

# aivancity

La Grande Ecole de l'IA & de la Data

Paris Île-de-France · Nice Côte d'Azur

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## INTERNAL REGULATIONS

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Version adopted and enacted on September 1st, 2024, by aivancity School of AI & Data for Business & Society (France) Applicable to all learners.

## INTRODUCTION

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The internal regulations define the general operating rules within aivancity School of AI & Data for Business & Society (France) – hereinafter **aivancity**. It applies to all learners and is supplemented by educational regulations specific to each program.

The present Internal Regulations, which have been drawn up in the interest of all and to ensure the respect of individuals and property, apply to all learners (hereafter learners) of all programs (hereafter the program) whether they may be degree graduated or not, **wherever they may be :classrooms, library, cafeteria, common areas, AI clinic, terraces and outdoor areas etc.), either on the aivancity campuse or at any other site in which the external activities of the Program take place: academic exchanges** with partner institutions abroad, visits, seminars, placements or assignments in companies, sporting activities, learning trips, integration seminars, etc.).

All aivancity learners will be deemed to have apprised themselves of these Internal Regulations at the time of administrative integration via the online platform and consequently they may not plead ignorance thereof. The Internal Regulations may be consulted by learners at all times via the said online platforms.

The Internal Regulations lay down equitable and effective rules of conduct.

The learning methods set out in the Program framework are active and varied. They require from learners specific standards of conduct and attitude, such as respect for others, initiative, independence, curiosity, participation and commitment. Learners are expected to follow their own path through the Program and to help their peers to progress.

The Directorate/Management is composed of aivancity's Dean (General Director ) and the Programs' Academic Director (*Directeur Académique*), and, where relevant, the Programme Director (*Directeur du Programme*) and the Operational Head of the Program (*Reponsable Operationel du Programme*), assisted by the administrative staff and the teaching staff ("the Faculty").

Commitment to quality necessarily entails mutual respect among the various parties involved (learners, teaching staff and administrative staff). Mutual respect is the cornerstone of the partnership that aivancity wishes to maintain between all parties.

The Internal Regulations provide guarantees for all parties and ensure coherence within the learning community.

The Dean's Office of aivancity retains the right to modify these Internal Regulations, provided where relevant, that the corresponding administrative authority, approves such modifications. Learners will be notified of all modifications by all means and in the shortest possible time. All modifications will come into force upon such notification.

The present Internal Regulations shall prevail overall other documents issued by aivancity.

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## PART 1: PROFESSOR-LEARNER RELATIONS THROUGHOUT THE DURATION OF THE SCHOOLING

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aivancity promotes high-quality professor-learner relation throughout the entire learning period of its learners. These relations are intended to facilitate learning in the broadest sense: acquisition of knowledge and of technical know-how, but also the life skills and values needed to ensure a quality professional future.

During all classroom courses, the aim is **punctual and regular attendance** coupled with a courteous and positive attitude favoring exchanges of opinion and experience and contributing to the overall success of instruction. The school policy promotes such exchange of opinion and experience as well as a positive ambience in the classroom, and on internal and external social networks, regardless of the various teaching methods and learning conditions at play. Given the international orientation of the Program, it is vital that all parties actively respect the cultural differences involved in the methods or approaches concerned and that all different opinions expressed should meet with professional acceptance in a climate of understanding and tolerance. Further, learners are encouraged to reflect on the benefits that the multinational atmosphere created by their fellows confers upon them during the course of their studies, and to approach all communication with this positive outlook.

In all events and at all times, both during and outside of their studies, learners shall observe the aivancity Internal Regulations, carry out the preparatory work requested of them, hand in their written work within the stipulated deadlines and participate in an active and considered manner. They shall strive to progress themselves and to help their colleagues to progress.

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## PART 2: INTERNAL RULES WITHIN THE PROGRAM

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### 2.1 COURSE ENROLMENT PROCEDURES

Where learners must choose courses, the enrolment procedures will be provided by the Programme staff, together with details of the relevant deadlines. No credits or marks for the course can be given unless the learner has enrolled before beginning the course in accordance with the procedures indicated by the Programme staff. All enrolment cancellations must be expressly made to Programme staff; failure to do so will result in a mark of zero for the course in question.

For all other courses, no enrolment procedures are necessary.

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### 2.2 ATTENDANCE

The requirement of regular attendance of courses is justified by the goals regarding professor-learner relations outlined above. The professor verifies learner attendance during courses. The Program may carry out attendance checks in exceptional circumstances (e.g. very high numbers of learners, repetitive absences at certain courses).

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### 2.3 EXTENDED ABSENCES

Extended absences of one month or more without providing a valid reason and without providing notification or information to the Program's administrative staff members in which the learner is enrolled will be considered as a *de*

*facto* withdrawal from the course. In this event and following an e-mail that has remained unanswered for eight (8) days, the Program Director will record the *de facto* withdrawal of the learner. The learner will then be informed of the *de facto* withdrawal by e-mail indicating the date of *de facto* withdrawal thus recorded. No refunds will be given.

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## 2.4 WITHDRAWAL

Learners wishing to withdraw from the Program in which they are enrolled must inform the Program Director of their decision to withdraw by e-mail. The date of withdrawal corresponds to the date of receipt of the registered letter. No refunds will be given.

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## 2.5 RESPECT FOR WORK GROUPS

During the course of their studies at aivancity, learners will be involved in group projects. To ensure maximum effectiveness, once formed, such work groups may not be changed. However, changes to a group may be considered by Faculty members in exceptional cases.

