

**ENSG DECISION No. 2023 – 184**

**Establishing the internal regulations of  
the National School of Geographic Sciences**

Considering the French decree No. 2011-1371 of 27 October 2011, as amended, relating to the National Institute of Geographic and Forestry Information;

Considering the French interministerial decree of 9 January 2006, as amended, establishing the organization and operation of the National School of Geographic Sciences ;

The director of the National School of Geographic Sciences,

Decides :

**Article 1 :** The internal regulations of the École nationale des sciences géographiques are hereby approved, as appended to this decision;

**Article 2 :** IGN decision n°2018-692 concerning the internal regulations of the École nationale des sciences géographiques is hereby repealed;

**Article 3 :** This decision will be published on the ENSG-Géomatique website.

Signed in Champs-sur-Marne, On

DocuSigned by:  
  
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Nicolas PAPARODITIS

Published on,

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## 1. Preamble

The school's internal regulations aim to establish the rules applicable to the individuals who attend the school and to the relationships they maintain with each other. These individuals will be referred to as the generic term “users” or by their own status as long as the latter involves specific rules.

It applies :

- **to all ENSG-Géomatique students**, whether they are enrolled in an initial training cycle or in a continuing education cycle or in professional training, whether they are civil servants or civilian students or employees, or have a status of auditer ;
- **students enrolled in the engineering cycle as part of student exchanges** between engineering schools or universities, and those enrolled in all or part of a long cycle after agreement between French or European or foreign higher education establishments ;
- **to ENSG-Géomatique staff (interns and apprentices included), teachers, teacher-researchers, researchers, external teachers and any IGN agent** present within the structure and its remote sites.
- **on all ENSG-Géomatique sites or locations (Champs-sur-Marne, Saint-Mandé, Forcalquier, Nancy)**

It is specified that ENSG-Géomatique engineering students who follow part of their education in a partner school or university must comply with the internal regulations of the hosting establishments.

It is also specified that ENSG-Géomatique agents who work on the site of a partner establishment (IPGP, AgroParisTech) must also comply with the internal regulations of these host establishments.

This document, as well as any updates, are publicly available, which makes it binding on everyone.

Any individual to whom this regulation applies receives the necessary information to consult and download them in digital format. They are also informed of any changes by posting on dedicated notice boards, and/or by e-mail to their individual account.

No one is supposed to ignore the internal regulations.

Failure to comply with the rules laid down in the internal regulations may result in sanctions.

## 2. Use of premises and property

### a. Access to premises and parking lots

#### Site adress

The management of ENSG-Géomatique and its teaching activities are located mainly on the Cité Descartes Campus, at 6/8 avenue Blaise Pascal, Champs-sur-Marne, 77455 Marne-la-Vallée Cedex, Carnot-Cassini building.

#### Secondary sites of the school for training

ENSG-Géomatique training activities also take place on other sites or locations listed below:

- ENSG Forcalquier training center, avenue Saint-Marc, 04300 FORCALQUIER.

## Secondary sites of the school for research

ENSG-Géomatique's research activities also take place on other sites or locations listed below :

- National Institute of Geographic and Forestry Information, located 73 avenue de Paris, 94160 SAINT-MANDE ;
- Physical Institute of the Globe of Paris, located 1 rue de Jussieu, 75005 PARIS ;
- Forest inventory laboratory, located 14 rue Girardet, 54000 NANCY.

## Opening hours

The ENSG-Geomatics opening calendar for students for the N/N+1 school year is published no later than May 31 of year N and is accessible on the ENSG-Geomatics website. The ENSG-Geomatics opening calendar for its staff is that of the IGN and/or the sites where the school's annexes are located.

The common areas of the Carnot/Cassini building (North and South halls) are open daily and freely from 7:30 AM to 7:30 PM.

ENSG-Géomatique premises are freely available from 7:30 AM to 7:00 PM.

These opening hours can be exceptionally modified by decision of the director of ENSG-Géomatique.

Classrooms are not accessible to students outside of the hours specified in their schedule, except with an exceptional request.

## Exceptional Access

Outside of the building's regular opening hours, exceptional access to the premises can be granted by the management's decision. They must be made through the General Resources Service – Planning and Logistics Department, in writing, at least two business days in advance.

Exceptional access, if granted, is subject to the conditions stipulated in writing in the agreement.

The security control center of the Carnot/Cassini building is systematically informed of any exception.

## Access to facilities

ENSG-Géomatique can be accessed by foot through either the South Hall or the North Hall of the Carnot-Cassini Building. Access to the school's buildings is regulated and limited to specific hours. Any user of the building (staff and students) must be able to prove their identity and their affiliation with the school, using a badge or a student ID card whenever requested by university authorities or any person responsible for ensuring compliance with the present internal regulations and security within the school.

