

aivancity

La Grande Ecole de l'IA & de la Data

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

Programme Grande Ecole

PEDAGOGICAL

REGULATIONS

Grande Ecole Program (PGE) in 5 years

Version adopted and adopted on 01/09/2024 by aivancity School of AI & Data for Business & Society (France)

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GENERAL PROVISIONS

aivancity School of AI & Data for Business & Society (France) – **aivancity** – is a private higher technical education institution (UAI N° 0942488U), whose managing body is the company with a mission (within the meaning of the PACTE law) aivancity, whose registered office is located at 57 Avenue du Président Wilson 94230 Cachan – N° SIRET 88343992900026 – APE code 8542Z

Students must contribute to the good reputation of aivancity both inside and outside the school, in particular through their attire and behavior. They must demonstrate respect and commitment in all the activities required as part of their curriculum.

Mutual trust must be the basis of relations between students, the administration, the teaching staff and between the students themselves.

The course is organized in 5 years divided into 2 cycles of study:

- 1st cycle : year 1 to 3
- 2nd cycle : year 4 and 5

Each year is validated by 60 ECTS credits, i.e. a total of 300 ECTS credits for the entire program.

This document is subject to an acknowledgment of receipt, which constitutes acceptance, and any subsequent modifications will be notified in the same manner.

ADMISSIONS

ADMISSIONS TO FIRST, SECOND, THIRD OR FOURTH YEARS

Admission to the 1st, 2nd, 3rd or 4th year is carried out by means of a competitive examination specific to aivancity.

GENERAL PROVISIONS

All examinations are mandatory. Absence from even one examination disqualifies the candidate. Only one participation is possible for the sessions related to each academic intake. Attendance during the roll call at the first examination is considered as participation in the entrance exam.

The notice published in the Official Bulletin of Higher Education specifies the number of available places for each year. The dates of the examinations, the centers where they are organized, and the locations and dates for submitting application files are specified on the aivancity website.

APPLICATION REQUIREMENTS

No conditions of age, nationality, or physical aptitude are required to register for the Entrance Exam.

However, underage candidates will have to have the authorization of their legal representatives.

Furthermore, admission is only valid on the condition that the candidate complies with the legal requirements for authorization to stay and study in France.

Admission is only valid for the current year. It is only acquired on condition that the candidate holds the final certificate validating the level of studies required at the time of the start of the academic year.

Candidates eligible to apply for the first year are those holding (or in the process of obtaining) a Baccalauréat Général (or equivalent qualification), subject to diploma validation before the start date.

Candidates eligible to apply for the second year are those with a general baccalaureate and a full certificate of completion (60 ECTS credits acquired) of a first year of studies related to the school's specializations and recognized as equivalent by the Director of aivancity.

Candidates eligible to apply for the third year are:

- candidates who have completed two years of scientific, economic and commercial or literary preparatory classes,
- candidates who hold (or are in the process of obtaining) a DUT (all specialties),
- candidates who hold (or are in the process of obtaining) a BTS specializing in insurance, banking, management, sales and accounting, computer science, electronics or electrical engineering,
- Candidates who hold a certificate of enrolment in a minimum 3-year course of study issued by an official French or international higher education institution and who can provide proof of completion (or in the process of being obtained) in the first two years of this cycle (certificate validating the award of 120 ECTS credits) in mathematics, statistics, computer science, engineering sciences, economics or management, awarded by an official French or international higher education institution,

- candidates who hold (or are in the process of obtaining) a Bac+3 (Bachelor's, Bachelor's, RNCP level 6 or other international diploma admitted as equivalent by the head of the school) in fields that differ from those required for integration in the 2nd year and who have a particular appetite for mathematics and computer science.

The following are admitted to the 4th year:

- candidates who hold (or are in the process of obtaining) a bachelor's degree (or equivalent) in mathematics, statistics, computer science or engineering sciences,
- candidates who hold (or are in the process of obtaining) a bachelor's degree (or equivalent) in economics and/or management,
- candidates who hold (or are in the process of obtaining) a bachelor's degree (Bac+3 or Bac+4) from business schools or engineering schools,
- candidates who hold (or are in the process of obtaining) another international diploma related to the school's specializations and who have been admitted as equivalent by the head of the school.

Except in cases of impediment due to force majeure (illness or serious accident, etc.) duly justified, an admitted candidate, who has not registered for within the deadlines set for each session, loses the benefit of his admission and must, if he wishes to join the PGE, retake all the tests of the competition. Admission deferrals from one session to the next or from one year to the next are therefore not permitted.

Direct admission to the 5th year of the Grande Ecole program is not possible.