Learners must participate in the work groups with which they have been officially registered. The professor is free to request that any learner's failing to enroll in their designated group has to leave the classroom immediately. Any failings in this regard will be penalized by the professor or by a jury (pedagogical, diploma awards or disciplinary) since they disrupt the normal course of teaching.

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## 2.6 CLASS TIMES AND CONDUCT IN CLASS

All classes begin at the scheduled time. Respecting class starting and ending times, as well as break times, is the responsibility of the teaching staff. Learners must comply with lesson starting times and break times. Professors may prevent any learners who arrive late from entering the classroom if they feel that this will disrupt the lesson. They may also invite any learner whose conduct is disruptive to the class and/or fails to comply with the basic rules of courtesy towards the professor and other learners and thus disrupts the class to leave the room immediately. Other disciplinary action may be envisaged by professors where the seriousness and repetitive nature of such conduct so warrants. Professors may inform the Program Director, who has the right to call the learner before the disciplinary jury with a view to possible disciplinary action.

All instances of unjustified lateness are recorded and notified to the Program Administrative Staff in which the learner is enrolled.

Use of mobile telephones and similar communication devices in class is forbidden, except where expressly authorized by the professor in charge.

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## 2.7 COMPLIANCE WITH THE DATES OF THE ACADEMIC TERMS

Compliance with the dates of the academic terms is mandatory (regarding both the start of the Programme and throughout the year). Any foreseeable late starts to the Programme and any foreseeable early departures shall be agreed in advance with the Head of the Programme.

Where a learner fails to present a valid reason and/or prior notification thereof approved by the Head of the Programme for a period of fifteen (15) days after the term start dates, he will be sent a formal request to attend courses by means

of an e-mail. If this e-mail remains unanswered after eight (8) days, the learner may be considered to have withdrawn *de facto* in accordance with the procedure set out in article 2.4.

The Programme followed by learners during their studies at aivancity involves a heavy workload. Certain timetable arrangements may be examined in consultation with the Head of the Programme in order to optimise the distribution of lesson times so as to enable the learner to conduct other activities at the same time (e.g. high-level sports, part-time work in a company, or other complementary studies).

Learners failing to observe these rules will be called before the disciplinary jury.

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## 2.8 COMPLIANCE WITH EXAMINATION TIMES

The dates and times of examinations are set by aivancity and cannot be modified except under exceptional circumstances. The definitive examination Program for all classes is decided by aivancity. Examination times and dates will be communicated to learners via the relevant online platform.

Learners failing to observe these rules will be called before the disciplinary jury.

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## 2.9 DEADLINES FOR HANDING IN WORK

Deadlines for preparatory work and the handing in of written work and other reports are stipulated in advance by the professor and must be respected.

All instances of lateness in handing in work will be penalized. Penalties are decided by the professors of aivancity. The rules and relevant penalties will be communicated to learners in advance by their professors in the course syllabus.

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## 2.10 LEARNER ADMINISTRATIVE FILE

aivancity will keep a confidential learner file containing all information pertaining to missed lessons, including certificates of absence, medical certificates and other justifications for absence or lateness. Learners should strive to ensure that all relevant information is included in this file, which may be requested by any jury. If a jury requests a learner a file, the learner's case will be reviewed in the light of the documents contained therein. Learners are therefore strongly advised to ensure that their files are complete and up to date throughout their entire course at the establishment, and they should provide clearly identifiable copies of important documents. Learners undertake to inform the Program's administrative staff in which they are enrolled of any administrative changes, in particular their postal and email address.

Only information regarding underage learners (<18 years old) will be communicated to their legal guardian.

Any learner presenting false documents will be called before the disciplinary jury and a complaint will be lodged with the competent jurisdictions, in particular for forgery and falsification.



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## 2.11 COURSE CONTENT

A detailed syllabus containing the course plan, aims and content and the type of evaluations for each course may be consulted via the relevant online platform.

Learners will be notified via all relevant media of any changes thereto.

The syllabi provided by aivancity contain all relevant information concerning the practical details of the courses.

Professors in charge of courses are asked to provide learners with indications and recommendations regarding examination formats, written reports, and presentation of case reports, as well as the evaluation criteria that will be used to assess work in the different areas covered.

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## 2.12 LEARNER EVALUATION OF COURSES

The overall purpose of this evaluation is: to contribute to the good conduct of courses and to enhance course quality.

Course progress is assessed regularly at half-yearly meeting between learner representatives and the Head of the Program. To this end, the learner representatives may circulate the necessary information relating to their mandates by any means they consider useful, if this does not result in any disturbance to the proper conduct of the courses.

For each course, the professor may ask learners to provide a more precise opinion, for example using a more detailed qualitative questionnaire suited to his/her course. Learner representatives may also conduct surveys among other learners on the same course and discuss the results with the professor in charge of the course. It is essential that all issues specific to a given course be resolved at the relevant level.

Out of a concern for continuous improvement of quality, either during or as soon as possible after the final lesson of each course, learners will be routinely asked to complete an evaluation form via the relevant online platform. The completed online evaluations must be returned online within the stipulated deadlines.

The professors responsible for the course receive a copy of the evaluations. Further, the Head of the Program has access to the quantitative and qualitative evaluations in order to be able to assess course quality.

In addition, learner representatives may request an interview with the Academic or Program Directors throughout the semester for any reasons they consider useful.

