, persons covered by these internal rules are prohibited from bringing into the institute's premises any toxic or flammable product as well as any weapon or dangerous object. In the event of a threat to public order, the director of INSA CVL may prohibit access to all or part of the premises. They are also authorised to make the decision to suspend teaching or activities. Under the provisions of article R.712-6 of the Education

Code, if necessary, they may call upon the police.

The implementation of vigilance or safety plans for people attending the institution, such as the Vigipirate plan, health instructions and others, may be subject to instructions distributed electronically. Failure to comply with the instructions or obstructing their implementation may result in disciplinary and criminal proceedings.

Article 3 – Parking

Only users, staff and authorised persons may park their vehicle in the car park in the spaces provided for this purpose, in compliance with parking instructions, including in particular the respect of spaces reserved for people with reduced mobility, safety zones including fire brigade and emergency vehicle access as well as emergency exits and assembly points. If, due to its location, the parking of a vehicle compromises the safety of people and property in the event of evacuation or emergency intervention or the continuity of public service, the police may be called to remove the vehicle. The police may be called even if the owner of the vehicle is unknown.

Article 4 – Use of service vehicles

The use of a service vehicle or a vehicle rented on behalf of the institution, subject to prior authorisation, must comply with the provisions of the Highway Code and entails the personal responsibility of the driver. In the event of damage caused or suffered through the use of a vehicle, the user is required to inform management without delay, as well as the relevant departments, and to carry out, where appropriate, the necessary procedures.

Article 5 – Use of premises

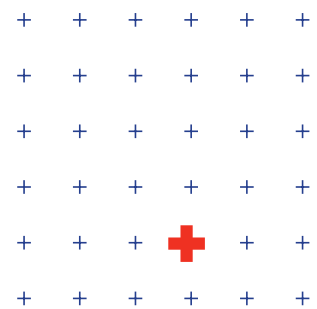
The premises of the institution are primarily intended for teaching and research. In order to comply with safety standards, all access to premises and corridors must be kept closed. Apart from the needs of the institution related to its missions, any use of the premises by a public or private person, whether natural or legal, internal or external to INSA CVL, is subject to a request. The director of the institution sets the conditions for authorising the temporary occupation of the premises. The occupation of the premises must comply with these internal regulations and the applicable regulatory provisions. Specific rules may also be established within the framework of a temporary public domain occupation agreement. The use of the premises may only take place in compliance with public order. The fitting out, installation or modification of spaces and premises, whether temporary or permanent, must be subject to the prior authorisation of the director or a person authorised for this purpose, without damaging the relevant surfaces or structures.

Article 6 – Responsibility regarding personal belongings and items

INSA Centre Val de Loire cannot be held responsible for the disappearance of or damage to personal belongings, which are always deemed to remain under the care of their owner or holder.

Article 7 – Use of equipment and materials

Any equipment or material provided or made available by the institution to its staff and users, individually or collectively, must be used in accordance with its intended purpose, the conditions set out in its technical documentation, and in compliance with safety regulations. It is the responsibility of each user to ensure its preservation in order to minimise any risk of damage, loss or theft. Any damage or theft will be



sanctioned in accordance with the regulations in force. Borrowing equipment or material requires prior authorisation. Except for use related to the institution's missions and in compliance with the regulations in force, it is prohibited for anyone to bring illicit, dangerous or harmful equipment, materials or products into INSA CVL.

Article 8 – Use of electronic communications equipment

The use of electronic communications equipment by anyone present within the institution must comply with legal and regulatory provisions such as the right to respect for private and family life, image rights, intellectual property rights, etc. This use must also be in accordance with the premises, without causing any disturbance. In this respect, in libraries, the use of mobile phones and all means of communication and transmission must comply with the requirements of the premises and must not cause any inconvenience.

The use of a mobile phone and any means of communication is prohibited during lessons, assessments and examinations. An exception to this rule may be made, subject to educational applications and applicable regulatory provisions and, where appropriate, by individual decision for users with disabilities.

In accordance with the provisions of Article 226-1 of the Criminal Code, it is prohibited to deliberately infringe upon the privacy of others, in particular by capturing, recording or transmitting, without the consent of their author, words spoken privately or confidentially. Apart from activities carried out on behalf of the institution, it is prohibited, without prior agreement, to record any exchange or meeting and to take photographs. For staff and users, the use of electronic communications terminal equipment must comply with the institution's IT charter and the rules for using mailing lists.

Article 9 – Hazing, harassment and protection against discrimination

According to the provisions of Article 225-16-1 of the Criminal Code, hazing is an offence which consists of a person causing another person, whether against their will or not, to undergo or commit humiliating or degrading acts or to consume alcohol excessively, during events or meetings related to school, sports and socioeducational activities.

According to the provisions of Article 225-1 of the Criminal Code, discrimination is defined as any distinction made between natural persons on the basis of their origin, sex, family situation, pregnancy, physical appearance, particular vulnerability resulting from their economic situation, whether apparent or known to the perpetrator, surname, place of residence, state of health, loss of autonomy, disability, genetic characteristics, morals, sexual orientation, gender identity, age, political opinions, trade union activities, status as a whistleblower, facilitator or person connected with a whistleblower within the meaning, respectively, of I of Article 6 and points 1 and 2 of Article 6-1 of Law No. 2016-1691 of 9 December 2016 on transparency, anti-corruption and economic modernisation, their ability to express themselves in a language other than French, or their real or supposed membership or non-membership of an ethnic group, a nation, a so-called race or a particular religion.

In accordance with Articles 225-1-1 and 225-1-2 of the same code, discrimination also refers to, any distinction made between people because they have suffered, refused to suffer or testified to acts of sexual harassment or hazing. In the areas covered by the provisions of Article 225-2 of the Criminal Code, discrimination may be subject to criminal prosecution.

According to Article 222-33-2-2 of the Criminal Code, moral harassment is the act of harassing another person through repeated remarks or behaviour, by different people or by the same person, with the aim or effect of deteriorating living conditions likely to infringe their rights and dignity, to impair their physical

or mental health or to jeopardise their professional future. Under the provisions of Article L.133-2 of the General Civil Service Code, no public servant should be subjected to repeated acts of moral harassment which are intended or have the effect of deteriorating working conditions likely to infringe their rights and dignity, to impair their physical or mental health or to jeopardise their professional future.