NATURE AND COEFFICIENTS OF THE TESTS

The competition tests are organized according to the following scheme:

Admissions tests in the 1st year	Admissions tests in the 2nd year	Duration	Coef.
Study of the application file	Study of the application file		4
MCQ of Numerical and Verbal Logic	MCQ of Numerical and Verbal Logic	1H	3
MCQ of English (vocabulary, grammar, comprehension)	MCQ of English (vocabulary, grammar, comprehension)	45 min	2
MCQs of general and digital culture	Computer science MCQs	45 min	2
Individual motivation interview	Individual motivation interview	30 min	4

Admissions tests in the 3rd year	Admissions tests in the 4th year	Duration	Coef.
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Study of the application file	Study of the application file		4
MCQs in mathematics and statistics	MCQs in mathematics and statistics	1H30	3
MCQ of English (vocabulary, grammar, comprehension)	MCQ of technology & business English	45 min	1
MCQs of your choice in Computer Science or Economics and Society	MCQs of your choice Computer Science or Management	45 min	2
Individual motivation interview	Individual motivation interview	30 min	3

In order to enhance the value of each candidate's project and to give them a chance on all the tests of the competition, there is no eligibility phase between the written and oral tests. Each candidate takes all the tests, and their ranking is based on the overall average of all the tests.

NON-RESIDENT STUDENT ADMISSIONS

aivancity has set up an international admission procedure for all non-resident candidates in France intended to attract students from all over the world by valuing their talents and the diversity of their experiences. This procedure takes place continuously throughout the academic year and includes only the evaluation of the application file and an individual interview.

In the event that aivancity has a competition center in the candidate's country of residence, he or she will take the tests under the same conditions as resident candidates.

The selection of candidates is carried out according to the following procedures:

1) An application file that includes:

- The application form provided by the school including the candidate's identification, academic background, experience and motivations
- Transcripts for the last two or three years of study
- The French baccalaureate diploma or equivalent diploma
- 1 or 2 Letters of recommendation from teachers (optional)
- A certificate of attendance for the current year

2) An individual interview conducted by a representative of the school in the country of residence or remotely by videoconference. The interview focuses mainly on the candidate's academic abilities, openness, motivations, professional project and any other question deemed useful to complete the study of the file. The interview is conducted in French and/or English in order to also assess the candidate's language abilities.

The notice published in the B.O of higher education specifies the number of places open per level of study.

Type of event	Event	Coefficient
Academic level and diversity of experience	Study of the file	5
Motivation and qualities of the candidate	Individual interview	5

ADMISSION UNDER THE VALIDATION OF PRIOR EXPERIENTIAL LEARNING (VAE)

The diploma is accessible through the validation of prior experiential learning in accordance with the legislation in force in France. Anyone who has been engaged in working life for at least 1 year can engage in a process of having their skills, acquired and developed in the context of professional or voluntary life, officially recognized by a title or diploma for professional purposes. The VAE is placed under the responsibility of the program manager. (Cf. Regulation specific to VAE)

ADMISSION JURY

The admission jury deliberates at the end of the admission tests. It considers the total points of the marks obtained in the written and oral tests. It determines the list of candidates who have been definitively admitted as well as any additional list on which appear, in order of merit, the candidates who may be called up in the event of withdrawal of the definitively admitted, within the limit of the number of places put out for competition as published in the B.O.

The President of the Admission Jury is appointed by the Rector of the Academy, in accordance with the provisions of the Decree of 8 March 2001 relating to diplomas awarded by private higher technical education establishments recognized by the state. The president of the jury must necessarily belong to a body of teacher-researchers, university professors or lecturers. He is appointed for a maximum of 5 consecutive years within the same jury.

At the beginning of each academic year, the Admissions Office sends the Rector of the Academy the list of candidates admitted to the institution, regardless of the integration procedure.

As the jury is sovereign, complaints can only relate to errors in the reporting of grades. Consequently, requests for revision of grades or correction of papers are not accepted.

Candidates may request the communication of their assessments in the various tests. They must make a written request after the results of admission. Only the general assessment and the mark are communicated, in writing, to the candidate and exclusively to the candidate herself/himself.

The communication of the assessments to the candidate is not such as to call into question the mark or the final result of the competition.

All complaints must be made in writing and sent within ten days of the communication of the results to the following address: contact@aivancity.ai

FRAUD DURING THE CONTEST

These instructions apply regardless of the candidate's mode of admission.

In case of fraud or attempted fraud during one or more entrance exam tests, the examination center manager must collect all evidence constituting the fraud or the attempted fraud.

They must write a detailed report on the circumstances of the fraud or attempted fraud, which they submit to the aivancity admissions officer.