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## 2.13 ATTENDANCE OF EXAMINATIONS (PARTIALS AND FINALS)

aivancity may organize distance examinations and tests. The Head of the Program will inform Learners of all the pertaining arrangements. Rules and regulations below are fully enforceable where distant examinations and tests are relevant.

Attendance of examinations is **mandatory**.

Any absence without written justification under the conditions set out in the following paragraphs will result in a mark of zero for the examination in question.

Under these conditions:

- Notification and justification of any foreseeable absence (due to professional or personal obligations) must be provided as soon as possible to the administrative staff of the Program in which the learner is enrolled, and to the administrative department responsible for organizing examinations.

- Notification of unforeseeable absences (due to sudden illness or emergency) must be provided as soon as possible after the event to the administrative department responsible for organizing examinations together with written justification (e.g. medical certificate).
- Sleeping in and problems with transport (public or private) are not deemed acceptable reasons justifying partial or total absence from examination.

Regarding notified foreseeable absences and unforeseeable and justified absences, the Program Academic Director shall decide whether or not the reason given for absence from the examination is acceptable.

Learners unable to attend an examination on justifiable grounds will retake the examination at a later date during the retake exams session or the following semester where this is warranted and possible, if the format of program allows it, and with the agreement of the Program Academic Director concerned.

Absence from an examination on religious grounds will not be considered as justified. Examinations will not be organized during religious holidays acknowledged as such by the competent minister and communicated by the Rectorate of the Lyon Academy as regards France. For foreign campuses, strict adhesion to the national legislation governing religious holidays is the rule.

Failure to comply with these rules will result in a mark of zero for the examination in question.

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## 2.14 CONDUCT DURING EXAMINATIONS AND TESTS

Examinations at aivancity consist of formal testing decided upon by the professors and organized by the competent administrative department.

The conditions governing each examination are determined by the professor in charge of the course. They are set out on the cover page for the subject and are clearly stated in the course syllabus. Unless any instructions to the contrary are given by the professor responsible for the course, the following general rules shall apply:

- The date, time and place of the examination and/or test are indicated on the internal platform. Where an examination is to take place in several rooms and the allocation of rooms is not shown on the platform, the learners concerned will receive email notification via their aivancity email address.
- Learners wearing headaddress (of any type) must remove it during the examination or else freely consent to a search to check that it contains no communication devices.
- Learners are asked to arrive at the examination room assigned to them 15 minutes before the designated start time.
- All answer sheets must be handed in at the prescribed time. The invigilator(s) will inform the learners of the time allotted and of the time remaining.
- Learners may not bring any course documents with them and must present their learner card to the invigilator. They must sign the attendance sheet alongside their printed name. Learners failing to provide proof of identity will not be allowed to enter the examination room.
- Learners must leave any personal belongings not associated with the examination (e.g. bags, briefcases and overcoats) at the front of the room. They may keep with them only articles needed for the examination: pens, rulers, erasers, calculators where authorized, and any authorized documents (as needed). Exchanging such articles during the examination is forbidden and any failure to follow this rule will be noted in the examination report.
- Where the use of calculators is authorized, these devices must operate off-line, and they must have no means of data transmission, printing or external storage.
- Pencil cases are not allowed.

- Only plastic water bottles are allowed in the examination room. All glass bottles and any other form of food or drink are forbidden.
- Learners must sit at the place indicated on the examination sheet or having a label bearing their name.
- Access to the examination room will be refused after a grace period of 15 minutes from the start of the examination, and in this case, the learner must inform the administrative department responsible for organizing examinations. However, no late arrivals will be tolerated for examinations having a specific format and comprising several sessions.
- For examinations taking place in multiple sessions, the learner must attend at the time indicated in the convening notice. No changes to the attendance time can be accepted without the prior consent of the Program.
- Learners must remain in the room for at least half an hour before handing in their answer sheets and anyone leaving the room after this period will not be allowed to return.
- Learners attending a room not allocated to them cannot be accepted by the invigilator.
- The invigilator shall close the room while the examination questions are being handed out. Learners arriving late must wait until the invigilator opens the door after handing out the questions.
- Strict silence must be observed.
- It is strictly forbidden to speak, copy from others or communicate in any way throughout the entire duration of the examination. Any learner wishing to communicate with the invigilator must signal their intention to do so by raising their hand so as not to disturb the other learners.
- Except for language tests, bilingual or French dictionaries in paper format are allowed, provided they contain no annotations or additional pages. Electronic dictionaries may not be used.
- Use of computers, tablets, mobile telephones, and similar communication devices is forbidden unless expressly authorized by the professor in charge of the course. Further, any incoming call signals during an examination will be considered as an attempt at cheating and will be automatically recorded in the examination report.
- For examinations requiring the use of a computer, learners must take care to correctly transfer the files containing their answers. Any answer that has either not been correctly transferred or only partially transferred will be considered null and void.
- The learner's name must be clearly indicated on all pages (including rough pages), which must be attached and given to the invigilator at the end of the examination. Any sheets containing examination work but not handed in at the end of the examination will be considered null and void.
- Once learners have completed all the examination questions, they must leave the room in silence. They must place their answer sheet and any other documents given to them on the desk of the invigilator, and then signs next to their name.
- All cheating or attempts to cheat during a test or any other form of evaluation will result in a summons to appear before the disciplinary jury. Any learner caught cheating during an examination (including, but not limited to, consultation or possession of unauthorized documents, electronic devices (smartphones) or notes, unauthorized communication, or copying of answers from other learners) will automatically result in a mark of zero, without prejudice to any further measures taken by the disciplinary jury. At the same time, the invigilator or invigilators shall draw up a report countersigned by the other invigilators and by the persons who cheated or attempted to cheat. Refusal by the latter to countersign the report will be indicated in the report itself.
- During the test, the invigilator acts as the representative of the Program and the learners must therefore comply attentively with the invigilator's instructions.