School bullying is prohibited by Article L.111-6 of the Education Code. According to these provisions, no student must be subjected to acts of bullying resulting from remarks or behaviour, committed within the institution or outside, and intended or having the effect of undermining their dignity, impairing their physical or mental health, or degrading their learning conditions.

According to the provisions of Article 222-33 of the Criminal Code, sexual harassment is the repeated imposition on a person, by different people or by the same person, of remarks or behaviour of a sexual or sexist nature which either undermine their dignity due to their degrading or humiliating nature, or create an intimidating, hostile or offensive situation for them. Sexual harassment also includes the act, even if not repeated, of using any form of serious pressure with the real or apparent aim of obtaining a sexual act, whether this is sought for the benefit of the perpetrator or for a third party. The offence is also constituted when such remarks or behaviour are imposed on the same victim by several people, acting in concert or at the instigation of one of them, even if each of these people has not acted repeatedly.

It is recalled that under the provisions of Article L.133-1 of the General Civil Service Code, no public official may be subjected to acts of sexual harassment, consisting of repeated remarks or behaviour of a sexual nature which either undermine their dignity due to their degrading or humiliating nature, or create an intimidating, hostile or offensive situation for them. Furthermore, no official may be subjected to acts of sexual harassment or acts assimilated to sexual harassment, consisting of any form of serious pressure, even if not repeated, exerted with the real or apparent aim of obtaining a sexual act, whether this is sought for the benefit of the perpetrator or for the benefit of a third party.

All of these offences committed via digital means such as oral messages, written messages, emails as well as dissemination on social networks, covered by the scope of the aforementioned legal provisions, are prohibited.

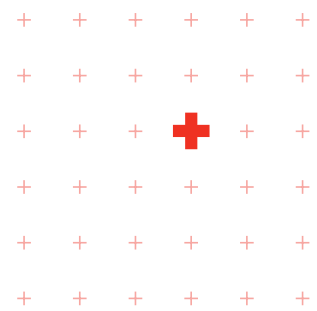
All staff or users of the institution are required to immediately report any act falling under the aforementioned provisions of which they are or have been a victim, witness or which they are aware of, by email to the following addresses: vss@insa-cvl.fr - stop-harcelement@insa-cvl.fr or by any other means so as to inform the Director of INSA CVL or any authorised person.

Any person who has been found to have committed the aforementioned acts within the meaning of the applicable laws is liable to disciplinary sanctions, independently of the initiation of criminal proceedings. In accordance with the provisions of Article 40 of the Code of Criminal Procedure, the director and any civil servant who becomes aware of a crime or offence is required to notify the public prosecutor immediately and to forward any related evidence.

Article 10 – Posting and distribution of leaflets and documents

INSA CVL provides staff and users with notice boards. Any posting or display outside these locations and for purposes other than their intended use is strictly prohibited, unless prior authorisation is granted by the director of INSA CVL.

The distribution or dissemination of leaflets or any document, particularly of a commercial nature, regardless of the medium, by a person on their own behalf or by a person external to INSA CVL, is prohibited, unless authorised by the director.



In accordance with freedom of information and expression regarding political, economic, social and cultural issues, the distribution of leaflets or any document by users and staff is permitted within INSA CVL under certain conditions. In this respect, the distribution of leaflets or any document must comply with the laws and regulations in force and must not disrupt teaching, research and administrative activities, be likely to cause public disorder, nor undermine the operation and principles of the public higher education and research service. Furthermore, such distribution must not be detrimental to the image of INSA CVL or the respect of individuals, and in particular must not contain any insulting or defamatory provisions, nor any incitement to violence or hatred, and must be environmentally friendly.

Under the provisions of Article 226-8 of the Criminal Code, it is an offence to make known to the public or a third party, by any means whatsoever, a montage created with the words or image of a person without their consent, if it is not obvious that it is a montage or if this is not expressly stated. It is also considered an offence to make known to the public or a third party, by any means whatsoever, visual or audio content generated by algorithmic processing and representing the image or words of a person, without their consent, if it is not obvious that it is algorithmically generated content or if this is not expressly stated.

Any person or group of people is responsible for the content of the documents they distribute, broadcast or display. All documents must state the precise name of its author without any possible confusion with INSA CVL.

The director of the institution may remove posters which, although placed in the designated areas, contravene the provisions of these internal regulations. Failure to comply with the aforementioned rules may result in a ban on distribution or posting by the director of INSA CVL and may be subject to disciplinary proceedings and legal action.

Article 11 – Registration fees and exemption

Registration of any student at INSA Centre Val de Loire will only be effective if all regulatory conditions have been met, in particular the payment of registration fees. Requests for exemption are made in accordance with the institution's internal procedures and in compliance with regulations.

At the time of final enrolment, a student card is issued. It may not be transferred or used fraudulently and must be presented to the services when they request it.

Chapter 2 – HEALTH AND SAFETY

Article 12 – Moderation, hygiene and on-site cleanliness requirements

INSA CVL affirms its commitment to environmental protection. In this respect, a specialised internal committee is responsible for this matter. It is expected that all persons mentioned in the preamble, in particular users and staff, commit to an approach of moderation in the context of their activities. This moderation approach applies to business travel. Attention is required regarding the purchase and above all the non-purchase of equipment in cases where the available equipment is still functional or repairable.

The use of the premises must comply with safety, cleanliness and hygiene requirements. Food consumption is only permitted in designated areas: cafeterias, break rooms and halls. Exceptions may be made with the director's authorisation for events.

Article 13 – Dress code

Clothing must comply with hygiene and safety regulations.

Regarding users, in accordance with the INSA CVL study and examination regulations, clothing must be appropriate for the activities undertaken, and in particular for practical work activities.

Handling any hazardous product must be performed with hair tied back.

Clothing must be appropriate for the activities undertaken, and in particular for practical work activities.

As a result, clothing or accessories that are loose, easily flammable, or likely to hinder the wearing of personal protective equipment are not permitted. Handling any hazardous product must be performed with hair tied back.

In order to prevent any breach of public order, it is forbidden to wear any clothing intended to conceal the face on INSA Centre Val de Loire premises. In particular, the wearing of balaclavas, full-face veils, masks except for in compliance with health guidelines, or any other accessory or garment intended to conceal the face, is prohibited.