No immediate sanction is taken against the candidate suspected of fraud or attempted fraud. Therefore, they are allowed to continue the test and subsequent tests.

It is the Admissions Jury that decides on the sanction concerning the candidate in light of the submitted evidence. As part of these sanctions, the Jury may decide to exclude the candidate from the entrance exam. Their scores are not communicated to them.

MUTATIONS

Transfers of students during their studies, from one school to another, are exceptional. They can only be authorized in cases of force majeure.

A student admitted to an official French or international higher education institution may be admitted, after agreement of the concerned directors, into the corresponding year at aivancity under the condition of reciprocity. Transfers from an institution are decided by mutual agreement between the Directors of the institutions and are subject to joint notification by the Directors to the Ministry in charge of Higher Education.

ORGANIZATION OF STUDIES

PURPOSE AND FORM OF THE PROGRAM

Unique in its positioning and approach, aivancity's PGE aims to prepare future Algeineers®¹ capable of meeting the many challenges of the economy and society relating to the exploitation of the potential of data and artificial intelligence:

- Graduates capable of developing computer programs to accelerate the performance of companies and ensure the transition to Industry 4.0 but also to work for the progress of humanity, in all fields, while ensuring that ethical rules evolve according to technical and societal developments.
- Graduates capable of designing and developing intelligent systems that contribute to the progress of companies and the development of tomorrow's society while integrating the new challenges related to cobotics (Collaborative Robotics or Human/Machine collaboration).

The language of instruction of the PGE is French or English. Students can complete all or part of their studies at our various aivancity campuses and with our international partners (double degrees or academic exchanges, subject to conditions).

The program is delivered in the form of Lectures (CM), Tutorials (TD), Practical Work (TP), Seminars, and Simulations (Business Games). It requires the completion of a final-year project or thesis.

Each academic year is divided into two semesters. The allocation, throughout the years of study and within each semester, of the subjects taught—their compulsory or optional nature—the hours dedicated to them, as well as the teaching methods used, are determined by the academic management.

Each semester results in the award of 30 ECTS credits. Therefore, the 10 semesters of study in the aivancity PGE lead to the acquisition of 300 ECTS credits when all credits are validated.

The program is organized into Teaching Units (UE) complying with "E.C.T.S." (European Credit Transfer System) standards. One credit corresponds to a student workload of approximately 20 to 30 hours.

Validation of the UEs allows for the acquisition of credit units, except for the UEs "Languages and Cultures" and "aivancity Experiences," as well as the career coaching and internship report modules and the mandatory remedial courses for admissions into the 2nd, 3rd, and 4th years.

Within the Teaching Units, the grades of all components offset each other.

The components of the UE "Languages and Cultures" as well as the coaching modules and internship report are not awarded ECTS credits. However, validating this UE and these modules is necessary for the validation of each semester/year of study and consequently is part of the requirements for obtaining the degree.

¹ The terms Algeineer and IAgéineur are trademarks registered by aivancity school for technology, business & society with the INPI. All rights reserved.

DURATION OF STUDIES

The duration of studies is a minimum of 5 years for students admitted to the 1st year through the post-baccalaureate examination.

For students admitted to the 2nd year of the post-baccalaureate+1 competition, the duration of studies is four years.

For students admitted to the 3rd year of the admission examination on title 1, the duration of studies is three years.

For students admitted to the 4th year of the entrance examination on title 2, the duration of studies is two years if the candidates follow the training full-time.

THE GAP

Depending on the admission pathway, the program is therefore spread over two, three, four, or five years, to which a gap year can be added. This gap year allows students who choose it to undertake a long-term assignment in a company, an advanced study stay at a foreign university, or both simultaneously (two times six months). It is not mandatory.

The gap year can be taken from the beginning of the first year of the program but cannot be taken after the last year of the program. It must be carried out in indivisible periods equivalent to at least one academic semester and must necessarily begin at the same time as an academic semester.

It may follow a mandatory internship period within the curriculum and be carried out within the same host organization, in different functions. The gap year can also consist of an academic year undertaken with the aim of receiving training in a field other than that of the main curriculum.

Any gap year project must be submitted at least four months before the start of the gap period for approval by the Program Management via a cover letter indicating, in particular, the modalities of carrying out the said period. The response is provided within one month. A negative response must be written and justified.

In case of a favorable response, aivancity signs an agreement with the student who suspends their studies, guaranteeing their reintegration or enrollment in the program in the semester or year following those validated by the student before their suspension.

Whatever the nature and modalities of the gap period, the student must maintain constant contact with their institution by keeping it informed of the progress of the period and their situation.