If any of the above rules are broken, the invigilator(s) may involve the administrative service responsible for organizing examinations.

The administrative department responsible for organizing examinations may ask the Program Academic Director or the Operational Head of the Program to intervene. In any event, learners failing to abide by all these rules may be summoned before the disciplinary jury.

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## 2.15 PLAGIARISM

In all written work and oral presentations, it is essential that learners comply with the rules governing intellectual property: quotations must be placed in quotation marks and a source of the quotation indicated, complete bibliographies must be inserted, etc.

Any learner or group of learners who, in their written work, deliberately plagiarize (in part or in full) any work internal or external to aivancity (e.g. by copying extract of an existing work or a document published on the Web), without citing their sources in their report will receive a mark of zero. Further, they will be called before the disciplinary jury. Learners are reminded that the teaching body uses third-party software (e.g. Urkund, compilation...) to detect plagiarism.

This rule is explained in the anti-plagiarism charter drawn up for the attention of learners at aivancity. Each learner validates and signs this charter electronically on arrival / entry to aivancity. It may be consulted at all times via the Connections platform.

**Cheating and plagiarism are considered extremely serious issues and may result in learners being excluded from the Program, as well as exposing them to legal action where applicable.**

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## COPYING OF DOCUMENTS

aivancity business school declines any legal liabilities where learners, whether deliberately or not, are in infringement of any French or international legislation governing the illegal use of software and the copying, in full or in part, of works protected by copyright.

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## 2.16 NOTIFICATION OF EXAMINATION MARKS, MODERATION OF EVALUATIONS AND REVISED MARKING

Class work, case studies, exercises and any other activities may be evaluated in the form of marks and/or “pass/fail” status. Evaluation is at the entire discretion of the professor. The evaluation conditions are set out in the course syllabi. Learners are encouraged to ask their professor if they require more precise information concerning the evaluation criteria used in various tests.

The Program nevertheless ensures uniform evaluation between the various courses in order to ensure equity and transparency of learner evaluation policy and reserves the right to adapt the professors’ evaluations.

Given the importance of marks for learners, as an indicator both of their learning achievement and of the advancement of their education (particularly the validation of teaching within the Program and the granting of diplomas), all evaluations of exam papers, reports, case studies or work presented in other formats are given within a reasonable time not exceeding one month.

The results of coursework and examinations are transmitted to learners via the relevant online platform.

Where an evaluation is contested, the professor provides all necessary justifications to the learner or to the Head of the Program, or to the relevant diploma awards jury.

Once the diploma awards jury has made its decision, marks cannot be modified.

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## 2.17 MARK SHEETS/TRANSCRIPTS

Examination mark sheets/ transcripts are provided by aivancity (applications may be submitted solely via the platform). Any problems with the mark sheet must be reported immediately to the administrative department responsible for organizing examinations.

In any event, no evaluations will be communicated to any third parties without first obtaining written consent from the learner.

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## 2.18 USE OF THE COMPUTER NETWORK

Learners will be given documents concerning the email service and the computer network at the start of the Program.

During the first administrative enrolment and before beginning the Program, learners must provide an electronic signature of the charter for Internet use and the charter concerning proper use of the aivancity computer system. These charters may be consulted at all times via the Connections platform.

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## 2.19 CONDITIONS GOVERNING PAYMENT OF ENROLMENT FEES AND TUITION FEES\_

### OBLIGATIONS OF THE PARTIES

aivancity undertakes to maintain the enrolment fees and tuition fees indicated at the start of teaching for the ongoing academic year. For the subsequent years, tuition fees are indicated at the start of the Program, solely for information purposes. Consequently, these fees may be modified yearly.

The enrolment fees and tuition fees pertaining to the learners must be paid by instalments and for the sums stipulated upon administrative registration.

### **Withdrawal, *de facto* withdrawal and exclusion**

Payment is due for all academic years begun. If, during the course of an academic year, a learner withdraws (under the terms and conditions set out in articles 2.3 *in fine* and 2.4 of the present Internal Regulations, above) or is excluded from the Program in which s/he has enrolled, the entire tuition fees for the full ongoing academic year shall remain due.

No refunds of the enrolment fees or tuition fees will be made in any event.

### **Disciplinary action in the event of non-payment**

Enrolment fees and tuition fees to be paid by the learners must be paid in accordance with the timetables and instalments stipulated upon administrative registration.

If these instalments are not paid, the learner will initially be contacted by the finance department via any channel considered appropriate (letter, email, telephone, text messages etc.).

If the learner fails to regularize his situation, he or she will be asked to attend an interview, during which in particular payment schedule may be proposed.

In the absence of settlement and without prejudice to any possible debt recovery action, including legal action, in the event of non-compliance with the payment schedule, the Program, together with the Finance Department, reserve the right to apply the following measures, without further notice, pending regularization of the learner's situation:

- Suspension of access to courses and examinations
- Suspension of network access,

- Withholding of professional training agreements,
- Ineligibility for academic exchanges.