Users of teaching rooms or engaging in a sporting activity must ensure that their clothing does not contravene these instructions.

Article 14 – Occupational health and student health

Attendance at appointments with occupational health services is mandatory for staff, and with preventive health services in the case of students.

Staff who are not subject to special medical monitoring receive an information and prevention visit upon recruitment and every five years thereafter. This visit is carried out by a healthcare professional. For staff working with hazardous substances, or who hold an habilitation, or who are in a situation of disability, this visit is carried out every two years.

The purpose of the information and prevention visit is: to ask the employee about their state of health; to inform them about any risks to which their job may expose them; to raise their awareness of the preventive measures to be implemented; to identify whether their state of health or the risks to which they are exposed require referral to the occupational physician; to inform them about the procedures for monitoring their health by the service and about the possibility, at any time, of requesting a visit with the occupational physician. Any unjustified absence or refusal to attend a medical appointment may result in disciplinary action.

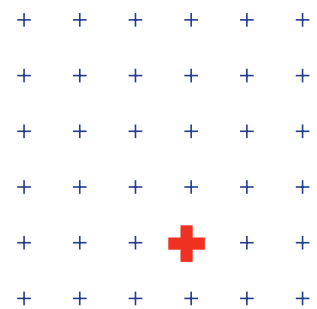
In addition, the Specialised Training in Health, Safety and Working Conditions Unit (FSSSCT), through its visits, investigations and opinions, is consulted whenever a project may have consequences for working conditions or the health of staff. As a result, it contributes to the improvement of well-being at work.

Article 15 – Lone working

Any person carrying out activities out of sight and/or out of earshot of others is considered a lone worker, whether the isolation occurs during the day or during activities performed at irregular hours. It is recommended not to carry out activities alone outside normal working hours, regardless of the location (lecture theatres, classrooms, offices, computer rooms, technical or association premises, etc.).

Article 16 – Combating addictions, alcohol and narcotics

In accordance with the provisions of Article D.714-21 of the Education Code, as part of the implementation of



the student health policy, the institution's role is to prevent addictive behaviours among students.

The introduction, sale, distribution, and consumption of narcotics on campus are prohibited.

The introduction, distribution, sale and consumption of alcoholic beverages on the institution's premises are prohibited subject to derogating provisions.

A partial exemption applies for meals or during events.

With the director's authorisation, staff and third parties may consume alcoholic beverages in accordance with the provisions of article R.4228-20 of the Labour Code. In this respect, no alcoholic beverage other than wine, beer, cider and perry is permitted within the INSA CVL premises. The consumption of the aforementioned alcoholic beverages must comply with the legal limit set by the Highway Code.

Pursuant to the provisions of Article R.4228-20 of the Labour Code, it is prohibited to allow persons who are intoxicated to enter or remain on the premises of the workplace.

The introduction and consumption of alcohol by users is prohibited, except where an exceptional authorisation has been granted by the director in the context of specific events.

Under Article L.3342-1 of the Public Health Code, the distribution of alcohol to minors is strictly prohibited. The offer, whether free of charge or for payment, to a minor of any item directly encouraging excessive alcohol consumption is also prohibited.

Smoking is prohibited in all shared, enclosed or covered premises of INSA Centre Val de Loire. The use of tobacco, including electronic cigarettes, is only permitted in designated areas or outside the buildings. In accordance with the provisions of articles L.3512-8 and L.3513-6 of the Public Health Code, smoking and vaping are strictly prohibited near risk areas.

Article 17 – Travel abroad

For any trip abroad by a member of staff from the institution as part of their duties for INSA CVL or on behalf of the institution, whether or not expenses are incurred, the prior request requires, in accordance with the regulations in force within the institution, the agreement of the director of the institution after consultation, where applicable, with the Defence and Security Officer (FSD). If the opinion given is favourable, the applicant must comply with the safety and security instructions provided by the FSD.

In the event of travel to another institution, regardless of the nature of the institution, both sets of internal regulations apply. In the event of conflicting provisions, the most stringent provision applies.

For any trip abroad by a student of the institution as part of their training, the prior request requires, in accordance with the provisions in force in the institution, the agreement of the head of the institution after consultation with the Defence and Security Officer.

Article 18 – Reporting dangerous situations

All staff or users must report directly to their line manager or educational supervisor any situation they consider dangerous, both for themselves and for others.

On both campuses, registers for serious and imminent dangers and health and safety at work are available to all staff and users. The former are located at the management secretariat and the latter on all floors of campus buildings. The prevention advisor forwards the comments made in the registers to the Specialist

Training in Health, Safety and Working Conditions Unit of the Social & Administrative Committee.

Whatever the means of reporting, the hierarchical authority will implement the appropriate prevention and protection measures it deems necessary.

Chapter 3 – FREEDOMS, RIGHTS AND OBLIGATIONS

Article 19 – Freedom of assembly, expression, information and trade union rights

The holding of any meeting or event may only take place in strict compliance with the provisions of these internal regulations, in particular articles 2 on access to the institution and safety rules and 10 on the posting and distribution of leaflets and documents, and in compliance with internal procedures.

These meetings must respect the schedules of teaching and research activities and take place in complete safety, preserving the integrity of equipment and premises. Freedom of assembly is exercised in accordance with these internal regulations and in particular with the provisions set out in Article 5 relating to the use of premises.

There must be no possible confusion between INSA Centre Val de Loire and the organisers of the meetings or events, who remain responsible for the content of the presentations.

Staff and users of the public higher education and research service have the right to freedom of information and expression, which they may exercise individually and collectively under conditions that do not interfere with teaching and research activities and do not disturb public order, in compliance with the provisions of these internal regulations.

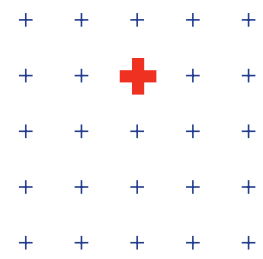
These freedoms are based on respect for freedom of conscience, the right to protection against any physical and moral aggression, and the freedom to express one's opinions in a spirit of tolerance and respect for others.

