



Order n° :
Registration n° :
Academic year : /



Application form



POLE AND CHOSEN CHANNEL

Management

Professional Licenses:

- Finance - Management
- Marketing - Communication
- International Management
- Logistics & Transport

Specialized Masters:

- Financial engineering
- Control and Audit Accountancy
- Communications, Marketing and E-business Engineering
- Human Resources Management
- Logistics and Transport Management

Law, Diplomacy and Governance

Specialized Masters:

- Diplomacy, Geopolitics and Governance
- Alternative management of business disputes

Renewable Energy

Specialized Masters:

- Eco-Management & Environmental Management

Engineering

Professional Licenses:

- Informatics Engineering
- Systems and Networks Engineering
- Artificial intelligence

Specialized Masters:

- Engineering of information systems
- Engineering of networks, systems & telecom
- Data Science & Digital Business

Tourism

Professional Licenses:

- Tourism and Hotels

Specialized Masters:

- Tourism, Hotels and Leisure Engineering
 - o Option 1 : Tourism and Leisure Management
 - o Option 2 : Hotels Activities Management

Health

Specialized Masters:

- Health Economics and Hospital Management

Studies level : 1st Year 2nd Year 3rd Year

Civil Status

First Name:
Last Name:
Address :
.....
City : Country :
Tel : GSM :
E-mail :
Gender : W M
Date of Birth :
Place of Birth :

Marital Status : Single Married
National Identity Card N° :
Father's Full name :
Mother's Full name :
Parents Address :
City : Country :
Tel : GSM :
Parents' Occupation :
Passport • N° :
• Expiration Date :
Nationality :

BASIC EDUCATION

◆ Baccalaureate : Type Year
Establishment Type : Public Privé

◆ Other formations :

Diploma	Specialization	Year	Institution	Type
.....	<input type="checkbox"/> Public <input type="checkbox"/> Privé
.....	<input type="checkbox"/> Public <input type="checkbox"/> Privé
.....	<input type="checkbox"/> Public <input type="checkbox"/> Privé



FOREIGN LANGUAGES

	Beginner	Average	Advanced
◆ French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ German	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Other languages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

◆ TCF Test : Yes No

◆ TOEFL Test : Yes No

Test date Score



PROFESSIONAL EXPERIENCES

Your professional experiences (internships, jobs...):

.....



EXTRA-ACADEMIC ACTIVITIES, ANTICIPATIONS AND FOCUS OF INTEREST

Your extra-academic activities, motivations & focus of interest:

.....



PROFESSIONAL PROJECTS

Your professional projects which you intend to realize by the end of your formation at **SUP'MANAGEMENT**:

.....



APPLYING FILES CONSTITUTION

Your application form should hold the following documents:

- 1 - This form dully completed and signed
- 2 - Cover letter
- 3 - Five certified copies of your Bacculaureate
- 4 - Five certified copies of your Bacculaureate grade card
- 5 - Five certified copies of the certificate of achievement or Post-Bacculaureate degree
(For cases of parallel admissions)
- 6 - Five copies of your national identity card or passport
- 7 - Five passport sized photos.

By virtue of the aforementioned regulations, I hereby apply to become a SUP'MANAGEMENT student. I attest having read and understood the access modalities, the internal regulations and therefore testify here to accept all the terms without any reserve.

Based on this form, Sup'management acquires the personal data in order to process your registration request. Such processing is submitted as an application for authorization by the CNDP under number.. The personal date submitted to the subcontractor(First Transparency in Casablanca - Morocco) provided with use of servers set up abroad (The Netherlands) in comùpliance with the transfer submitted to the CNDP.

In compliance with law n°09-08 pursuant to the protection of individual persons des personnes with regard to the processing of personal data, youenjoy rights for access, modification or opposition to the processing of personal data by addressing:

- via E-mail: supmanagement@supmanagement.ma
- via post : Sup'management, Direction Marketing & Communication, 28 Place du 11 Janvier et Rue Patrice Lumumba, Fez -- Morocco

Made in : Date

Signature (Preceded by "read and approved")

Candidate

Made in : Date

Signature (Preceded by "read and approved")

Legal guardian

INTERNAL RULES

The actual Institution's internal regulations have been elaborated in conformity with the following dispositions:

- ✓ Decree No 2-09-717 dated March, 17th 2010 concerning articles 51 and 52 of law No 01-00 stating the organization of high education.
- ✓ Decree of National education Secretary, Superior formation and teaching in the framework of Scientific Research No 2054-10 July 16th 2010 defining the rules for formation channels (branches) belonging to private high education establishments.