Learners failing to attend the interview to regularize their situation will receive notice of disciplinary action by e-mail.

aivancity reserves the right to refuse enrolment for any learners in arrears with regard to payments for previous years.

### **Recovery procedures**

Where payment defaults have not been resolved, aivancity reserves the right to take any recovery steps required, including legal action. Furthermore, aivancity may be assisted by a recovery agency and it shall not in any case bear any additional costs resulting therefrom.

When debt is recovered by enforcement, the recovery costs associated with execution shall remain at the charge of the debtor.

### **Insurance**

All Learners must justify that she/he has an ongoing valid liability insurance when enrolling and at each subsequent year. Learners failing to justify liability insurance subscription will be banned from campus.

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## PART 3: GENERAL RULES OF CONDUCT INSIDE AND OUTSIDE AIVANCITY

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All learners act as ambassadors of aivancity by virtue of their conduct inside and outside the establishment. They form part of a community constituted by a rigorous selection process and which is strongly dependent on reputation. They must not, through their conduct, jeopardize the image of the quality of teaching, responsibility, and integrity at aivancity.

In addition to the questions of image, of the good performance of teaching, and of group cohesiveness and collective solidarity, aivancity has an educational mission with regard to its learners and attaches great importance to defending its values.

All reprehensible acts, either individual or collective, within the context of activities relating to aivancity, that are detrimental to other persons, cause material damage inside or outside the establishment, are in contravention of standard rules of decency, jeopardize the image of the institution, or disrupt the cohesion of the group and the proper performance of teaching will result in aivancity taking appropriate measures and calling the learner before a disciplinary jury.

In this event, the Dean or the Program Director shall convene the disciplinary jury, which will then examine the facts in accordance with procedures set out in article 4.3.

Any disciplinary measures do not remove the obligation upon learners to make good any damages caused.

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### 3.1 CONDUCT TOWARDS AIVANCITY STAFF, LEARNERS ON OTHER PROGRAMS AND THE COMMUNITY

The conduct of learners must reflect the fact that aivancity is part of an institution involving multiple activities with work rhythms that vary greatly. Learners must not hinder staff or other learners in their work or disrupt classes in other Programs.

Learners are expected to behave respectfully in all of their dealings with the staff and other learners of aivancity and with the other members of the aivancity community. All manifestations of arrogance, aggressiveness and incivility, or contrary to normal standards of decency, are proscribed.

This respectful attitude is mandatory both inside and outside the school. Any act, even in the private sphere, potentially harmful to the image of aivancity and/or disruptive to cohesiveness of the group and the proper performance of teaching shall be considered as misconduct.

Learners failing to comply with these rules will be called before the disciplinary jury.

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### 3.2 RELATIONS BETWEEN LEARNER ASSOCIATIONS AND THE PROGRAM THE LEARNER COUNCIL AND DELEGATES

In order to meet the needs of expression and general representation of a large number of learners with regard to the aivancity Management and professors, an official structure will be created every academic year.

It is made up of:

- The Learner Council (BDE).
- Learner delegates for each year representing all learners in the year in question and who may replace the Learner Council.

The Learner Council and the delegates, act as an interface between the learners, the Dean's office, the Program and the Professors.

In the absence of learner Council, Learner delegates shall take over this function.

The Learner Council is responsible for the definition and application of rules governing community life at aivancity. In this respect, it is a privileged partner of the Management.

The Learner Council takes part in a number of formal meetings:

- The bi-semester meeting with the delegates, professors and the Program.
- The pedagogical and disciplinary juries, in which it acts on behalf of learners. It may be accompanied by a delegate from the year under the consideration of the jury, or it may elect to be represented by this person.

If required, the Learner Council or the Learner delegates may organize an explanatory meeting between the Management and all or part of the learners.

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## CONDUCT EXPECTED OF COMMUNITY MEMBERS

Learners involved in the community life must abide by the rules stipulated by the Learner Council and the present Internal Regulations.

The community life is the responsibility of the learners and does not require any direct intervention by the Management except in cases potentially harmful to the reputation of aivancity/ the Program or potentially damaging to the community.

However, the educational benefits of the community life are recognized to the extent that the latter is organized with a view to ensuring quality. With this in mind, the Associations can rely on the support and advice of members of the aivancity community in the realization of their activities. However, involvement in Associations does not constitute justification for inadequate academic performance or repeated absences.

Failure to comply with these rules will result in a summons before the disciplinary jury.

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### 3.3 CONDUCT DURING SOCIAL ACTIVITIES ORGANIZED BY LEARNER GROUPS OR ASSOCIATIONS

3.3.1 It is reminded that all acts of ragging/hazing which is characterized by making another person commit humiliating or degrading acts with or against his/her own will, perpetrated during events, social activities, meetings, within or outside the school, will lead to disciplinary action as mentioned in the present internal rules. It may also lead to penal action based on article L.225-16-1 of the Penal Code.

3.3.2 Evening activities, parties and other events held on aivancity premises are subject to agreements negotiated between aivancity and the learner groups or associations concerned and aiming at reducing risks and protecting learners in this type of events (strict supervision of alcohol distribution, reminder of the banning of ragging/hazing). Consequently, these learner groups or associations will be held fully responsible, both legally and in terms of civil liability, and in particular, financially, in the event of material damage.