According to the provisions of Article L.925-2 of the Education Code, research professors, faculty members and researchers enjoy full independence and complete freedom of expression in the exercise of their teaching duties and research activities, subject to the requirements imposed on them, in accordance with university traditions and the provisions of the same code, by the principles of tolerance and objectivity. In this sense, academic freedoms are the guarantee of the excellence of French higher education and research. They are exercised in accordance with the constitutional principle of the independence of research professors and academics. Academic freedom is exercised in compliance with the rules for preventing conflicts of interest and scientific integrity. The exercise of academic freedoms excludes any form of personal attack and any violent behaviour. Breaches of these rules require the intervention of the Ethics and Scientific Integrity Officer, and may result in disciplinary sanctions or even civil and criminal proceedings.

The exercise of freedom of information is carried out in accordance with the provisions of the General Civil Service Code.

The institution ensures equal treatment of the various trade unions representing staff. The trade unions representing staff may also use a mailing list to send electronic messages to all staff, in compliance with the provisions set out in these regulations regarding the protection of personal data.

In accordance with the provisions of Article L.811-1 of the Education Code, users of the public higher education service have the right to freedom of information and expression regarding political, economic,



social and cultural issues. They exercise this freedom individually and collectively, under conditions that do not interfere with teaching and research activities nor disturb public order. These freedoms may be exercised in the premises made available to them. The conditions of use are defined by these internal regulations.

Article 20 – Rules of conduct and respect for the dignity of individuals

In general, people's behaviour must comply with the commonly accepted rules regarding respect for others and civility, as well as with the laws and regulations in force. People's behaviour, in particular acts, attitudes, remarks or dress, must not be such as to undermine public order and the proper functioning of INSA Centre Val de Loire, to create a disturbance in the performance of teaching and research activities (classes, exams, etc.), administrative, sporting and cultural activities and, in general, any authorised event on the various campuses and sites of INSA Centre Val de Loire. Furthermore, behaviour must not endanger the health, hygiene and safety of people and property.

Acts or behaviours that infringe on individuals' rights as well as their dignity and their physical or psychological integrity constitute offences and may result in disciplinary and criminal proceedings. All forms of violence, threats, rape and other sexual assaults, and insults of a sexual or sexist nature are strictly prohibited.

Within the institution, the committee for combating sexual and gender-based violence (SGBV) is responsible for addressing issues of gender equality. A specific system for monitoring and supporting efforts to address sexual and gender-based violence is in place by means of a support unit.

Article 21 – Rights and obligations of public officials

Public officials are subject to the rights and obligations related to their status.

Article L.121-1 of the General Civil Service Code stipulates the obligation for the public official to perform their duties with dignity, impartiality, integrity and probity.

Under the provisions of Article L.121-2 of the same code, in the exercise of their duties, the public official is subject to the obligation of neutrality. They perform their duties in compliance with the principle of secularism. As such, they must refrain in particular from expressing their religious opinions. The public official also has the duty to comply with instructions given by their hierarchical superior(s). They are required to behave, including outside of work, in a manner that avoids discrediting the administration or damaging the image or honour of the civil service. Indeed, the public official must demonstrate exemplary conduct both during and outside public service. In the event of a breach of any of these obligations, they may be subject to disciplinary proceedings.

All INSA CVL staff are bound by professional secrecy in accordance with articles 226-13 and 226-14 of the Criminal Code. In this respect, the disclosure of confidential information by a person who is entrusted with it either by status or by profession, or by virtue of a function or a temporary assignment, is punishable by a fine and imprisonment. As a result, all staff must exercise professional discretion regarding any fact, information or document of which they become aware in the course of their duties. This rule may also apply to users when contractually stipulated.

In accordance with the General Civil Service Code, the public official treats all individuals equally and respects their freedom of conscience and their dignity.



Article 22 – Intellectual property rules, scientific integrity and prohibition of plagiarism

Scientific integrity is the foundation upon which the development and dissemination of knowledge for the benefit of society is based.

According to the provisions of Article L.211-2 of the Research Code, research work, in particular all public research activities contributing to its objectives mentioned in Article L.112-1 of the same code, must comply with the requirements of scientific integrity aimed at ensuring their honest and scientifically rigorous nature and at strengthening the bond of trust with society. Scientific integrity helps to ensure the impartiality of research and the objectivity of its results.

Scientific or educational works are governed by the provisions of the Intellectual Property Code.

In accordance with the provisions of the Intellectual Property Code, subject to certain exceptions, authors are responsible for and owners of all their scientific or educational productions. In this respect, staff and users must clearly distinguish their own work from that of other authors by providing sources. Any plagiarism is liable to disciplinary sanctions and criminal prosecution.

According to the provisions of Article L.335-2 of the Intellectual Property Code, any publication of writings, musical compositions, drawings, paintings or any other production, printed or engraved in whole or in part, in violation of the laws and regulations relating to authors' property, constitutes counterfeiting and any counterfeiting is an offence. Counterfeiting, as defined by the applicable legislation, is subject to disciplinary sanctions independently of the initiation of civil and criminal proceedings.

Except as otherwise provided, under the provisions of Article L.111-1 of the Intellectual Property Code, the author of a creative work enjoys, by the sole fact of its creation, an exclusive intangible property right in this work, enforceable against all. In accordance with the provisions of Article L.711-1 of the Education Code, within the framework of the missions assigned to it by the same code and in order to publicise its achievements, both nationally and internationally, INSA CVL may, by means of an agreement approved by the Board of Directors under the conditions set out in Articles L.712-3, L.715-2, L.716-1, L.717-1 and L.718-1 provide services for a fee, exploit patents and licences, and market the products of its activities. In accordance with Book II of the same code, when a student invents a creation as part of a funded research project, the rights may be shared between the student and the institution, depending on the circumstances and the agreements made. As part of an internship governed by the provisions of the Education Code, in particular by Articles L.124-1 et seq., the arrangements and conditions relating to a creation may be set out in the internship agreement.

Article 23 – Rights and obligations of associations

The creation of an association domiciled at INSA CVL bringing together staff or students of INSA CVL must necessarily involve the drafting of statutes, which must be communicated to the director of the institution. Associations may only access the association premises dedicated to this purpose under a temporary public domain occupancy agreement.

Each provision is subject to an agreement specifying the financial conditions for the use of the premises. Associations are required to provide, for information purposes, an annual report of their activities as well as the contact details of their current officers. If this information is not provided, INSA CVL reserves the right to terminate the provision of premises granted for its benefit. Any association using premises is obliged to comply fully with all the provisions of these internal regulations.

