

Internal Regulations of ENSA Nantes (Mauritius)

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The objective of the internal regulation:

- The purpose of this internal regulation is to complement existing legislation and regulations and to establish the general principles of operation and the rules of living together.

1. Preamble

The *Ecole Nationale Supérieure d'Architecture de Nantes* (ENSA Nantes) is a public institution of higher education under the tutelage of the Ministry of Culture and Communication, Directorate General of Heritages. ENSA Nantes (Mauritius) is a subsidiary of ENSA Nantes, established since January 2020, and operates independently of the administration of ENSA Nantes.

ENSA Nantes is governed by the provisions of decree No. 78-266 of 8 March 1978 amended, setting out the administrative and financial regime of the national higher schools of architecture. The last amendment was adopted by ENSA Nantes and the subsidiary on 18th of July 2011 (Decree No. 2011-848).

The purpose of this internal regulation is to complement existing legislation and regulations and to establish the general principles of operation and the rules of living together within ENSA Nantes and the subsidiary. It applies to all staff and students.

Failure to comply with this internal regulation may result in a convocation by the relevant Disciplinary Commission and in some cases to legal proceedings.

Objectives and values

ENSA Nantes and its subsidiary aims to promote an original approach to architectural, urban planning and design issues linked to the countries of the region through high quality training. The school values cultural diversity, innovation and international collaboration.

2. School Organization

a. Location

Campus in France

Address: 6, Quai François Mitterrand - BP 16202 - Address 44262 Nantes cedex

Phone: 33(0)2-40-16-01-21

Email: ensa@nantes.archi.fr

Site internet : Site internet www.nantes.archi.fr

Campus in Mauritius

Address: Royal Road, Unicity Education Hub, Pierrefonds, Mauritius

Phone: '230 5986 8484'

Email: info.ensa-mauritius@nantes.archi

Site internet : Site internet www.nantes.archi.fr

b. School opening hours

The premises of ENSA Nantes (Mauritius) and the Unicity Education Hub (UEH) campus are accessible (excluding holiday closing periods):

- From 8:30 a.m. to 5:30 p.m. Monday to Friday;
- From 8:30 a.m. to 12p.m. on Saturdays;

Exceptional opening of the school:

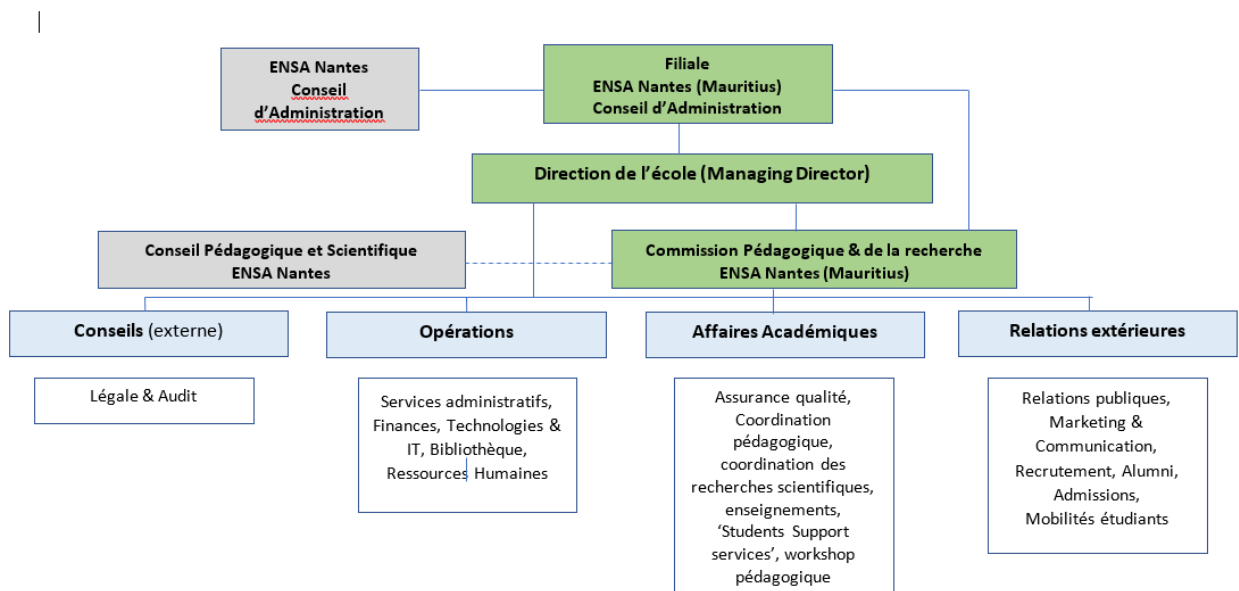
On the occasion of special events and on the expressed permission of the management, the school can exceptionally be open to other periods and other time slots.