Under such circumstances, aivancity shall systematically invoice for any costs incurred, regardless of origin. Identified learners failing to comply with these rules will be summoned before the disciplinary jury.



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### 3.4 FREEDOM OF EXPRESSION

Learners must respect the political, religious, and philosophical opinions of others.

Learners may wear outer signs indicating their religious affiliation where doing does not cause any disturbance to public order within the establishment and does not constitute an infringement of applicable local legislation.

During examinations, in order to avoid cheating, learners are reminded that they may be asked to uncover their ears to allow checking to ensure that there are no auditory communication devices present. Further, on entering the examination rooms, all learners must be able to provide proof of their identity.

The posting and distribution of tracts and questionnaires on aivancity premises are subject to prior authorization from the Dean's Office. No learners are obliged to answer any questionnaires that they do not wish to answer.

All acts of militancy or proselytizing for any religious, political, or social themes are forbidden on aivancity premises. Learners failing to comply with these rules will be summoned before the disciplinary jury.

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### 3.5 RESPECT FOR INTELLECTUAL PROPERTY

All learners are considered the owners of their own work, which may not be used or diffused without their formal consent.

Learners must comply with the rules of confidentiality required by companies and other bodies in performing works and surveys on their behalf.

Learners must respect the standard norms concerning the use of written works prepared by others. Any use of such writing in their own work must be identified clearly and precisely. Plagiarism constitutes an extremely serious offence, as described in article 2.14 above.

Similarly, forgery and falsification are forbidden inside aivancity and will result in a summons before the disciplinary jury as well as a legal complaint, where applicable, being brought before the competent courts.

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### 3.6 CONDUCT WHILE AT PARTNER INSTITUTIONS

Learners studying or taking a double diploma at a partner institution must follow the rules of that institution. In the event of serious infringement of these rules not disciplined by the partner, aivancity reserves the right to convene a disciplinary jury, particularly if any damage is done to the School's image.

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### 3.7 CONDUCT AT A COMPANY DURING TRAINING COURSES OR ASSIGNMENTS

As of the initial contact with the company or any other external body, learners must follow the basic rules of professional etiquette: attendance of meetings, taking the trouble to inform a company to which they have made an application if they accept another offer, compliance with dress codes (formal and informal), rules governing access and rules of conduct.

During training courses or assignments, it is essential that learners conduct themselves professionally and courteously and refrain from communicating externally any information to which they have access. They must not take any company documents outside or communicate them to any third parties without the company's authorization and, where applicable, they must return them within the times stipulated by the company.

An agreement setting out the requirements in detail will be signed by each learner with the company in which they are to be placed at the start of the company project.

They must not use their learner status to obtain dishonestly, in other words in an undeclared fashion, information about companies who are either competitors or else in business relations with the company for whom they are working. Further, any use under their own name in reports or dissertations of analytical files or summary reports prepared for the company by other members of its staff or by third parties will be considered by aivancity as plagiarism.

Any misconduct reported by the host company or by any other companies affected by a learner's conduct may be penalized by the Management of the Program in question through non-validation of the training course or assignment, and in serious cases the learner may be summoned before the disciplinary jury.

All learners must comply with the conditions set out in the contracts signed with their host company, whether for training courses or other assignments, and with the company's own Internal Regulations. Non-compliance, for instance early abandonment of the training course, shall be considered a fault, and in such cases the Program Director reserves the right to summon the learner before the disciplinary jury.

An agreement in the form of a convention setting out these requirements in detail will be signed by each learner and the placement company before each training course, assignment, or company project.

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### 3.8 FIELD STUDIES

Learners must strictly follow the professional code of ethics (ESOMAR Code) regarding all surveys or market studies carried out by them during their courses.

Any failure to apply these principles coming to the attention of aivancity may, depending on the seriousness of the fault, lead to measures ranging from a simple warning by the Program Director in question to a summons to appear before the disciplinary jury.

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### 3.9 CONTRACTS

Learners taking part in company project or assignments must ensure that the contract or official agreement is signed between the three parties concerned: the learner, the host company and aivancity. This contract sets out the aims, timetable, and extent of the work to be carried out, the supervisor relationship between learners and their professors and the commitment of the company in question. Any failure to comply with this contract or any conduct potentially harmful to the interests of aivancity with regard to the company may result in termination of the fieldwork and non-validation of the project in question.

The learners themselves are responsible for taking out appropriate insurance during the entire period of their professional placement.

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### **3.10 ALCOHOL CONSUMPTION**

It is forbidden to introduce or consume alcohol on aivancity premises and anywhere on the aivancity campuses other than during events authorised by aivancity.

Where it is exceptionally and explicitly authorized, alcohol consumption (under French licensing law 2 only) must remain within the bounds of decency and safety. Alcohol abuse does not diminish individual and collective responsibility in the event of excesses and does not in any case constitute a justification for any misconduct.

aivancity may at any time limit the number of events at which alcohol is authorized or end them if it sees fit. In all cases the national legislation of each of the aivancity campuses worldwide, that cover specifically alcohol consumption will prevail upon the present dispositions.

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### **3.11 NARCOTICS AND ILLICIT SUBSTANCES**

The introduction, use or sale of narcotics and illicit substances of any kind on any campuses run by aivancity are formally prohibited and will result in an immediate call to appear before the disciplinary jury.

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### **3.12 SMOKING**

Pursuant to the measures set out in the French decree of 15 November 2006, it is strictly forbidden to smoke on aivancity premises. This ban also applies to electronic cigarettes.