The use of the image of INSA CVL is subject to compliance with the existing charters.

TITLE 2 – GOVERNANCE AND INSTITUTIONAL RULES

Chapter 1 – THE STATUTORY COUNCILS

Sub-chapter 1 – Common provisions applicable to statutory councils

This title targets and supplements the statutory provisions.

Article 24 – Powers, composition and operation

INSA Centre Val de Loire is managed democratically with the involvement of all staff, students and external figures. The academic and scientific councils are renewed at the same time as the Board of Directors. The members of the councils remain in office until their successors are appointed.

The Academic Council and the Scientific Council meet and issue opinions under the same conditions as the Board of Directors.

In accordance with the provisions of Article L.715-1 of the Education Code, INSA Centre Val de Loire is governed by a board of directors assisted by a scientific council and an academic council. The institution also relies on the work of a student life council.

The responsibilities, composition and principles governing the operation of the Board of Directors, the Scientific Council and the Academic Council are defined in the statutes of INSA CVL.

Article 25 – Notices, agenda and documents

Notices of council meetings are sent to members electronically, at least eight days before the meeting. In the case of an extraordinary session, this period may be reduced to 5 days. They are accompanied by an agenda drawn up by the chair of the council.

With regard to the Board of Directors, the agenda is set by the chair of the Board of Directors and the director of INSA Centre Val de Loire.

The documents necessary for the consideration of the items on the agenda are sent by the same means and within the same time limits. The inclusion of new items on the agenda is automatic when a quarter of the council members make a written request to the chair of the council at least 48 hours before the meeting date. Any person, staff or student, wishing to have an item considered at a meeting must submit their request to the chair of the council through one of their representatives. The addition of an item to the agenda is at the discretion and judgement of the chair of the council, who may be guided by the opinion of its members.

Article 26 – Conduct of meetings and facilitation of debates

The chair of the Board of Directors, or in their absence the vice-chair, as well as the chairs of the academic and scientific councils, open and close their respective council meetings and preside over the debates. When an item on the agenda is to be discussed, the chair organises speaking requests in turn. Once the interventions are finished, they declare the debate closed, after summarising the points raised. They then proceed to the vote, if necessary.

A suspension of the meeting may be decided by the chair either on their own initiative or at the request of a member of the council.

Article 27 – Invited persons, experts

Council members are informed of the presence of the experts/guests no later than at the start of the meeting.

These persons are subject to the obligation of confidentiality. They may only attend the part of the discussions relating to the matters for which they have been invited, excluding the vote.

The presentation may be conducted by videoconference, subject to the approval of the chair of the council.

Article 28 – Appointment of external members

In accordance with the provisions of Articles D.719-42 et seq. of the Education Code, external members are appointed by name by the local authorities, institutions and bodies they represent, who also appoint a substitute of the same gender as the person they are replacing, to sit in the event of their representative being unable to attend.

Some entities called upon to appoint their representative to the councils and the external figures sitting in a personal capacity on these councils are proposed by the director for appointment by resolution of the Board of Directors. These proposals are communicated in advance to the Board of Directors' executive committee.

Under the provisions of Article D.719-47 of the Education Code, research professors, faculty members, researchers and non-teaching staff working at the institution and students enrolled at the institution cannot be appointed as external members.

In accordance with the provisions of Article D.719-47-1 of the Education Code, the obligation to ensure gender parity between women and men is assessed across all external members sitting on the same board or council and therefore applies to the Board of Directors, the Scientific Council and the Academic Council.

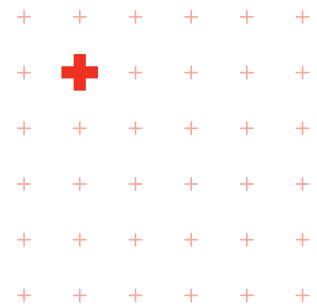
In accordance with Articles D.719-47-2 et seq. of the Education Code:

- when a local authority, institution or body is required to appoint more than one member of the council, it shall make these appointments in such a way that the difference between the number of women appointed, on the one hand, and men appointed, on the other, does not exceed one;
- the final selection of external individuals appointed in a personal capacity to statutory boards takes into account the gender distribution of external individuals appointed by local authorities, institutions and bodies called upon to nominate their representatives;
- if parity could not be achieved after application, a draw shall determine which of the local authorities, institutions and bodies that have appointed representatives of the overrepresented gender are called upon to appoint a person of the underrepresented gender;
- in the event of refusal or inability to appoint a representative of the underrepresented gender, the seat is deemed vacant.

Article 29 – Voting procedures

Votes are held by a show of hands, unless they concern an individual matter or if a member of the council requests a secret ballot.

In the event of being unable to attend and when they have a substitute, and their substitute is unable to attend the council, the full member may give proxy to a member of their choice. Any full member of a council may receive only one proxy from any other full member of the same council. Proxies given must be completed, dated, signed and may be sent electronically, or by post to the service that administratively manages the council. The proxy signed by the principal is written and specifies the surname and first



name of the principal and the proxy holder and the date of the meeting for which the proxy is given.

Article 31 – Minutes

The meetings of the boards are recorded in minutes, which are sent electronically to the members of the board, at the latest when the working documents for the next meeting are sent, and the members may submit their comments in return. The minutes, which may be amended or supplemented, are then submitted to the board for approval and become the official record. They are signed by the chair, or the vice-chair in the event of a vacancy.

The minutes of the Board of Directors meeting held in a session restricted to research professors, faculty members and equivalent staff are distributed to the members of the restricted board and, by way of exception to the provisions of the previous paragraph, to the relevant administrative departments.

Article 32 – Establishment of committees

Councils may establish such committees as they consider useful for their operation, precisely defining their powers, the term of office of their members, which may not exceed the term of office of the council, and their operating procedures.

Article 33 – Dissolution

The simultaneous resignation of two thirds of the full members of a board results in its dissolution.

Sub-chapter 2 – BOARD OF DIRECTORS

Article 34 – Rules relating to the appointment of the chair and vice-chair of the Board of Directors

The director of INSA Centre Val de Loire is responsible for collecting applications through a written call for applications circulated to external figures within a period of 10 working days preceding the board meeting. The call ends 72 hours before the session. Candidates have 10 minutes to present their application during the session. All candidates leave the room and each in turn presents their application. The order of presentations is determined by drawing lots.