External individuals must also be able to prove their identity and their presence within ENSG-Géomatique.

## Access badges

The school provides users with badges allowing them to unlock office and classroom doors as well as elevators outside of building opening hours. The responsibility for this badge lies entirely with its holder. Loss of the badge must be immediately reported to the administration.

## Parkings

Circulation and parking in the ENSG-Géomatique parking lots are only open to school employees, and when necessary, to IGN staff and authorized individuals. Traffic regulations apply in these areas, and users must adhere to the indicated traffic instructions. Users are also subject to the following rules :

- Parking of vehicles is only authorized on the ENSG-Géomatique locations provided for this purpose ;
- Parking is not allowed at night, on weekends, and on holidays, except by express request ;
- Parking on the fire lane and the access ramp to the underground parking is prohibited and may result in towing ;

The parking lot is not accessible to students.

Five parking areas are available: from ENSG A1 to ENSG A5; the underground parking lot is intended for service vehicles and management vehicles.

## b. Premises, services and equipment

### Premises

The ENSG-Géomatique premises are made up of several classrooms which are used for initial training, IGN internal continuing training and external professional training. Some rooms are equipped with projection equipment (video projector and screen) or computer equipment.

They also include an amphitheater, administrative and associative offices, storage and archive locations, a server room and underground parking area

Finally, common areas (south and north halls, pit, multipurpose room, changing rooms) are shared with the École Nationale des Ponts et Chaussées.

### Loss or theft

It is recommended for all users of the premises not to leave valuable items unattended. ENSG-Géomatique cannot, under any circumstances, be held responsible for the disappearance of any personal belongings or equipment. In the event of the loss or theft of professional equipment (computer, smartphone), you must immediately inform the IT department, which will take the necessary actions.

### Telephony and mail

The landline phones are placed in the premises and are exclusively reserved for professional or study-related needs.

No personal mail or packages should be addressed to ENSG-Géomatique. No personal mail or packages should be sent through ENSG-Géomatique.

### Reprography

A reprography service is available to the facility's users for any specific printing requests. Self-service printers are provided for common user printing needs. The reprography service reserves the right to refuse a reprography request that does not comply with the applicable printing rules.

All requests must be made in writing and by providing the original document to be printed and printing instructions, at least two working days before the date on which the printing is to be carried out.

### **School vehicles**

ENSG-Géomatique and the IGN logistics service provide vehicles for the use of staff, faculty, and students to meet service requirements, for occasional business travel, and for the needs of teaching-related missions

The driver must hold a valid driver's license corresponding to the category of the borrowed vehicle.

The use of vehicles is subject to prior authorization from the school's management and the IGN's corporate secretariat. Registering the driver in the IGN establishment's vehicle management system is mandatory.

The vehicle is under the full responsibility of the driver. Any damage must be immediately reported through a detailed written report to the General Resources Service. The logbook must be filled out systematically before and after borrowing the vehicle.

When returning the vehicle, it should be in a reasonably clean condition (trash disposed of, mats dusted, etc.) and with a minimum fuel level of approximately 3/4 full. Fuel cards are provided in each vehicle's logbook.

### **IT resources and internet access**

All users of ENSG-Géomatique are required to respect the IGN IT charter (*see appendix*).

This charter is an integral part of the current internal regulations and outlines the ethics and security rules related to the use of computer resources.

Students are not allowed to use the internet and email during teaching periods, except with the express approval of the teacher.

It is the responsibility of each user to take all necessary precautions to ensure that no other person can work under their name and use their password in the information system of ENSG-Géomatique.

### **Key rules for the use of computer resources**

1. Never disclose personal usernames and passwords to third parties. The user assumes full responsibility in case of password disclosure to a third party ;
2. Always log out of your personal computer session and internet access. It is recommended to shut down your workstation ;
3. Installing software unrelated to education or professional activities is prohibited ;
4. Any hardware issues or abnormal system behavior must be reported to the IT department through the generic address provided at the beginning of the year,
5. It is strictly forbidden to tamper with (disconnect, move) computer hardware (computers, screens) in computer classrooms ;
6. Using software and the internet network for purposes other than educational or professional ones is strictly prohibited.

7. Users are required to adhere to all ethical rules, especially for websites visited. Recordings of user activity are made and stored for one year.
8. ENSG-Géomatique cannot be held responsible for the loss of work data, so it is the responsibility of each user to back up their data ;
9. Leaving confidential documents on machines is strongly discouraged ;
10. It is expressly prohibited to connect personal computers to the wired network of ENSG-Géomatique ;
11. Users should not copy the software made available on the machines. ENSG-Géomatique cannot be held responsible for this. In case of inspections by competent authorities, only the user of pirated software will be held responsible and may face disciplinary and legal consequences

### **Catering**

The school provides eligible staff, teachers and students with a strictly personal meal card for the duration of their assignment or studies at the school. This card gives access to the university restaurant (Bienvenüe building) and the two cafeterias on campus (Bienvenüe and Carnot-Cassini buildings).