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### **3.13 MINOR LEARNERS**

aivancity has specific procedures in place for the provision of authorization for minors by their legal guardians.

As a general rule, minor learners are represented by their legal guardians, who will be asked to apprise themselves of and sign all of the specific authorizations required.

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### **3.14 ANIMALS**

Animals are strictly forbidden on aivancity campuses except for service dogs for people with disabilities.

### 4.1 JURYS

There are four types of jury, each associated with different aspects of the regulation of learner life at aivancity:

- the pedagogical jury.
- the disciplinary jury.
- the diploma awards jury of which specific conditions are specified within the pedagogical rules of each Programme ;
- the diploma awards jury for professional certifications.

All juries are governed by the following rules:

- they are not public.
- jury decisions are supreme.
- all persons, regardless of status, shall respect the confidentiality of jury deliberations. Only decisions and recommendations of the juries are made public.
- all jury sittings form the subject of a report that is included in the file of the learners concerned.

### 4.2 PEDAGOGICAL JURY

#### 4.2.1. COMPOSITION OF THE PEDAGOGICAL JURY

##### Members with voting rights (each member has one vote)

- The Dean, who chairs the jury. Where the Dean is unable to attend, the jury is chaired by the Academic Director or a representative of the Faculty,
- Two members of the Program, including the Program Academic Director and, for instance, the Operational Head of the program where relevant, or their deputies,
- A representative of corporate and career entity of aivancity
- Four professors' members of the faculty proposed by the Academic Dean to be approved by the Dean's Office
- Any person that the Program will deem necessary (namely a representant of the business world or an alumni)
- Any professor participating in the Program that the Program will deem necessary.

##### Members without voting rights

The learner delegates take part in all jury meetings through the attendance of one of its delegates. This delegate may, if he or she so requires, be assisted during the deliberations of the jury by other delegates for the year in question up to a maximum of two delegates. The participate to all the jury except the deliberation act who remains confidential.

The delegates for the year in question assisting or representing the Council must uphold the confidentiality of the jury's deliberations and of all personal information to which they become privy during the course of the jury meeting.

Other members of the aivancity Management in charge of learner affairs may attend jury meetings in order to provide additional information. They may take an active part in deliberations, but they do not have voting rights.

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#### 4.2.2 POWERS OF THE PEDAGOGICAL JURY

The function of the pedagogical jury is to monitor the individual progression of learners. This jury is authorized to verify whether learners have met the Program requirements, to permit learners to progress to the next year, and to impose disciplinary action in the cases set out below. The pedagogical jury meets in particular at the end of the semester/year in order to examine the cases of learners who haven't met their obligations.

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#### 4.2.3 QUORUM

The jury may only take a decision where the meeting is attended by at least three quarters of the official or deputy members having voting rights.

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#### 4.2.4 TYPES OF DISCIPLINARY ACTION

After examining each file submitted to the jury and after deliberation, the President of the Jury formulates proposals for decisions which are then voted upon.

The jury may make one or other of the following decisions:

- authorization for a learner to progress to the next year, with or without imposed conditions,
- partial or complete repeating of the current academic year,
- Non-continuation of studies in rare cases, or where the jury finds that the learner clearly has no place at the School (inadequate academic results and inappropriate conduct, lack of diligence, etc.).

A two-thirds majority vote by all members in attendance with voting rights is required to pronounce on the definitive non-continuation of studies of a learner.

A simple majority vote by all members in attendance with voting rights is required for all other decisions. Where voting is evenly divided, the President shall have a casting vote.

Where a learner is expelled, the date of effect of the non-continuation of studies is the date stipulated by the jury. If no date has been indicated, the date of effect of the expulsion is the date of notification of expulsion sent to the learner by e-mail.

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### 4.3 DISCIPLINARY JURY

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#### 4.3.1 COMPOSITION OF THE DISCIPLINARY JURY

The members of the disciplinary jury meet after being convened by the Dean of aivancity or the Program Director.

The disciplinary jury is made up of (voting or non-voting) the following members:

- The Dean, who chairs the jury. Where the Dean is unable to attend, the jury is chaired by the Academic Director,
- Two members of aivancity staff designated by the Dean,
- A professor member of the Faculty proposed by the Academic Dean to be approved by the Dean,

- Any person that the Program will deem necessary (namely a representant of the business world or an alumni)

A representative of the delegates for the year have the same rights and duties as those set out in point 4.2.1 above.

Other members of the aivancity Management responsible for overseeing learner affairs may attend the jury meetings to provide additional information and take part in the deliberations, but they do not have voting rights.

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#### 4.3.2 POWERS OF THE DISCIPLINARY JURY

The function of the disciplinary jury is to examine and decide upon the cases of learners failing to observe the rules set out the present Internal Regulations or the pedagogical rules of the Program.

The jury's decisions range from a simple warning to definitive expulsion.

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#### 4.3.3 SUMMONING

The learner or learners are summoned by registered letter with e-mail to attend the hearing with the disciplinary jury. The letter summoning the learner(s) contains notification of the facts with which they are reproached and must be sent at least five (5) working days before the date of the jury.

The Dean of aivancity or the Program Director may summon any other person capable of providing information that might clarify the facts of the case.

For their part, the learner, and the Learner Council (BDE) or the learner delegates in the absence of such Committee, may suggest to the Dean of aivancity or the Program Director that the jury should hear other persons capable of providing information that might clarify the facts of the case.