Article 35 – Election of the members of the Executive Committee

Elections of Executive Committee members are held among the voluntary full members of the Board of Directors, by single-member ballot in one round. Those elected are the persons who have received the most votes. Elected members are chosen *intuitu personae*, without a substitute and for a renewable two-year term, except for student representatives whose term is one year. In the event of a tie, the seat is allocated to the youngest of the candidates eligible to be declared elected.

Any vacancy arising from death, resignation, transfer or loss of the status under which the individuals concerned were appointed shall be filled under the same election conditions for the remainder of the term of office.

Each college elects from among its members its representatives to the board, according to the following distribution:

- three external members;
- two university professors;

- a comparable faculty member;
- a BIATPSS staff member;
- a student enrolled at INSA CVL.

Sub-chapter 3 – The Student Life Council

Article 36 – Powers and composition

The powers and composition of the student life council are defined in the statutes of INSA CVL.

Article 37– Operation

The procedures for electing student representatives to the departmental councils are set out in the internal regulations of the Student Life Council. Processes relating to deliberations, voting procedures, quorum, notices, agenda and documents are set out in the internal regulations of the Student Life Council.

Chapter 2 – MANAGEMENT

Article 38 – Rules relating to the appointment of the director of the institution

Article 38-1 – Applications

Submission of applications is mandatory. Applications must be made in writing. They may be accompanied by a statement of intent from the candidate. Applications must be sent by registered letter with acknowledgement of receipt to the general management within the time limits specified in the official journal. An acknowledgement of receipt is issued. This acknowledgement of receipt does not constitute proof of eligibility of the application. The general management ensures the eligibility of the application. It finalises the list of candidates, which is forwarded to the chair of the Board of Directors.

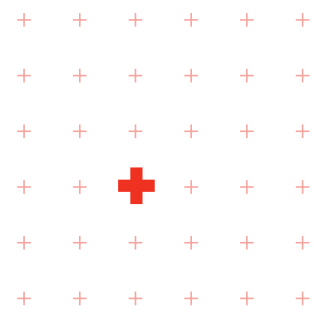
Article 38-2 – Procedure

The Board of Directors adopts the selection schedule, which is publicised by internal and external posting on the internet. The Board of Directors carries out an initial screening of the applications, resulting in a selection of candidates to be interviewed. If a candidate is a member of the Board of Directors, they do not take part in this selection procedure.

Article 38-3 – Proceedings of the board

The order in which the candidates are presented is determined by drawing lots before the board is convened. Each candidate may not attend the presentation of the other candidates even if they are a member of the Board of Directors. In the first round, in order to be proposed for appointment to the board a candidate must obtain an absolute majority of the votes of the directors present or represented. If this majority is not reached, a second round is organised in which the person who has obtained the most votes is proposed for appointment to the minister.

The proper conduct of the votes and the secretariat are ensured by the general management of services.



Article 39 – Missions and meetings of the Management Committee

In accordance with the provisions of Article L.715-3 of the French Education Code, the director is advised by an Executive Committee (ComEx) and a Management Committee (CoDir).

The CoDir discusses all matters concerning the missions and life of the institution that may lead the director to make decisions or propose resolutions to the Board of Directors. The CoDir meets following a summons from the director of INSA Centre Val de Loire. The agenda of the Management Committee concerns the directions taken by the director of INSA Centre Val de Loire and any issue on which the director would like to seek an opinion. The director of INSA Centre Val de Loire may convene it as often as necessary. A record of decisions is published on the INSA Centre Val de Loire intranet.

Article 40 – Missions and meetings of the Executive Committee

The ComEx is responsible for implementing the strategy of INSA CVL in accordance with the policy decided by the Board of Directors and for defining the necessary resources. The ComEx meets weekly or as often as necessary. The director of INSA Centre Val de Loire determines the agenda. A record of decisions is published on the INSA Centre Val de Loire intranet.

Article 41 – Campus Managers

Appointed by the director of INSA Centre Val de Loire, the campus manager is responsible for general campus coordination. They participate in the institution's bodies, in particular: ComEx, CoDir, Student Life Committee and FSSSCT.

Their duties are threefold:

- institutional representation;
- pupil and teacher interface;
- site management.

Article 42 – Functional Directors

Appointed by the director of INSA CVL, the functional directors assist the director in their area of expertise. They have authority in the areas determined by the director of INSA CVL's delegation of signature. The list of functional directors is available on the institution's intranet. The activity of the functional directors is set out in roadmaps in connection with the institution's strategy.

Functional directors are intended to represent the institution in networks related to their field that organise university life. The director of INSA CVL may assign them representative missions for the institution.

Experts in their area of responsibility, the functional directors are stakeholders in the life of the institution by organising the activities that fall within their area of action, evaluating them to ensure they comply with requirements of legality, quality and fairness. Their actions must be driven by a constant concern to engage in dialogue with the university community, and must be placed within the framework of the unity of the institution, taking into account the necessary coordination with the decisions taken by the director of INSA CVL or the deliberations of the Board of Directors. They report to the director on their actions, and keep them informed of achievements as well as any difficulties encountered.

Article 43 – Heads of technical and administrative services

The director of INSA CVL appoints the heads of the technical and administrative departments and defines their duties.

Chapter 3 – GENERAL ORGANISATION

Article 44 – Administrative address of INSA Centre Val de Loire

INSA Centre Val de Loire is located on the Blois and Bourges campuses, with its administrative address in Bourges. The contact details of both campuses appear on all INSA Centre Val de Loire communication media, regardless of their means and purposes, as well as on headed paper.

Article 45 – Functional management and service responsibilities

In order to maintain the optimal dual-site operation of the institute, the location of the functional directors and heads of departments at INSA Centre Val de Loire is determined by means of a balance between the Blois and Bourges campuses.

Article 46 – Assignment of staff

Each staff member of INSA Centre Val de Loire is attached either to one or more departments, a resource centre, an INSA CVL research unit, or to several services by decision of the director of INSA Centre Val de Loire, after consultation with the person concerned and the director of the relevant entity and/or the Director General of Services.