Individual and nominative meal tickets may also be distributed with the approval of the General Resources Service, following the IGN subsidy rules.

Consumers are subject to the regulations of the campus catering company.

It is strictly prohibited to eat in the premises of the establishment (offices, classrooms, amphitheatres, etc.). Dedicated spaces are available for the users of the establishment.

### **Breastfeeding room**

A dedicated room for breastfeeding is made available to mothers, regardless of their status, who wish to exercise their right. The breastfeeding room is located on the 1st floor of the Cassini wing, in room C112. It is accessible upon request from the Planning and Logistics Department.

### **c. Common rules of use**

Every person must be concerned with maintaining the premises and equipment in a good state of order and cleanliness.

Any request to modify the layout of classrooms or the configuration of computer equipment, in particular, must be the subject of a prior request and agreement from the General Resources Department within a period of at least two working days.

ENSG-Géomatique staff are responsible for the proper use and maintenance of the equipment and premises made available by their employer for the performance of their duties.

In the event of loss, theft or damage, users must make a detailed written declaration to the administration. By decision of the director of the establishment, users may be required to pay for the repair or replacement of the object. Disciplinary proceedings may also be initiated.



If premises and equipment are loaned to students or staff outside the regulatory framework, they must take out insurance to cover the risks of loss, theft or damage.

### 3. Health and safety

#### a. Risk prevention system

A **preventive medicine service** is available to staff on the school's premises and can be reached at 01.64.15.30.20.

A Student Health Service (SSE) is available to ENSG-Géomatique students. It is located at Copernic Building, 5 Boulevard Descartes, Champs-sur-Marne, 77454 Marne-La-Vallée cedex 2, and can be reached at 01.60.95.74.43

Any agent who is aware of an external or internal event/incident that has affected or is likely to affect the safety of people or property must inform his or her superiors and the security post as soon as possible, by calling 01.64.15.30.50.

Two documents relating to personal safety are available to staff at the security station and are accessible at all times to all staff and, where applicable, to users of the facility:

- An occupational health and safety register, used to record comments, problems and suggestions from staff and users on health and safety matters;
- A register for the reporting of serious and imminent danger, used to record in a formalized manner the reporting of serious and imminent danger by the agent directly concerned or a member of the CSA or the CSA special commission.

#### b. The Right of Withdrawal *(see the Internal regulations of IGN)*

If an employee has reasonable grounds to believe that their work situation poses a serious and imminent danger to their life or health or if they notice a defect in the protective systems, can exercise their right of withdrawal and immediately inform their hierarchy.

This provision must be exercised in such a way that it does not create a new situation of serious and imminent danger for others.

#### c. Smoking, Alcohol, and Illicit Substances

In accordance with the law, smoking is prohibited in enclosed or covered areas open to the public or used as workspaces. Vaping is also prohibited on the premises and in enclosed and covered workplaces.

Entering or remaining in the premises of ENSG-Géomatique while under the influence of alcohol is prohibited.

The consumption of wine, beer, cider, perry, and mead without added alcohol, within the limits defined by the traffic code, is allowed during meal hours in areas designated for this purpose.

The introduction, storage, distribution, and consumption of alcoholic beverages are prohibited in workplaces. Under exceptional circumstances and with the responsibility and agreement of the management, consumption may be tolerated.

The possession and consumption of illicit substances are strictly prohibited within the institution and the campus.

#### **d. Crisis Management**

A decision, taken after consultation with the competent bodies, will specify the conditions of application of the present article in a crisis situation.

### **4. Ethics and Rules of Conduct**

#### **a. Main principles**

The principles of secularism and neutrality prohibit public employees or persons involved in public service missions from manifesting their political convictions or religious beliefs in any conspicuous way. Any act of proselytism or discrimination is also prohibited.

In accordance with Article L952-2 of the Education Code, professors-researchers, teachers, and tenured researchers enjoy full independence and complete freedom of expression in the exercise of their teaching duties and research activities, subject to the limitations imposed by the principles of tolerance and objectivity, in accordance with university traditions.

Users must behave appropriately at all times within the school, as well as in the vicinity of the school and during any event in which they represent the institution (forums, exhibitions, conferences, seminars, etc.).

#### **b. Behavior and attire**

The school is a place of study and work. It is, therefore, necessary for everyone to adopt a respectful attitude that promotes a conducive working environment.

Users are expected to dress appropriately and behave with respect for people and property. Cases of disrespectful behavior towards people and property will be referred to the Disciplinary Board, without prejudice to the relevant provisions of the Penal Code.