PRESENTATION

SUP'MANAGEMENT (High School for Management, Commerce and Informatics) is an Educational Superior Institution authorized by the Secretary of Superior Education, Tutors Formation and Scientific Research as defined by authorization No 90/95 sealed on the 15th of August 1995. Its functioning is governed by law 15/86 as published in the official bulletin No 4123 the 6th of November 1991.

◆ TITLE I: INSTITUTION PEDAGOGICAL COUNCILS AND COMMITTEES

Pedagogical Council:

The pedagogical Council is the executive body of the scientific Council. It is responsible of translating the pedagogical line as spelled out by the C.S. into concrete activities and permanently follows up on everything having to do with pedagogy. This body exists at the Institution General Management level and meets once per month and whenever else any particular event so requires. Its role is to;

- ✓ Keep an eye on the adequacy between the pedagogical policy and the school strategic line;
- ✓ Ensure the planning, follow-up and pedagogical life within the institution;
- ✓ Encourage action via concrete activities and openness of students to the socio-economic environment;
- ✓ Ensure the quality of teachers and research projects;
- ✓ Promote pedagogical innovation in all components;
- ✓ Prepare and manage the professors (1 or 2 general meetings, 2 departmental six-monthly meetings);
- ✓ Provide regular communications with student representative for taking the relevant decisions as required on a case-by-case basis.

General pedagogical Coordinator

Directly reporting to the institution president, the tasks of the General pedagogical Coordinator are:

- ✓ Making sure of adherence to the application of programs and organization of all updating or program;
- ✓ Coordination between pedagogical departments;
- ✓ Provide support to the management of all training centers;
- ✓ Awareness-building among the teaching staff to the pedagogical project;
- ✓ Carry out pedagogical diagnostic meetings.

Pedagogical Departments

The department includes all teachers operating in a given disciplinary branch. The school has four pedagogical departments:

- ✓ Management, Economics and Law department;
 - ✓ Marketing & Communications department;
 - ✓ Tourism, Hospitality and Language department;
 - ✓ Computer and decision making technologies department.
- These departments are run by four department head among the relevant department members.

Orientation Commission:

The task of this commission is to aide and advise students in the choice of their studies. In this way the enrolment of any postulant to one of the school study programs becomes effective only after a positive opinion issued by the orientation commission.

This body operating at the Training Center Director level works in open session at the outset of the year. Its purpose is to:

- ✓ Organize annual admittance tests and follow up on test results;
- ✓ Examine the applicant files of the relevant students and issue an opinion on the acceptance or rejection thereof.

Job assistance unit:

Its mission is to implement measure to facilitate insertion.

This body, set up at the Institution General Management level meets three times per year. Its purpose is to:

- ✓ Organize periodic training on the mythology for employment searching and enterprise creation;
- ✓ Analyze annual statistics on graduate and the rate of insertion;
- ✓ Define and consolidate orientations in compliance with employment search policies and enterprise creation as applied to the institution's graduates (newspapers, Internet sites, etc...) and availability to graduates;
- ✓ Implicate students and school clubs in the Job and enterprise creation endeavor;
- ✓ Create and consolidate institution partnerships with the business world and relevant agencies (ANAPEC, ...) & specialized consultant.

Disciplinary Council:

Instituted in compliance with the provisions of decree N° 2-06-619 of 28 Choual 1429 (28 October 2008) pursuant to the disciplinary council regarding students, is a collegial body consisting of the Pedagogical Director or representative thereof, the Studies Director, the student affairs Manager and two permanent professors. This council is chaired by the pedagogical director (or by a person appointed thereby for this purpose) who can be called upon only thereby).