In order to ensure the continuity of public service and taking into account the needs of the service, the assignment of staff to one of the two campuses, in dialogue and after consultation with the person concerned, is decided by the director of the institution.

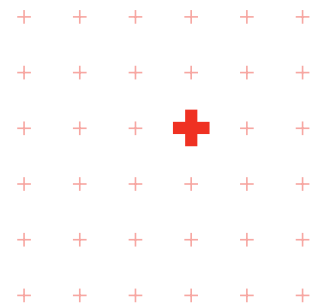
Article 47 – INSA CVL's Social & Administrative Committee

In accordance with the provisions of Article L.251-1 of the General Code of the Civil Service, the social committees are responsible for examining collective work issues as well as working conditions in the administrations, local authorities and public institutions within which they are established. INSA CVL's Social & Administrative committee (CSAE) is made up of elected staff representatives.

The CSAE is consulted on all areas within its remit, namely:

- the organisation and functioning of the services, technological developments and changes in working methods at INSA Centre Val de Loire, as well as their impact on staff;
- the human resources management policy: forecast management of Workforce, Jobs and Skills (GPEEC), remuneration policy, integration and professional equality, gender balance and efforts to address discrimination;
- the social action policy in favour of the institution's staff.

An assessment of the institution's social policy is presented to it each year.



Article 48 – The specialised unit of the Social & Administrative Committee

In accordance with the provisions of Article L.251-3 of the General Code of the Civil Service, the Social & Administrative committee includes a specialised unit for health, safety and working conditions (FSSSCT). The committee has its own internal regulations.

The FSSSCT's mission is to contribute to the improvement of working conditions, the safety of staff at work, and the protection of their physical and mental health.

Through its opinions, this unit contributes to the protection of the health and safety of staff as well as to the improvement of working conditions, in particular the organisation of work, the layout of workstations and working hours. It ensures the promotion of safety training. This specialised unit includes representatives, without being in equal numbers, from the administration and staff representatives, who alone take part in the vote.

The FSSSCT has specific prerogatives, mandatory consultations, right of inspection and investigation.

Article 49 – Joint Institutional Committee and Joint Consultative Committee

The Joint Consultative Committee (CCP) is responsible for public contract staff. It is a consultative body made up, in equal numbers, of representatives of the administration and staff representatives elected every 4 years by contract staff and competent in respect of the latter.

The Joint Institutional Committee (CPE) and the Joint Consultative Committee are consulted on individual decisions concerning BIATPSS staff bodies, both permanent and contract staff, assigned to the institution. The CPE prepares the work of the local or national joint administrative committees (CAP). The operating conditions of these committees are set by internal regulations.

The responsibilities of the Joint Institutional Committee correspond to those of the administrative joint committees, i.e. individual matters relating to library, engineering, administrative, technical, teaching, social and health staff (BIATPSS) are provided for by the regulations.

The Joint Institutional Committee includes an equal number of designated representatives of the institution and elected staff representatives. It is composed of full members and an equal number of substitute members. It is composed of eight full and eight substitute staff representatives and the same number of full and substitute representatives of the establishment. Staff representatives are elected by category and by sector (ITRF, AENES) for which the Joint Institutional Committee is competent.

The Joint Advisory Committee for Non-Tenured Staff (CCPANT) is responsible for non-tenured staff carrying out their duties within the institution. It may be consulted on any individual matters relating to the professional situation of non-tenured staff, including dismissal.

The CCPANT includes an equal number of representatives of the establishment (appointed) and staff representatives appointed by category by the trade unions elected by list ballot. It has four full members and four substitute representatives of non-tenured staff and the same number of full and substitute representatives of the establishment.

Article 50 – Consultative Electoral Committee

In accordance with the provisions of Article D.719-3 of the Education Code, the director of the institution is responsible for organising the elections of board members.

As chair of the Consultative Electoral Committee, the director, or in their absence the Director General of Services, is assisted by a consultative electoral committee composed of:

- a representative (a full member or their substitute) appointed by and from each group of staff and users represented on the INSA CVL board of directors;
- a representative of the rectorate;
- the person or people responsible for the practical organisation of the elections.

A memorandum from the director of the institution regarding changes in the composition of the Consultative Electoral Committee is circulated.

In accordance with Article D.719-3 of the Education Code, when known, the delegates of the lists of candidates mentioned in Article D.719-22 of the same code participate in the committee. Decisions of the director of the institution relating to the conduct of the electoral process are submitted, for opinion, to the Consultative Electoral Committee. A report is drawn up at the end of each meeting of the committee.

Article 51 – Common rules for committees and commissions

Meetings of committees and commissions are confidential and closed to the public. Members and guests are bound to confidentiality regarding the discussions. They may only communicate to their principals the substance of the opinions delivered.

Chapter 4 – TEACHING

Article 52 – Departments and resource centres

In accordance with the statutes, INSA Centre Val de Loire comprises:
Six schools and departments:

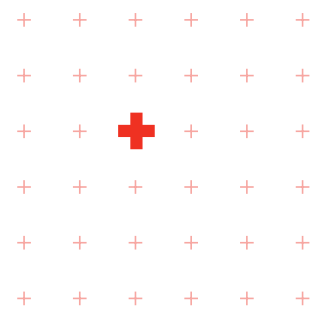
- School of Nature and Landscape Architecture (ENP);
- Department of Engineering Science and Technology (STPI) ;
- Department of Industrial Systems Engineering (GSI);
- Department of Industrial Risk Management (IRM);
- Department of Security and Information Technologies (STI);
- Department of Energy, Risks and Environment (ERE).

Three pedagogical resource centres (CRPs):

- Languages CRP;
- Humanities, Economics, Law and Social Sciences CRP;
- Sports Activities CRP.

Article 53 – Procedures for the creation of a department or a pedagogical resource centre

The creation of a department or a pedagogical resource centre (CRP) is decided by the director of INSA Centre Val de Loire on the proposal of the training director, after consultation with the scientific and academic councils and the institution's Social & Administrative Committee.



Article 54 - Department Council

Article 54-1 – Composition of the Department Council

The Department Council consists of 8 members plus the head of department, whose appointment procedure is set out in the statutes:

- 2 representatives of university professors and equivalent staff;
- 2 representatives of other research professors, faculty members and equivalent staff;
- 3 student representatives;
- 1 representative of the BIATPSS staff attached to the relevant department.