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#### 4.3.4 INQUIRY

Before the jury meets, the Program Academic Director or the Operational Head of the Program (if applicable) studies the file, examining the case for and against, and collates all relevant facts and testimony.

The learner and the learner delegates may collate statements from witnesses and submit them to the jury as information that might clarify the facts of the case.

It is the responsibility of the learner delegates for the year in question to present the case for the learner's defense. As such, he/she have access to all elements in the file, which they may supplement as he/she see fit. He/she must uphold the confidentiality of the learner file.

The learner concerned has the same rights.

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#### 4.3.5 JURY PROCEDURE

##### 1- Hearing

The jury holds a hearing (face-to-face or via videoconference) with the learner(s) concerned and ask them to present their account of the facts with which they stand reproached.

The learner/s concerned may be assisted during the hearing by the learner delegates or by a third party from outside the School, and whose identity has been communicated to the Program Management at least three (3) working days before the hearing.

The learner or learners have the final word after the closure of discussions.

## 2-Deliberation

The jury deliberates in private without the presence of the learner/s, the learner delegate and any third party from outside the school.

The jury can only reach a decision if at least three quarters of the full or deputy members having voting rights are present.

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### 4.3.6 TYPES OF DISCIPLINARY ACTION

The jury is authorized to pronounce any of the following disciplinary action:

- a warning
- temporary suspension
- definitive expulsion
- and/or any additional work deemed necessary by the jury (e.g., preparation of a critical essay, of a letter of apology, general interest work, etc.).

For a definitive expulsion decision, a two-thirds majority of members in attendance having voting rights is required. All other decisions require a simple majority vote by members in attendance having voting rights.

Where voting is evenly divided, the President shall have a casting vote.

Each of the foregoing types of disciplinary action may be accompanied by a probation period during which no infringements of the present Internal Rules will be tolerated. In the event of any further infringements of any type, the learner will be immediately summoned to a further hearing before the disciplinary jury.

All disciplinary action will be recorded in the learner file.

The date of effect of expulsion is the date stipulated by the jury. If no date has been indicated, the date of effect of expulsion is the date of notification of expulsion sent to the learner by e-mail.

If this registered letter is returned to the establishment stating “does not live at the address indicated” or is not signed for, a second and final notification will be sent by registered letter with recorded delivery, by non-registered letter and by email.

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## 4.4 DIPLOMA AWARDS JURY

### 4.4.1 Composition of the diploma awards jury

**This jury is made up of the following members, who have voting rights:**

- The Dean of aivancity who chairs the jury,
- The Vice President: the Academic Director who replaces the President where the latter is unable to attend,
- The Program Director,
- The Operational Head of the Program,
- A representative of corporate and career entity of aivancity,
- Four professor members of the Faculty proposed by the Academic Dean to be approved by the Dean's Office,
- Two members from the business world or if deemed necessary any other person that is chosen by the Program (namely an alumni).
- Any professor participating in the Program that the Program will deem necessary.

A learner, member of the Learner Council or the delegate for the year also sits on the jury and provides additional elements where leniency is being sought; this learner doesn't assist to the deliberation acts and is without voting rights.

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### 4.4.2 MODUS OPERANDI OF THE DIPLOMA AWARDS JURY

The jury decides on the list submitted by the Program. It meets once or twice yearly.

The jury may only adjudicate if at least four fifths of the members having voting rights are present.

A majority of three quarters of the members with voting rights is required for the awarding of a diploma by leniency.

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### 4.4.3 DECISIONS

The external diploma awards jury, based on results, may make the following decisions:

- Approval of the list of learners meeting the Program validation criteria
- Adjudication in the cases of learners requesting the granting of a diploma by leniency, where the Program validation criteria have not been fully met.

Specific rules related to diploma awards is specified in the related pedagogical rules of each corresponding programme.

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## 4.5 APPEALS TO A HIGHER BODY OF AIVANCITY AGAINST DECISIONS OF THE PEDAGOGICAL AND DISCIPLINARY JURYS

Learners may lodge an appeal with the aivancity Executive Committee (COMEX) to reconsider a decision made against them. Such recourse must be made within two weeks of the date of notification of the contested decision.

On such instances, the COMEX holds an extraordinary meeting chaired by the Dean of aivancity or, where he is unable to attend, by his representative, who is also a member of the COMEX.



The Programs' Director and/or the Academic Director and/or the Operational Head of the Program in which the learner is enrolled sits with the COMEX and has one vote. Where the latter was not in charge of preparing the initial case file, the COMEX will hear the person who prepared the file, but this person shall have no voting rights. Where they are unable to attend, either of these persons may designate a deputy.

The voting and quorum rules are the same as those for the jury that made the contested decision.

The procedure before the COMEX is identical to that for the jury making the contested decision. The learner is assisted in the same way as before the jury pronouncing the contested decision and has the same rights as those enjoyed before the latter jury.

The COMEX, the learner, and the person assisting the learner have full access to the initial file.

After examining the file and after due deliberation, the COMEX members, the Programs' Director and/or the Academic Director and/or the Operational Head of the Program and/or their representative, vote. They may decide either to uphold or to overturn the contested decision, and in the latter case, a new decision is taken.

The conditions of notification of this decision are identical to those incumbents upon the jury that pronounced the contested decision.

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**aivancity reserves the right to modify the present Internal Regulations as necessary.**