He/she makes decisions on cases of indiscipline or lack of attendance, high absentee rates, fraud or misbehavior detrimental inside and outside the school.

It meets twice per year and any time an act of indiscipline occurs. Its purpose is to:

- ✓ Monitor and assess general discipline inside the premises, as periodic statistics on student absenteeism;
- ✓ Build awareness among student about discipline, good behavior and punctuality;
- ✓ Make decisions on instances of indiscipline, absenteeism above the tolerated levels, fraud or detrimental actions harming the reputation or image of the school both inside and outside;
- ✓ Making appropriate decisions against contravening students.

Semester and exam jury:

The semester jury is the guarantor of adherence to the modalities of knowledge evaluation (programs, exam rules, exam organization, equality of postulants, faultless holding of jury proceedings).

Consists of Jury President, Pedagogical Director, Pedagogical Coordinators of the study area, and module Coordinators.

This body set up at the Institute General Management level meets twice per year. Its purpose is to:

- ✓ Make all decisions pursuant each student pursuant to admission, admissibility, re-admittance or exclusion.
- ✓ If require, reconsideration of students a case-per-case basis by globally assessing their schooling ability on the basis of such parameters ad attendance, pedagogical progress, and discipline,
- ✓ When possible, suggest reorientation of any students in a failed situation.

Defense juries:

These juries ensure adherence or the rules of defense in terms of deadlines (limit dates), conditions of eligibility, procedure and defense proceedings.

This body which is set up at the Institution Study program Management level has a working session open during the defense period of the graduates. It consists of:

- ✓ Jury president
- ✓ School manager
- ✓ Enterprise manager
- ✓ 2 Professors

Its purpose is to:

- ✓ Organize and ensure defense sessions of the institution graduates.

◆ TITLE II: ADMISSION POLICY

Article 1 :

SUP'MANAGEMENT is only accessible to students holder of a baccalaureate or any equivalent diploma. Those are then selected on the basis of:

- ✓ An admission Test stemming over four values of interest. This Test is directed by the [School's Orientation Committee](#) for the purpose to get a precise personal profile of each of the candidates :
 - ▶ Motivation and personality Test
 - ▶ A general culture Test
 - ▶ A logical Test
 - ▶ Spoken languages Test
 - Trial I: French verbalization
 - Trial II: Knowledge of modern languages

- ✓ A scrutiny in the academic or professional candidate's background.

The intended [commission](#) joins two administrative experts of the administration and two school-related permanent professors.

Indeed, the admission to the school is open according to the study levels, the specialized and different cycles of the channels and it goes as follows:

- ✓ 1st Year / Professional Cycle (P.C.) (bac+3):
 - ▶ Management and Tourism Channels: For holders of any baccalaureate kind (or of an equivalent diploma)
 - ▶ Engineering Channel: For the holders of a baccalaureate in science (or an equivalent diploma)
- ✓ 2nd Year / Professionalized Cycle P.C. (bac+3)
 - ▶ The students who confirm to hold a bac + one year successfully achieved within a high studies establishment, with conditions as stated for the 1st year.
- ✓ 3d Year / Professionalized Cycle (bac+3):
 - ▶ The students who confirm holding a bac+ two year of successfully achieved studies within an establishment providing high education classes with condition level bac as stated for the 1st year (with written and legalized pledge to continue their studies till the 5th year)
- ✓ 4th year / Professionalized Cycle C.S.A. (bac+5):
 - ▶ The students confirming to have successfully achieved 3 consecutive study years within an establishment providing superior education classes.

Article 2 :

The candidate's subscription to one of the school's cycles can't be enforced before the [School's Orientation Committee](#) agrees to it or before the two basic prerogatives meet , and that is to say:

- ✓ The deposit of all the mandatory administrative documents as required by the institution, to understand two conform certified copies of the last successfully achieved study level, for subscription cases parallel to the P.C. (bac+3 or to C.S.A. (bac+5) or to S.C.)
- ✓ The payment of the study fees as stated by the subscription policy which is an integrated condition imparted in the candidacy record subject to adjustment at the beginning of every academic year.