The gap period does not fall under any pedagogical support arrangement by aivancity. Consequently, a total exemption from tuition fees proportional to the gap period is applied.

STUDY INTERRUPTION

For exceptional reasons, the course may be interrupted for one year at the request of the student. This year (known as the blank year) must be validated by the School Management. These exceptional reasons include

serious medical, personal or family reasons duly established and assessed by the program management and by visiting Juries.

The resignation cannot be carried out during the semester. The student who resigns must inform the Director of Studies by registered letter setting out the reasons for this. Whatever the reasons, tuition fees are due in full for the year committed.

PERIODS IN THE COMPANY

The training also includes several mandatory internship periods. Indeed, building, validating one's professional project and consolidating skills developed in the context of teaching require regular back-and-forth between the academic approach given by the courses and the practical approach provided by professional experience.

These professional experiences can be carried out in France or abroad. The periods in a company thus aim to gradually prepare the student for their future functions by allowing them to discover the different aspects through real situations and by strengthening them in his professional project.

Over the entire duration of the training, the student must have between 10 and 18 months of experience in a company depending on the course chosen.

INTERNSHIP OR WORK-STUDY SEARCH PROCESS

The search for an internship is an individual process that requires a strong involvement and a structured method on the part of the student. The school is required to support and accompany students in their search for internships corresponding to their curriculum and their aspirations, but in no case to replace them in the search process or to provide them with an internship or a work-study program.

In addition to the career coaching modules provided throughout the course, the Careers Department is committed to helping and supporting students in their search for internships by providing them with personalized advice. In addition to personalized recommendations, the Careers Department helps to regularly develop and maintain the job/internship/work-study platform where students can find several offers and apply directly. Students can find an internship/work-study program within their own network, by applying spontaneously or through companies and job search sites. In all cases, the internship/co-op program must be approved by the program management.

VALIDATION OF THE INTERNSHIP

Internship proposals containing all the necessary information (Company, department, location, function, specific missions, internship tutor, etc.) must be submitted to the program management for approval within a reasonable period of time before the scheduled start date of the internship/work-study program. The Program management reserves the right to refuse an internship/work-study program and/or an internship/work-study location on the grounds that the latter does not correspond to the learning objectives of the academic curriculum.

The internship can take place in all countries, provided that the student obtains the legal authorizations relating to the country concerned. It is the responsibility of the student, not the school, to take care of the visa and/or work permit formalities. Working on a tourist visa is prohibited (except for countries whose legislation allows it)

because the student and the employer are not covered for occupational accidents, illness or official investigations and risk legal proceedings.

As a general rule, the issuance of visas and permits is, inter alia, subject to the presentation of the signed internship agreement to the competent authorities. Some consular formalities can take up to two months. Therefore, the student must present his internship agreement as soon as possible for validation and signature.

INTERNSHIP AGREEMENT

The standard model internship agreement is available on the school's online platform and from the careers department in French and English. The agreement must be signed by the parties concerned after validation by the program management, in the following order: the employer, the intern, the program manager.

Only the school's model agreement is authentic and must be used for the entire process. Any special request must be validated by the Program management.

For internships carried out in a country that does not require a visa and/or permit: the agreement signed by the employer and the intern must be submitted to the Program management for validation and signature no later than the day before the start of the internship.

For internships carried out in a country that requires a visa and/or permit: the agreement signed by the employer and the intern must be submitted to the Program Manager for validation and signature as soon as possible in order to start the process with the embassies or consulates.

If the student were to begin his internship without the agreement having been filed with the Program Director, the latter would be exposed to disciplinary sanctions and a possible invalidation of his internship.

ABSENCE DURING THE INTERNSHIP

The Program management must be informed, before the start of the internship, of any health problem of the student (physical or psychological) likely to affect the smooth running of the internship.

No absence due to military service or other special interruptions will be allowed, except in cases of emergency at the discretion of aivancity.

Absences due to illness or accident must be justified by the student, who will send the school a copy of the medical certificate or any other supporting document. In the event of repeated absences or absences of more than 3 days, the employer must communicate the facts to the school. Justified absences of more than ten working days (illness, family problems, force majeure) must be compensated by an equivalent number of days worked. aivancity will verify with the employer that the process has been followed; failing this, the school reserves the right to invalidate the internship and not to award the corresponding academic credits.

CHANGE OF INTERNSHIP

Any changes to the activity description initially validated by aivancity must be submitted to the Careers Department for approval.

Once the internship has begun, the student is not allowed to change employers. If any difficulties arise during the internship period, the student must immediately contact the Careers Department. If the student abandons his internship or changes employer unilaterally, the school reserves the right to invalidate the internship.