For reasons of hygiene and safety, users may be required to wear appropriate clothing (hats, walking shoes, etc.) for practical work, certain courses and field placements. The exercise of certain activities, whether in a professional or educational context, may entail risks. The use of personal protective equipment (PPE) ensures adequate protection. PPE must be worn whenever it is compulsory.

#### **c. Sexist, sexual and moral violence**

No public employee may be subjected to sexist behaviour, defined as any behaviour related to a person's sex which has the purpose or effect of undermining their dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment (Art. L 131-3 of the General Civil Service Code).

Sexist contempt is the act of "imposing on a person any comment or behavior with sexual or sexist connotations which either violates their dignity by being degrading or humiliating, or creates an intimidating, hostile or offensive situation for them".

No person may be subjected to repeated acts of moral and/or sexual harassment which have the purpose or effect of degrading working conditions likely to infringe their rights and dignity, alter their physical or mental health or compromise their professional future.

No one may be subjected to behaviour aimed at obtaining favours of a sexual nature.

Disciplinary action may be taken against any person who has engaged in, or ordered to be engaged in, sexist contempt. Note that in cases of violence, exhibition, sexual or moral harassment, this penal qualification takes precedence over that of contempt (Art. 621-1 of the French Penal Code).

Harassment is a serious offense, as per Article 222-33-2 of the Penal Code. It can lead to a formal complaint. This complaint is also a serious act; Article 91 of the Criminal Procedure Code specifies the disciplinary and legal risks faced by anyone making a false accusation if the legal proceedings result in a dismissal, as well as the rights of the person wrongly accused.

#### **d. Hazing**

In accordance with Article L811-4 of the Education Code, hazing is a criminal offense. Consequently, it is prohibited both within and outside the educational institution. Any acts committed may result in disciplinary and legal sanctions.

#### **e. Freedom of Information and Assembly**

##### **Posters and Flyers**

Students have freedom of information under conditions that do not disturb public order.

Postings may only be made on boards provided for this purpose and made available to students and staff, but are prohibited in common areas (corridors, elevators, toilets, etc.). Postings may not be anonymous, nor violate the honor or rights of others or public order. It may not give rise to propaganda or proselytizing.

Tract distribution is authorized, subject to prior notification to the school management, who may decide to limit it geographically or prohibit it on school premises.

Special requests must be addressed to the ENSG-Géomatique management.

##### **Right to assembly**

Outside working or class hours, users wishing to meet (association events, student parties, social gatherings, etc.) must first submit a request to the administration, by completing and signing the two documents provided for this purpose:

- The event description form, which gives a detailed description of the event (see appendix);
- The event protocol, which defines the rules and responsibilities applicable to the event (see appendix).

The request must be received by the administration for consideration at least fifteen days before the date of the event. If this deadline is not met, the event will automatically be banned.

Authorization may be granted subject to certain conditions laid down by the management. Those responsible for the event will be liable for any damage caused during the event.

The right of assembly may concern political, economic, social and cultural issues. Premises are made available either on a permanent basis, or at the request of student or professional organizations.

Room reservations for meetings must respect teaching and research schedules and take place in complete safety, while respecting the integrity of equipment and premises. They may not be used for commercial or promotional purposes, and must respect the principle of secularity.

### **Respect for intellectual property**

Users can obtain reprographic copies of extracts from documents belonging to the IGN documentation center (books and works), as well as printouts of online articles or digital resources. Reprographic copies of documents that are not in the public domain must be reserved for strictly personal or educational use, in compliance with the intellectual property code.

To illustrate or update their courses, teachers, lecturers and researchers, whether permanent or temporary, may use extracts from books or textbooks. Any copies they make of such works must be authorized in advance by the General Resources Department, Planning Department, using the appropriate form (*see appendix*).

## **5. Disciplinary procedures**

Any behavior in violation of the provisions of these Internal regulations, the internal regulations of IGN and Gustave Eiffel University, and the study regulations governing the training courses at ENSG-Géomatique, as well as any service notes made for their implementation, may, depending on its nature and seriousness, be subject to a disciplinary procedure in accordance with :

- for public officials and trainee student officials, Law No. 84-16, articles 66 and 67, and Law No. 83-634, article 30, Decree 84-961 of 25 October 1984 ;
- for public sector workers, decree of 9 June 1948, article 7 ;
- for non-permanent agents, Decree No. 86-83, articles 43 and 44 ;
- for students, the study regulations applicable to their training cycle.

## **6. Environment**

Users of the premises, and of the campus in general, are required to sort their waste and to use the sorting systems installed on the premises to enable waste to be recycled and recovered.

Common spaces and green areas must be respected. On the whole campus, no waste, product or material will be abandoned inside or outside buildings.

In the event of unauthorized dumping, the cost of removal will be borne by the structures or individuals responsible.

The transport of hazardous materials using personal vehicles is forbidden.