◆ TITLE III: DEONTOLOGY

Article 3 :

Any political activity within the school compounds is unconditionally forbidden.

Article 4 :

The school's Administration reserves full rights to intervene against students whose attitudes or acts might spoil, harm or degrade the school's reputation or image, even if the behaviors take place outside the official perimeter of the school.

Article 5 :

It is strictly forbidden to smoke inside classes, guided workshops, free workshops and school's library. It is equally forbidden to activate or maintain active mobiles in any of the above mentioned places.

Article 6 :

The students must pay a particular awareness to the unavoidable sanitary necessities of their dwellings as well as maintain in functional state all the pedagogic tools available to them.

Anyone caught in any act of voluntary vandalism will be officially bound to reimburse the integral amount as evaluated by the damage. They might be punished or appear in front of a disciplinary council following decision made by the school's Administration.

◆ TITLE IV: HARD WORKING AND DISCIPLINE

Article 7 :

The steady efforts of the student are qualified as a fundamental criterion in the formation as provided by SUP'MANAGEMENT. Its priority means are the unconditional obedience to the internal policies, full respect to the school's deontology and finally the sustained presence of the students to all courses, guided tasks and workshops qualified mandatory. Teachers are equally responsible, answering to the school's Administration for the student's enthusiasm but primarily to the rate of absenteeism in their respective classes.

No delay exceeding 10 mn will be tolerated if no excuse are provided. This testimony of the student must also be accepted by the studies Administration.

Article 8 :

Any non justified 'course-skipping' or delay exceeding 10 or non authorized classes exiting will be reported in the student's pedagogic record.

Three (3) delays exceeding 10 minutes imply the recording of one absence on the student's pedagogic records.

Hard-working counts very much in the student's pedagogic evaluation (the teacher could provide a disciplinary grade as part in the calculus of the sanction of mid-terms exams following the student's records).

A ladder or scale revised monthly or each six months and conceived by the studies Administration has a pre-stated rate over which the student is bound to be brought before of a Disciplinary Council.

Any case of treachery, fraud or attempted escape to the continued control or to the scheduled exams is strongly disapproved by the Establishment Disciplinary Council's emitted decisions.

Article 9 :

The Disciplinary Council consults or interviews the students' representative (generally the President of the Students' Association or the Delegate to promotion) or any other person judged necessary to the inquiry.

The Disciplinary Council announces its decision within delay not exceeding one month to start from the first day of its initiation. However, it could take up to two months if an inquiry to this effect has been ordered.

- ✓ A serious Warning
- ✓ A strong reprimand
- ✓ A temporary expulsion from all or part of the Establishment activities not exceeding 15 administrative days as shown in the Establishment calendar, with participation to the exams and knowledge evaluation.
- ✓ The expulsion from the Establishment for a period over 15 administrative days or less or equal to 30 days with a ban to participate to all or part of the exams and knowledge evaluation.
- ✓ The expulsion from the Establishment for a period higher than 30 days but less than 90 administrative days as planned in the Establishment calendar in the boundary remaining to the end of the running academic year with or without exclusion from the exams or knowledge evaluation.
- ✓ The expulsion for the rest of the academic year implying an interdiction to participate to the exams or knowledge evaluation either for the running session or the following one of the same year.
- ✓ The definitive expulsion from the Establishment.

For the definitive expulsion, the students in fault falling under such case can raise his or her request to the Establishment Administrator. This authority may then in the following eight days after reception of the request, summon an inquiry commission.

The committee, which gathers the pedagogic Administrator, the studies Administrator and at least two professors, holds a meeting for the purpose in the week following its convening.

The decisions taken by the inquiry commission are then made known to the guilty student within two administrative days following the final statement of the commission.