REMUNERATION FOR THE INTERNSHIP AND WORKING TIME

Remuneration remains at the discretion of the employer and/or in accordance with the legislation in force in the country where the internship takes place. The actual working time must correspond to a full-time period defined by the labor code in force in the country where the internship takes place.

EVALUATION OF THE INTERNSHIP AND DOCUMENTS TO BE PRODUCED AT THE END OF THE INTERNSHIP

The internship supervisor is responsible for supervising and guiding the student during the internship. aivancity encourages employers, internship supervisors and human resources managers to maintain a close relationship with interns and to conduct regular interviews/feedback with them on their performance, behavior and more generally their integration within the company. These ad-hoc interviews do not give rise to a formal evaluation.

Students must remind the employer to complete the documents necessary for the validation of their internship within the deadline and to give them an internship certificate which must mention the start and end dates of the internship as well as the position held. This certificate will be submitted to the program director with the internship report. The employer is encouraged to issue a letter of recommendation.

At the end of the internship, the internship tutor will receive an email with the information and the link to the final online evaluation. The latter must be completed before the student completes his or her internship.

The program director is exclusively responsible for the academic validation of the internship. The validation of the internship is subject to the observance of all the obligations set out above.

OBJECTIVES AND DURATION OF INTERNSHIPS

1ST YEAR INTERNSHIP

Done at the end of the school year, the 1st year internship is a professional immersion internship as an assistant Data analyst/manager/architect. It lasts a minimum of **2 months** with the submission of an internship report. The validation of the internship is conditional on the student's imperative compliance with the deadline granted for the submission of the report, and on the attribution by the Program Director of an evaluation greater than or equal to 10 for the work submitted. In the case of an evaluation awarded at a level less than or equal to 10, the student will submit an amended report taking into account the remarks made during the first correction within a maximum period of 1 month after the evaluation has been issued. The assessment will then be capped at 10.

In the event of a late submission of the written report or if the evaluation is equal to 0, the Program Director may have to pronounce a deferment depending on the student's other results.

2ND YEAR INTERNSHIP

With a minimum duration of **3 months**, the 2nd year internship is an internship to consolidate professional knowledge in data management and/or participate in the development/maintenance of AI solutions. The credits allocated for the internship report are awarded under the same conditions as for the 1st year internship.

3RD YEAR INTERNSHIP

With a minimum duration of **2 months**, the 3rd year internship is an application internship which aims to allow the beginning of professionalization and the concretization of the academic achievements of the first 2 years. The validation of the internship is done under the same conditions as for the 1st year internship.

4TH AND 5TH YEAR INTERNSHIPS

With a minimum duration of **2 months** in the 4th year and **6 months** in the 5th year (in the absence of the work-study program), these internships are an opportunity to carry out a long-term specialization mission, to monitor it and to measure the results.

These missions must make it possible to establish the specialized professional skills acquired by the student.

During the 4th and 5th year of study, the training can take place as part of a work-study program (see below). These periods of internships in companies concern students who are not under work-study status. Work-study students benefit from periods in the company according to an annual work-study rhythm set and communicated to stakeholders at the beginning of each academic year.

The research dissertation or end-of-studies project based on a problem identified as part of this long-term mission, is used to evaluate this period. The evaluation of the work carried out in the company is carried out by the tutor, thanks to a follow-up document drawn up by the school's Program Directorate, given to the tutor with the internship agreement. The tutor is present at the defense of the dissertation or end-of-studies project, without taking part in the evaluation.

To obtain the diploma, each student, who joined the program in the 1st year, must have completed at least 15 months of internships/work-study programs accumulated over the duration of their studies. These internship periods may, subject to validation by the program management, be replaced by a business creation or an employment contract in pedagogical connection with the training.

WORK-STUDY IN YEARS 4 AND/OR 5

The last two years, for students who joined the program in the 1st year or the last year of the PGE, for students who joined in parallel admission, can take place on a work-study basis (apprenticeship or professionalization contract) or failing that, on a work-study basis. The work-study program represents the opportunity to implement the validated professional project during a period of alternating professionalization (according to an established schedule). It goes beyond a simple internship insofar as it truly positions the learner as an employee of the company entitled to training and not as a student doing an internship. This change of perspective, even if it may seem trivial at first, greatly modifies the relationships that the student may have within the company to which they work, and the nature and extent of the responsibilities entrusted.

Undeniably, work-study offers a different experience for those who have a clear, validated vision of their professional orientation.