If these provisions result in an exceptional change in an agent's working hours and working periods, they are the subject of prior information to the administration of ENSA Nantes (Mauritius).

c. The organization chart and the instances

The institution's services and representative bodies are presented in the organization chart.

Structure de gouvernance de la nouvelle filiale ENSA Nantes (Mauritius)



The bodies of ENSA Nantes (Mauritius) are:

- The Board of Directors
- The Academic and Research Commission
- The Admissions Commission
- The Orientation Commission
- The Disciplinary Commission

The board of directors of ENSA Nantes (Mauritius) is composed of five members, including: -

1. the director of ENSA Nantes,
2. director of ENSA Nantes (Mauritius),
3. Secretary-General,
4. general coordinator of the ENSA Nantes (Mauritius) programmes, and
5. a qualified resident personality in Mauritius.

This board is responsible for the management, operations, administration and control of the subsidiary's assets and affairs. The meetings of the Board of Directors (the "CA") are held during each semester and a copy of the minutes are available at the administration of ENSA Nantes (Mauritius) for consultation.

The Academic and Research Commission (the "CPR")

The general pedagogical coordination of ENSA Nantes (Mauritius) is assured by a coordinator appointed by the Board of ENSA Nantes (Mauritius). It organizes the teachings throughout the curriculum and leads the development of scientific and pedagogical content in close collaboration with semester coordinators who propose their candidacies for the management of ENSA Nantes and ENSA Nantes (Mauritius). Six tutors representing the six disciplinary and scientific fields, two Mauritian tutors who respond to a call for applications and two elected students make up the CPR. The CPR will work closely with the Educational and Scientific Council (the "CPS") in Nantes, which validates all the trainings of ENSA Nantes and ENSA Nantes (Mauritius). Every four years the CPR is renewed or renewed by deliberations of the Board of ENSA Nantes (Mauritius).

The Admissions Commission

This commission is responsible for the evaluations of the applications received and the evaluations of interviews organised for admission to ENSA Nantes (Mauritius). The commission is composed of the director of ENSA Nantes, the director of ENSA Nantes (Mauritius), the general coordinator and the semester coordinators. The commission will meet at the end of each month during the period from February to August of each year.

The Orientation Commission

The orientation commission's mission is to evaluate student enrolments and educational achievements. More details are provided in the Regulations of Studies, Article 5. This commission takes place at the end of each semester.

The Disciplinary Commission

The Disciplinary Commission may be referred to pronounce the measures to be taken in cases of plagiarism or behaviour. More details are provided in the Regulations of Studies, Article 7.

3. Enrolment & Admissions

a. Enrolment

The start of ENSA Nantes (Mauritius) semesters occurs in September of each year and every student is obliged to complete his/her administrative registration in September before starting classes or during any other period established by ENSA Nantes (Mauritius). Registration requirements are communicated at the time of administrative registration.

b. Admissions

ENSA Nantes (Mauritius) is committed to equality in education and students are selected on the basis of their merits, potential and abilities. Recruitment is done at the national and international level to further promote diversity, which enriches the educational experience. Like international architecture schools, admission practices include individual applications followed by admission interviews. The recruitment process and policies are aligned with those of ENSA Nantes, which respects the French Decree of 20th July 2005.

The recruitment process and eligibility criteria are communicated to all applicants when they make first contact with ENSA Nantes (Mauritius). Admission is subject to availability of places

and merit. Each application is processed individually. Applications containing fraudulent and/or plagiarized content are not considered. The school communicates directly with the candidate in a professional and respectful manner. In cases where the applicant is not admitted, the reasons why the applicant was not admitted may be provided on request to third parties (parents, guardians, etc.) only if the written consent was given by the candidate in question.

Administrative procedures and criteria

Admission to the Bachelor of Architecture and Urbanism (*the "B-Arch"*) involves a two-step selection process. A first choice is made from the school records received in the application files. Averages obtained over the last two years of the applicant's studies in five disciplines - scientific, artistic, human and social sciences - may vary depending on the studies undertaken and the applicant's educational systems/country of study. Among the candidates selected for this first stage, an interview is offered with two tutors and/or with the director, who evaluates both the motivation of the candidate, the representation he makes of architectural studies, his/her level of French and his/her ability to tell.

ENSA Nantes (Mauritius) complies with the entry requirements established by the local government and is more demanding, thus applying the following eligibility criteria for B-Arch:

- A or B in the main materials at the HSC level or the equivalent of HSC
- Open-minded and with a curious personality
- Motivation to create and communicate

The ENSA Nantes Admissions Commission for programmes delivered to Mauritius is composed of coordinators of ENSA Nantes each semester, the director of ENSA Nantes and the director of ENSA Nantes (Mauritius). The board is responsible for seeing each application, assessing the application and justifying the assessment.