◆ TITLE V: PEDAGOGIC EVALUATION & CONDITIONS OF SUCCESS

Article 10 :

The assessment of knowledge acquired covers all levels thereof and integrates the appropriate measures for monitoring of where the student is at, support of those showing certain areas of weakness in some fields or the maintaining of permanent motivation in the sphere of training followed. The level of surveillance in the various educational programs (L.P.) / (M.S.) adheres to the procedure hereafter:

- ✓ Control of knowledge acquired includes:
 - ▶ 2 Per semester checks of varying type: free exercise, written interrogation, oral, exposé, report, project, etc. ▶ 2 Written exams each semester (partial, final)
 - ▶ To be noted for the module entitled « Professional environment », the « Mini-project », « Micro-project » or « Tutored project » component for its evaluation includes: 1 Major Oral exam in the form of an exposé defended before a jury.
 - ✓ Grading of training session report or thesis:

The thesis projects of the professional project and training session must be validated by the defense jury in compliance with the special provisions pursuant to defense as stipulated by the school internal regulations.

Grading of the training session or thesis report is accomplished according to the following principles:

 - ▶ The training session must be accomplished upon completion of each year of study shall be graded by the relevant professor (for intermediate training) and by the defense jury (for theses).
 - ▶ The general average for a given program is equal to the general average of the last year of study (weighted value of 75%) and the grade of the thesis (weighted value 25%).
 - ▶ Thesis defense must occur in compliance with the provisions of article 17 of these internal regulations.
 - ✓ Method of assessment of Modules:

A module is validated if:

 - ▶ The average thereof is = 10/20 and de averages of the component modules are >= 7/20.
 - ▶ All the module components for which the average is < 7 split into a 2nd session even if the module average is >= 10/20.
 - ✓ Breakdown of grade:

All modules and components thereof have a coefficient equal to 1.

The average of each module component is made up of the grades obtained in the continuous monitoring, the grade obtained in the semester end exam as follows:

 - ▶ Continuous monitoring : 50%
 - ▶ Exam : 50%

The module average is equal to the average of averages of the module components.

The general annual average for the 1st, 2nd and 4th year of study is equal to the average of the general averages of all modules.

The general annual average for the 3rd and 5th year (final degree years) is made up of the average of the averages obtained for all modules (with weighted value of 75%) and the defense grade of 25%.
 - ✓ Retaking : The students not having validated a module are invited to retake an exam for the modules for which the module components the average for which is < 7, even if the module average is >= 10/20.
 - ✓ Deliberation grade and criteria for admissibility and admission:
 - ▶ Admissibility / 1st session :

Students admissible are those having participated in all the tests (except training session) and having obtained an average general grade at least equal 10/20 and for all modules averages of >= 10/20.

All the module components the average for which is of < 7 must be retaken in the 2nd session.
 - ▶ Admissibility / 2nd session (Second try session)

The postulants not admitted to the 1st session, must take a test per component of the un-validated modules (for which they have not received a grade at least equal to 7/20) and maintain all grades for module components of >= 7/20

Admissibility to the 2nd session is announced under the same conditions as those applied to the 1st session.

If the general average grade obtained is > = 10 and three averages for the module components are at least < 7, admissibility with other modules credited (with module component is < 7) is announced.

Admission to second try is announced in two instances:

 - if the general annual average grade is < 10
 - if the general average grade is >= 10 and grades of more than 3 module components are < 7.
 - ▶ Admittance:
 - Admittance is declared for postulants (1st or 2nd session) having completed their training sessions and obtained general average of at least 10/20, without any grade less than 10/20 for training session module;
 - The postulant not having obtained a grade of at least 10/20 for the training session module maintains credit and shall be obliged to submit a fresh training session report in order to be definitively admitted.
- Admissibility is maintained for one year for postulants having received a second try authorization. A waiver to this provision is possible upon submission of documents of proof deed sufficient by the school management.
- ✓ This granted according to the following points:
 - ▶ 10 <= average < 12 : Acceptable
 - ▶ 12 <= average < 14 : Quite good
 - ▶ 14 <= average < 16 : Good
 - ▶ 16 <= average : Very good
- ✓ Handling of absences:

The professors shall proceed to weighting of the grades obtained for the module components taught by their estimation of the presence and attendance of each student. The school management and after the accumulated absences during the semester completed, will also see to handing of the average instances as follows:

 - ▶ For module components programmed per 1 course per week, the grade or periodic testing becomes systematically '0'
 - ▶ For the module components programmed in 2 courses per week beyond 6 accumulated absences the grade for periodic testing systematically becomes '0'.