The apprenticeship or professionalization contract is spread over one academic year. The student benefits from a work-study teacher and an academic tutor to accompany them during their mission. Their presence is mandatory in the company and in class. Their absences are systematically notified and must be justified to the employer and the school. They define with their academic tutor and their work-study supervisor a problem on which they will work as part of the end-of-studies project or research dissertation.

The student must respect this framework and be able to commit to a work-study contract in perfect coherence with the other elements of the program, requires having really prepared this process.

For foreign students, specific conditions relating to the labor legislation in France apply in order to be able to benefit from an apprenticeship or work-study contract. The student must ensure that he or she meets these conditions before starting any work-study search process and will be solely responsible for taking the necessary steps to obtain the administrative authorizations allowing him or her to benefit from it. Otherwise, it is still possible to carry out the last two years in the form of work-study internships under the conditions and time limits provided for by law.

PERIODS ABROAD

TERMS OF STAY

Any student who is regularly enrolled and who has joined the PGE in the 1st, 2nd or 3rd year, is required to complete at least two periods of international immersion during their studies. This immersion can be achieved by:

- *Learning trips* included in the program
- An academic exchange offered by the school with one of its international academic partners,
- A double degree in years 3 or 5,
- An international internship,
- A combination of the above modalities.

Any student who is regularly enrolled and who has joined the PGE in the 4th year is required to complete at least one period of immersion abroad during their two years of schooling at aivancity. This immersion can be achieved by:

- *A learning trip* included in the program
- An academic exchange offered by the school with one of its international academic partners,
- A double degree in year 5,
- An international internship,

Each of the above terms and conditions is subject to conditions specified at the beginning of each year by the program management. An exemption from this obligation may be decided by the program management for duly justified special and exceptional circumstances (high-level athletes, special medical or personal circumstances, etc.). In all cases, compensation arrangements will be considered in order to ensure a minimum international experience equivalent to one semester.

For students who have joined the PGE in the 4th year, any international experience prior to their integration may be taken into account upon duly justified request from the student to the Program management.

STUDENT OBLIGATIONS

As part of their studies at aivancity, students who participate in an international session at a partner institution remain enrolled at aivancity for the duration of the session. In compliance with administrative and financial obligations, they continue to pay school fees to aivancity exclusively. In all cases, all other costs (travel, accommodation, food and visa costs, etc.) are the sole responsibility of the student.

In the context of a study session provided by a partner institution, the student undertakes to comply in all respects with the internal and pedagogical regulations of the partner institution, including if the latter is written in the language of the foreign institution. In the event of a discrepancy between the provisions of a partner institution's rules and the aivancity rules, the partner Institution's rules shall apply for the duration of the session and retroactively for any reason relating to the session at the end of the session.

RETAKE FOREIGN SESSION

If a retake is necessary to obtain a diploma or certificate from a foreign partner educational institution, the costs related to this retake (and in particular: registration, transport costs, accommodation, food, personal expenses, etc.) are the sole responsibility of the student.

Thus, in the event of failure of the tests of the host university or foreign institution, the student undertakes:

- Either to participate in the remedial session at the foreign partner educational institution,
- Or to follow the modular repetitions decided by the jury passing through aivancity.

ACADEMIC EXCHANGES

Academic exchanges and *learning trips* represent a supervised immersion modality within the framework of the PGE. Each year, a number of places offered is determined according to the agreements between aivancity and its international academic partners. An information meeting is organized each year to present the different selection options and rules.

In all these cases, the list of accessible universities and programs is proposed by the Program Department. Student registration depends on the student's previous course, the prerequisites required by the partner university, and the number of places offered. Only aivancity's partner institutions, which are the subject of a prior agreement, are authorized to provide an international study session.

CONDITIONS AND SELECTION CRITERIA

An application campaign is opened each year to allow the student to position himself or herself for international study sessions (academic exchanges or *learning trips*) according to the terms and conditions communicated in advance by the program management. The student must make several choices of destinations in order of preference, from the list of destinations proposed.

Students who have not validated all the credits will not be given priority in their choice of universities. Also, the student must ensure that he or she has a sufficient command of the language in which the courses are offered, to make his or her choice, proof may be requested (by the partner school and/or university).

It is the commission for the allocation of departures on academic exchanges that will allocate the places. This is chaired by the program manager and is organized each year after the end of the application campaign. The selection criteria are as follows:

- Academic excellence (60%): Overall average of previous years at aivancity (+ current year if grades are available at the time of the commission)
- English level (20%): Score on the official TOEFL test or equivalent provided by the school
- AI Points (20%): Total AI Points accumulated at the time of the commission

For students who have joined the PGE in the 3rd or 4th year, academic excellence is calculated on the basis of the results of their previous schooling and AI points on a weighted basis of the points accumulated since their entry into aivancity.