First-year admission to the Masters of Architecture and Urbanism (*the "M-Arch"*) also includes a two-step selection process. A first choice is made from the school records received in the application file. Averages obtained over the last three years of the applicant's studies in five disciplines - scientific, artistic, human and social sciences - may vary depending on the education studies followed and the applicant's educational systems/country of study. Among the candidates selected for this first stage, an interview is proposed with two tutors and/or the director, who evaluate both the motivation of the candidate, the representation he is doing architectural studies at an advanced level, his level of French and English and his ability to tell.

The possibility of admission to the second year of Masters at ENSA Nantes takes place after the examination of the end-of-year jury of the first year of the Masters at ENSA Nantes (Mauritius). This jury decides the results obtained by the students and proclaims the progress to M2 in Nantes, the repetitions or, in case of repeated failure, the exclusion of a student. The eligibility criteria for M-Arch are:

- holder of a DEEA degree or an equivalent bachelor's degree in architecture
- Open-minded and with a curious personality
- Motivation to create and communicate

Non-traditional academic paths

In accordance with the French Decree of 20th July 2005 of the French government, applications to ENSA Nantes and ENSA Nantes in Mauritius of candidates with non-traditional academic backgrounds are analysed and evaluated by the Admissions Commission and will examine the level of integration into the bachelor or master's program according to their experiential learning, their motivation, their prior training and the credits acquired (European Credit System).

Admission deferral

Applicants who have been accepted on a programme at ENSA Nantes (Mauritius) and wish to defer their admission must apply to the Admissions Commission, citing the reasons for the deferral.

4. ENSA Nantes (Mauritius)

The establishment's services are:

- The general management;
- Administrative and financial services;
- Communication and recruitment services;

- The resources and support functions:
 - Library space;
 - Computer

The schedules of services are:

- Library space
 - From 8:30 a.m. to 5:30 p.m. for consultation
 - From 1 p.m. to 1:45 p.m. for borrowing books
- Computer
 - 8:30 a.m. to 5:30 p.m.

a. Administrative services

The administration of ENSA Nantes (Mauritius) offers the following services:

Students

- Academic registrations and student reception
- Facilities management, timetable communication and travelling organization
- School service
- Student support services

Staff and tutors

- Organization of tutor travel
- Human resources
- Recruitment of tutors and staff

b. Use of premises, equipment and services

No agent, tutor or student can use materials belonging to ENSA Nantes (Mauritius) (including photocopiers, equipment for mail postage, workstation, photographic equipment, laptops, etc.) or the premises of the establishment of ENSA Nantes (Mauritius) for activities not directly under the mission of ENSA Nantes (Mauritius), and in particular its own missions defines in its job description.

With regard to the materials and works that are the subject of a loan organized by ENSA Nantes (Mauritius), agents and students have access to them under the conditions defined by the management services (see Appendix B).

c. Use of the Unicity Education Hub campus car park

The car parks dedicated to tutors and students can be found at the entrance to the UEH campus or at any other location indicated by ENSA Nantes (Mauritius). Priority is given to pedestrians on campus.

d. Transportation and travel

Site visits as part of an educational activity is organised by the administration of ENSA Nantes (Mauritius) on common transport and transport costs are covered by ENSA Nantes (Mauritius). A maximum of 3 trips per semester is allowed and all visits planned in a semester must be communicated to the administration of ENSA Nantes (Mauritius) at the beginning of the semester by the coordinator specifying the route, the number of students and tutors present.

e. Access video surveillance

The entrances to the facility and the Unicity Education Hub campus are placed under video surveillance. All cameras are exclusively focused on public space. Recorded images are backed up for one week and an alarm system is active after campus closing hours.

5. Compliance with the rules of hygiene, hygiene and safety of hygiene

a. General Behaviour and Rules of Good Conduct

The behaviour of staff should not be of a nature:

- To undermine the order and functioning of the Unicity Education Hub school and campus;
- To create a disruption in the way the establishment's activities are conducted;
- To undermine respect, health, hygiene, and the safety of people

Any violator of these provisions is subject to disciplinary action.

b. Compliance with safety rules

No matter where they are in the school, it is imperative that every officer, student and tutor be aware of and respect:

- General safety guidelines;
- Evacuation instructions in the event of a fire.

Any evacuation order must be strictly implemented; each officer of the school, in a personal capacity, is responsible for the execution of this order; the teaching staff in particular use all their authority to facilitate the rapid evacuation of the students in their care.

As soon as the evacuation alarm is triggered, people in the buildings must gather at the gathering point at the entrance to the campus.

The handling and use of heavy or bulky equipment, as well as the handling and use of specific equipment, are subject to special instructions and in some cases mandatory training leading to clearance.