Absences for periodic testing are tolerated provided there is submission of documents of proof duly accepted by the School administration

Absence at exams (partial or final) give rise to a grade of '0'

No test can be given outside the 2nd session.

Article 11 :

Overseeing of exams (oral, correction of copies) is the responsibility of the course professors. The exam copies are anonymous and the correction of copies can be delegated (except in case of illness).

Article 12 :

Any fraud, attempt to fraud or nuisance during a test or exam will automatically bound the student to appear before of a Disciplinary Committee which will then render the appropriate verdicts.

Article 13 :

At the end of each semester and academic year, the Jury holds a meeting to consider decisions relative to the admission, admissibility, hold-backs and expulsions. This board gathers the Jury Chairman, the Pedagogic Manager, the pedagogic Coordinator of the channel, the coordinators of the channel's modules and the managers responsible of the module's elements.

The decisions taken will be evaluated following the end results obtained by each student (particularly the average general notation which will be calculated according to a procedure shown on an internal publication video).

Besides, the admission to the second year (C.P. (bac+3)) is joined to the student's orientation toward one of the existing options within the school. This, according to the orientation criteria as stated by the school, the obtained end results, the student's motivation and the corpus of implied professors.

Article 14 :

All the final year students fulfilling their modules of an undergone cycle must prepare a research and discuss memoir before a Jury, is declared a SUP/MANAGEMENT graduated laureate for the achieved cycle.

In case of failure, a certificate is given to the students who had regularly attended to the actual annual courses, but suffered a personal condition preventing them from attending the final exam or purvey an end research project (accident, illness, etc...), or for exhaustion of the right to renew the same academic year.

Article 15 :

The defence regulations are as follows:

Memoir sustenance should run in conformity with the following conditions:

- ✓ Defence 's delays:

The sustenance boundary limits are scheduled as follows: Between the 1st of July and the 31st of October

Over this limit, any candidate wishing to sustain an end of study memoir is bound to try on the next period (stated as shown below and according to the followed study cycle).
- ✓ Eligibility requirements

Any sustenance is subjected to the following conditions:

 - ▶ The deposit of the entire set building the student's academic record
 - ▶ Return of all the borrowed books taken from the school's library
 - ▶ The integral fees payment for the achieved cycle
 - ▶ Four (4) copies of An end-of-study memoir (for the studies department)
- ✓ Sustenance procedure:

The deposit of a memoir should take place at least 20 days before the actual memoir defence. The modalities of such sustenance should be made with the Studies Administration at least 7 days in advance. The choice of the sustenance Jury members is under the sole authority of the Studies Department (the student will have nothing to undertake). The Jury must inevitably consist of the principal tutor of the candidate and the presence of an enterprise authority where the internship took place will be highly considered.
- ✓ Sustenance on-going:

The memoir presentation or debate shouldn't take more than 20 minutes at its longest. It is immediately followed by the consortium animated inquiries to which the student is bound to defend his or her thesis and answer all of the questions asked.

The implied laureate should be dressed with the prescribed attire (end-of-study sustenance robe and square academic cap which can be taken from the school's Scholar service.
- ✓ Cases if sustenance negative results: In case of memoir rejection, the implied candidate has the opportunity to renew his or her work within a delay of no more than 7 days within the stated limits in paragraph (1).
- ✓ Awarding diplomas (after a successful sustenance): Any candidate declared laureate, can get a Diploma recognition and a global notation record after a 24 H. delay. The Diploma can then be handled to the candidate following his/her request at the school's General Secretariat) after a fifteen days delay.

◆ TITLE VI : INTERSHIPS AND TRAINING

Article 16 :

The internship or training period constitute a fundamental complement of the formation as assured by SUP/MANAGEMENT. They are mandatory through all of the different cycles of the study years.

Article 17 :

The Training Periods within the school final phase with the edition and deposit of a Training Period Report which will be noted with a notation evaluated in the calculus of the student's general average for the running year.

The final year's internship or training period for a specific cycle leads to the sustenance of an end of studies memoir debated in front of a sustenance committee.