The TOEFL could be essential for academic exchange selection. It is the student's responsibility to take the TOEFL exam at the approved center of their choice and to ensure that the results are returned by the exam organization within the required **deadlines**.

The commission for the allocation of academic exchange departures is sovereign in its decisions and may decide not to allocate a place if it considers that the candidate does not have the language level and/or the academic

level to study with one of the academic partners. The final acceptance of the student remains subject to the decision of the partner university.

Academic exchanges are very popular and places are limited. Once the assignments have been communicated, a period of reflection is granted to the student to accept or refuse this award, until a clearly specified deadline each year. Except in cases of force majeure, if the student withdraws after this date, he or she will be sanctioned and charged a financial penalty equivalent to €1,000.

At the end of the withdrawal period, the unallocated places may be offered to the second commission "on the remaining seats". Students who have not been allocated places on the first commission can apply for the second commission.

EVALUATION RULES

For academic stays abroad, the Program Director will determine with the student the modalities of course selection and the possibilities of transferring the credits obtained abroad into the credits to be validated for the graduation of aivancity.

If the student wishes to change his or her course selection, he or she must ask for the agreement of the Program Director. Students must choose courses equivalent to the level of study and content provided for in the PGE program corresponding to the exchange period. Only 30 ECTS credits will be transferable within the framework of the PGE programme. Language courses are completely excluded. The choice of courses must be validated by the program management before any communication with the partner university, in order to verify the consistency of the chosen course program with the student's entire curriculum.

The evaluations resulting from the international session followed by the student and organized by the partner institution are submitted to the aivancity jury for validation by equivalence.

DOUBLE DEGREES

The possibilities of a double degree allow the student to understand new teaching methods and to work in a different cultural context, thus giving them a strong added value both personally and professionally. The construction of a double degree is prepared early. A double degree is much more involved than an academic exchange. It is carried out at the end of the academic course.

Applications for a double degree must be submitted to the Program management, according to the procedures communicated in advance. Students who have not validated all the required credits will not be able to apply for the Double Degree.

The list of Double Degree agreements, the number of places available and the admission conditions are specified each year at the information meeting organized for this purpose.

It is the commission for the allocation of places in the double degree that allocates the places. This is chaired by the program manager.

A ranking of the applications will be carried out as follows:

- Academic excellence (60%): Overall average of previous years at aivancity (+ current year if grades are available at the time of the commission)
- English level (20%): Score on the official TOEFL test or equivalent provided by the school
- AI Points (20%): Total AI Points accumulated at the time of the commission

An initial selection is made according to the coherence of the project presented (written file, possibly supplemented by an interview).

The final acceptance of the student is then subject to the decision of the partner university. In order for the application to be submitted to the partner institution concerned, the validation of the project must be completed by various elements, such as, for example, a TOEFL score or test of the language of the program taught in the host institution (the required score levels are according to each institution). The supporting documents requested may vary depending on the partner.

As part of the double degree year, you take courses that complement those previously taken in the PGE at aivancity. For a double degree in year 5, you will also complete a research dissertation or a graduation project in accordance with the requirements of the host university. This work replaces the research dissertation or end-of-studies project, which is mandatory for obtaining the diploma.

THE RESEARCH DISSERTATION OR THE END-OF-STUDIES PROJECT

All students must complete and validate an End-of-Studies Project or a Research Thesis during their 5th year of study. The realization of this work must be long-term. It is customary to consider that it takes about 6 months of work and maturation to produce quality work. The End-of-Studies Project or the Research Thesis is the culmination of the student's career; It must therefore meet very strict quality requirements. It is defended at the end of the 5th year.

The requirements and rules governing the development of the Graduation Project and the Research Thesis are presented to students in a specific guide.

The plagiarism detection process is systematically used to validate the originality of the work. Failure to comply with these basic rules is plagiarism and immediately leads to sanctions that can go as far as exclusion by a disciplinary jury.

For the student completing a double degree, he or she must comply with the requirements of aivancity's academic partner.

TESTING OF SKILLS AND KNOWLEDGE

GENERAL PROVISIONS

COURSE CONTENT

Each semester course, included in the training framework, is the subject of a course syllabus established by the teacher in agreement with the course manager and the Program Director. It includes the definition of the objectives, the theme, the updated bibliographical references, the teaching methods, the sequence plan, and the conditions of evaluation of the course.

The course syllabus is made available at the beginning of each course by the lecturer to each student, who can thus measure the progress offered to him or her and refer to it.