The Director of INSA Centre Val de Loire, the functional directors for education and student life as well as nature and landscape architecture are invited to attend meetings in an advisory capacity.

The renewable term of office for members of the Department Council is 3 years, except for students, whose term is 2 years, with the exception of the STPI department, for which the student representative's term is one year. Students have a substitute.

Article 54-2 – Procedures for meetings of the Department Council

The Department Council meets at least once per term when convened by the head of department within a period of 8 days. It may also meet at the written request of the director of the institute or at least half of its members on a specific agenda.

In all cases, the agenda of the council must be notified to the members, elected representatives and guests of the council and disseminated by any means at least one week before the date of the council meeting. In the event of a tie, the head of department has the casting vote.

Article 54-3 – Elections to the Department Council

Faculty members and research professors are listed according to an assignment list drawn up by the director, updated every three years based on the services provided averaged over the elapsed period. Faculty members and research professors are by default voters in the department in which they carry out the majority of their teaching. They may exercise their right to vote in only one other department, in which they carry out more than a third of their service. Lecturers are registered on the electoral lists of the «other faculty members» group, provided that they carry out a number of teaching hours in the department at least equal to one third of the statutory reference teaching obligations of research professors, and that they so request, up to a limit of two departments. A faculty member, research professor or lecturer is only eligible for the department council if they are a voter there.

BIATPSS staff choose the two departments from among those existing in which they wish to be able to exercise their right to vote. The electoral rolls thus constituted will be revised every three years.

As a result, no one may exercise their right to vote for the election of departmental councils more than twice.

Students who are enrolled in a department are voters there in the users' college.

When a member of the Department Council loses the status under which they were elected, or if their seat becomes vacant, a partial renewal is carried out by a single-round majority vote, organised within the member's electoral group to be replaced. However, the simultaneous resignation of two thirds of the full members of a council will result in its dissolution.

Article 54-4 – Procedure for appointing the head of department

After a call for applications made by the Director of INSA Centre Val de Loire, the Department Council proposes the candidate obtaining the most votes in a ballot organised by the council for appointment by the Director of INSA Centre Val de Loire.

If the appointed head of department is a member of the Department Council, partial elections must be held to allocate the seat that has become vacant on the department council.

Article 55 – Training development councils

Higher education institutions may establish within their organisation one or more training development councils including representatives from professional sectors. Higher education courses are organised in conjunction with professional sectors. Their representatives participate in the definition of programmes within the relevant bodies, in particular within the training development councils. Practitioners contribute to teaching.

In accordance with regulatory requirements, the institution has an institutional development council and departmental development councils, each of which meets annually.

Article 55-1 – The institution's Development Council

The institution's Development Council represents the central body for the continuous improvement of training. The Development Council examines and debates issues relating to the organisation and operation of degree courses, particularly with regard to the educational project and training frameworks. The council also works on the general conditions for welcoming and supporting users, particularly those with disabilities, and on promoting diversity and national and international mobility. This council relies on quantitative and qualitative information published each year, relating in particular to graduation rates, apprenticeship contract dropout rates, and the employment rates.

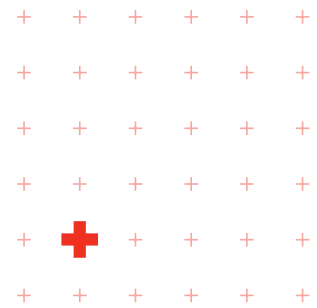
The Development Council's role is to provide knowledge and discuss the directions and development of the degree and programmes, both in academic and professional aspects.

Article 55-2 – Development Councils by departments or courses

The development councils participate in the management policy of the institution's courses within its components, particularly in terms of evaluation and quality approach. They thus contribute to the evolution of the content of each course as well as teaching methods. The development councils may propose modifications to the course outlines. In this respect, the development councils play an essential role through their proposals, taking into account both changes in the socioeconomic sphere and the territorial, national or international context. These councils have an advisory role for teaching teams regarding the organisation, running of courses and arrangements with companies hosting students.

Chapter 5 - ORGANISATION OF RESEARCH

The research policy of the institution is defined by the Scientific Council and approved by the Board of Directors. The Director of Research is responsible for implementing it. The research units belonging to INSA CVL are created by a resolution setting out the terms of operation and organisation by the Board of Directors after consultation with the Scientific Council and the Social & Administrative committee.



The research units belonging to the institution are dissolved under the same conditions as those of their creation. The provisions relating to the operation of research units under supervision or joint supervision are set by agreement between INSA CVL and the other institutions concerned, with the agreement specifying in particular the applicable internal regulations.

Academic staff and researchers, faculty members and other staff involved in research activities are attached to a research unit. This attachment is decided by the director of INSA CVL, after consultation with the director of research and the restricted scientific council of the institution and with the agreement of the person concerned, and following consultation with the relevant research unit. Any change of attachment is decided under the same conditions.

Research units have their own internal regulations.

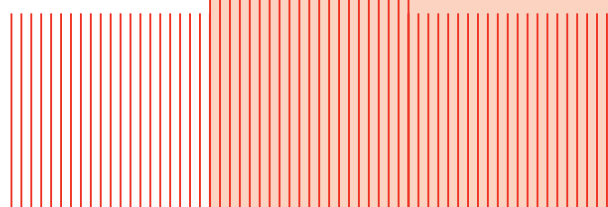
Any person working, such as public officials, contract staff or anyone with a hosting agreement within one or more research units including restricted regime zones (ZRR), may only be considered a visitor and access this zone after approval from the ministry and following the granting of access authorisation by the management. Approval from the institution's FSD is required.

Chapter 6 – AMENDMENT, DISSEMINATION AND COMPLIANCE WITH THE INTERNAL REGULATIONS

Any amendment to the internal regulations is adopted by a two-thirds majority of the serving members of the Board of Directors, after consultation with the necessary committees and bodies.

The internal regulations are made known to users, staff and third parties by being made available at the reception of the establishment, and by being published on the intranet and on the institution's website.

Failure to comply with the provisions of these internal rules by users and staff may result in disciplinary, legal and criminal proceedings. Failure to comply by third parties may result in a ban on access to the premises of the establishment, early termination of any agreement and, where applicable, legal and criminal proceedings.



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