Article 18 :

The training session that must occur upon completion of each year of study is subject to grading devised by the professor/advisor (for intermediate training) and by the defense jury (for end-of-study training sessions).

◆ TITLE VII : ASSOCIATIVE LIFE

Article 19 :

The SUP/MANAGEMENT students Association (Leader Managers) is elected by the students following the fixed conditions as stated by the Association's internal regulations. It includes in its Pedagogic Delegates structure (one for each class).

This Association represents the different students' promotions within the school, supports the students resolving any problem raised during their vigil and also organizes extracurricular scientific and cultural activities, etc...), gatherings, seminars, study errant, etc.

Besides, Association publishes an internal trimester revue titled 'SUP NEWS', heavily used by students and teaching staff likely to publish articles and school's activities.

Article 20 :

SUP/MANAGEMENT Sports conveniences (BDS) are equally elected by the students in the framework of the Leader Managers Association. In coordination with the support Manager's department of external relations, the BDS animate the sportive life within the school and develops the spirit of competition between opponents. The subscription to the BDS give many advantages as stated in the Association's policy.

At last, it is noteworthy that the school reserves half a day per week to the extracurricular activities so to keep participants in good physical shape and spiritual one.

Article 21 :

The Junior Enterprise is equally administered by the students in the framework of the Leader Managers' Association. This association has been created to maintain School-Enterprise relations and particularly to take charge of micro-projects or studies as ruled by the established agreement with enterprises for the purpose of putting to action the taught theories. The mentioned organ also publishes bulletin for the student internal liaisons

Article 22 :

The school organizes quite a number of extracurricular and associative activities each year the most important of which are:

- ✓ The integration seminar: this seminar could be held inside the school or outside in the presence of junior and senior students, the teaching and administrative corpus for the purpose to present to the students the internal policies, programs schedules, internships and the associative life within the school.
 - ✓ A yearly cycle of conferences and seminars leading to the following themes
 - ✓ Professional formation workshops (AFP), for the benefit of the students.
 - ✓ Days 'Open Gates' where a public hears and sees the benefit of the formation assured by the school.
- It is noteworthy that the student's participation to such activities might be sanctioned with a notation 'bonus/malus' that can change and improve the calculus of the student's general average.

Article 23 :

The library Video and the locals for informatics tasks are administered by the school's responsible, who are available to students for guidance, orientation and tutored activities. Any film projection or unauthorized video is strictly forbidden. This also counts for the manipulation of the school unauthorized digital support.

◆ TITLE VIII: GENERAL DISPOSITIONS

Article 24 :

The studies calendar relative to each channel (approximated) goes like this:

- ✓ Start of the session and beginning of the 1st semester courses : First week of October
- ✓ End of the 1st semester courses : End of January
- ✓ Beginning of the 2nd semester courses : Second week of February
- ✓ End of the 2nd semester courses : End of May

The planning of the exams goes like this:

- ✓ Partial examination of the first semester (first session) : 1st Week of February
- ✓ First semester partial exam (review) : End of February
- ✓ Second semester partial exam (first session) : 2nd week of June
- ✓ Second semester partial exam (review) : End of June
- ✓ Deliberation datum : 1st week of June.

Article 25 :

In case of non obedience, non compliance or non conformity to the rules of the present internal regulations, sanctions could be taken:

- ✓ by the Director of the school such as a written warning or an expulsion period less or equal to 8 days
- ✓ by the disciplinary council which can take any necessary measures judged necessary

Article 26 :

The teaching goes through out the year and the student legal representative (parents or tutors) pledge in the subscription period to pay the required fees. Furthermore, no reimbursement will be granted for anyone has the invoked reasons

Moreover, the modalities and limits for a definitive settlement are stated in the subscription form given to all applicants.

Student who does positively meet those directives within the prescribed delay will NOT be admitted to the classes unless one has a special authorization delivered by the School's Administrator.

Article 27 :

The present internal policy takes effect as soon as the academic session starts.

It is reported to the student via a display panel.

The school's Administration reserves the unconditional right to bring changes and modifications to the enforceable policies.