These instructions, as well as the contact details of the health and safety officers, are displayed at various points of the school, not least at each level in the two buildings, and as a rule near the stairs and access doors to the level.

c. Harassment

Harassment is classified as "offences" and is punishable under the conditions of the applicable and applicable laws in Mauritius.

There are two main categories of harassment:

- Moral harassment;
- Sexual harassment.

Any officer, tutor or student who feels they are being a victim of moral harassment, or sexual can contact one of the following:

- internally at the facility: the human resources manager and staff representatives
- local authorities, namely the police.

d. Prohibitions (tobacco, alcohol, bin, alcohol, bac, alcohol, illicit substances)

Smoking ban:

In according with the texts mentioned below it is strictly forbidden to smoke in all ENSA Nantes (Mauritius):

- Public Health Act, Section 193, 194, Article 3, no person shall smoke a tobacco product in an indoor area which is open to the public or public places
- Public Health Act, Section 193, 194, First Schedule, defines public places as outdoor premises of a tertiary institution.

Alcoholic beverages

The introduction and consumption of alcohol is generally prohibited within the establishment and on campus.

Illicit substances

The introduction and use of illicit substances in any form is strictly prohibited within the establishment.

e. Fire safety and evacuation drills

The plans of the buildings are displayed in the entrance halls and give the general configuration of the premises. At each level are displayed the evacuation plans of the premises in case of disaster and the safety instructions in case of fire.

f. First aid

Any officer who witnesses an accident or discomfort must immediately notify or doubt the quality of the victim's condition of the accident or a disturbance as a first-aid rescuer.

The officer trained on the Unicity Education Hub campus is Mr. Fabien Seegoolam and the contact number is +230 5729 6260.

Emergency call numbers are:

- SAMU: 114
- Firefighters: 115
- Guard Odds: 212 27 47
- Police : 148 / 999

4. Applicable regulatory provisions

a. Discrimination

Under the Equal Opportunities Act 2008, all forms of discrimination are not tolerated at ENSA Nantes (Mauritius).

Any staff, tutor and student who feel they are being discriminated against can contact the officer responsible for the prevention of discrimination within the school: discrimination-maurice@nantes.archi.fr

b. Respect for schedules and imposed closing periods

Staff are required to respect their service schedules.

Tutors ensure their course schedules according to the timetable and the pedagogy planning, communicated every semester.

Overtime can only be carried out on the express request of the supervisor and in the sole interest of the service.

c. Sanctions and recourse

In the event of non-compliance with the applicable rules, sanctions will be taken.

Annexes

Appendix A

Financial services and procedures

The financial management of ENSA Nantes (Mauritius) is the responsibility of the school's management and the finance manager. An annual budget is approved by the subsidiary's Board of Directors and any expenses must be ordered by management and the finance manager.

Purchasing operations

They apply to investment transactions and are carried out by the finance manager under the supervision of management.

For this, the following are required:

1. The expression of a purchase need approved by the coordinator
2. Price consultation and the selection of the best technical and financial offer
3. The establishment of the order
4. The total or partial payment of the order by cheque
5. Receiving the order registered by the administration

Any purchase requirement must be submitted at the beginning of the semester with a procedural delay of at least 3 weeks.

School materials

ENSA Nantes (Mauritius) is committed to providing only materials for large-scale workshops and exhibitions according to the available budget.

Each student's school materials are at the student's expense as well as the printing costs.

Invoice processing operations

Invoices or supporting documents must be sent to the administration for processing in accordance with the following criteria:

- Tutor or supplier references (name, address, contact number and signature)
- The date and duration of the intervention
- Invoice number

Invoices will be verified according to the validated agreement and any invoices are processed within 30 working days.

Appendix B

Documentary resources

The ENSA Nantes (Mauritius) documentary resources are located in the Resource Center on the UEH Campus. The Resource Center is open to all ENSA Nantes (Mauritius) students free of charge from 8:30 a.m. to 5:30 p.m. for consultation.

Access to the loan

Access to the loan is from 1 p.m. to 1.45 p.m. on weekdays under the supervision of the school administration.

Like all places for collective use, smoking, alcohol or illicit substances are prohibited. The space is under surveillance from the cameras.

Reproduction of documents

The reproduction of the loaned documents must be done in accordance with the applicable intellectual property laws. All commercial use of documents is strictly prohibited.

Loan duration and maximum number of loans

The duration of the loans is set at 15 days per document and the maximum number that can be borrowed is one book.

Reserving documents

Documents that have already been borrowed can be reserved.

Loss or degradation of documents

Users are responsible for the documents and materials they are loaned. Any lost documents or material must be replaced by the user before the end of the current academic year.

Delay in restitution

In case of delay in restitution, the user must pay a financial penalty of Rs 5 (five Mauritian Rupees) per day.