The teacher is responsible for the proper execution of the course plan, both in its content and in its form. They may make changes, in particular according to the interest of the students or the events of the moment, in agreement with the course leader and the Program Director, in order to ensure the consistency of their action with the evolution of the program's imperatives.

EVALUATION RULES

Each course is placed under the responsibility of a permanent professor of aivancity, who is responsible with the Program Director, for determining the evaluation procedures best suited to the objectives sought, integrating the following elements according to the nature and course of the content:

- continuous assessment for 50% of the final grade: individual or group work, written or oral, student participation in class, interactivity, attendance, personal research,
- a final test organized at the end of the module for 50% of the final grade: an individual test in the form of a written examination on a table, assignments to be submitted, or an oral test for certain specific cases validated by the Program Director.

The weighting and detail of all the modules are specified in the "syllabus" proposed at the beginning of each school year by the teacher, approved by the Program Director and given to the students.

Projects, career coaching modules, dissertations and other specific courses are subject to different evaluation procedures specified in each of the corresponding descriptive notes.

The student's level is, for each module, evaluated from 0 to 20. However, this twenty-position system can be replaced by a five-position system from 1 to 5 in order to comply with certain international standards.

For both an early and notified absence and an unforeseen and justified absence, it is up to the program management to decide whether the reason for absence from the examination is admissible or not. The accepted justifications are generally of a medical nature accompanied by a certificate or related to a duly proven case of force majeure.

Students who are unable to attend the examination session for a justified reason will retake the examination at the retake session or on another date in the next semester if the situation justifies it with the agreement of the Program Director.

Any attempt to cheat in the exams will be immediately sanctioned with a 0, before a possible passage to the disciplinary council.

Any proven plagiarism will result in a grade of 0, then a referral to the disciplinary council.

TREATMENT OF CATCH-UPS

Two cases imply a catch-up:

- justified absence from a mandatory check,
- the non-validation of a teaching module

A single session is set each year for the organization of all retakes. The program director may propose to the Director of the school, who remains the judge, various forms and intermediate dates of evaluation that are more appropriate to a particular case, so as not to disturb the normal course of the year.

The visiting jury, on the proposal of the program director, reserves the right not to offer a remedial session to students whose results after the main session are considered too low and whose seriousness and commitment (attendance, participation in group work and projects, behavior) are questioned.

In the case of a retake due to partial or total absence from a compulsory summary test, the assessment obtained at the retake will replace the missing assessment as it stands, if the program management has recognized the cause of absence from the examination in question as legitimate (in a case of force majeure). Otherwise, or in the case of a retake for non-validation of the subject, the retake evaluation will count towards the final grade of the module and will be capped at 10. In the latter case, compensation between modules is no longer possible and the student is obliged to validate each of the modules in retake.

The new retake grade obtained will replace the old grade (average of the course concerned) even if it is lower than the previous one. A mark equal to or greater than 10/20 is acquired and cannot be retaken in order to improve one's first result.

Some specific modules may be subject to special remedial procedures after validation by the program management.

ATTENDANCE AND ABSENCE MANAGEMENT

Attendance at all educational activities organized (courses, tutorials, practical work, Business Games, integration weeks, defenses, conferences, etc.) as part of the training is mandatory throughout the duration of the studies, including active participation in projects and internships in companies. It is one of the conditions for awarding the diploma.

A tolerance of 3 hours of absence for modules from 12 noon to 6 p.m. or 6 hours for modules of 24 hours or more is allowed without presentation of proof. It includes all absences related to illness, tardiness on public transport, administrative obligations, weddings, religious holidays, driving licence exams, interview for an internship, associative obligations, etc.

Only absences caused by a serious illness resulting in hospitalization or the funeral of a loved one duly justified and validated by the program management can be accepted outside of tolerated absences. For these last 2 cases, and only for these 2 cases, the absence must be justified at the latest on the day of the student's return, otherwise it will *ipso facto* turn into an unauthorized absence. For all other cases, no justification is admitted or required.

In addition to the absences tolerated by subject during the semester, the student is awarded a grade of 0 in continuous assessment.

At the beginning of each course, the student will have to sign an attendance sheet that the lecturer will circulate in the classroom or the amphitheater. The student will have to sign it to prove his presence. Any student caught in the act of signing in the place of a classmate will be immediately summoned to a disciplinary council, which can give rise to a sanction up to and including permanent exclusion from the school.

Any delay after the doors of the venue closes is considered an absence.

During the class council, the Jury will assess the conditions under which the obligation of attendance has been respected.

In the event of repeated and unjustified absences, including within the limit of tolerated absences, the Disciplinary Board may decide to apply the sanctions it deems appropriate.

For work-study students who have signed an apprenticeship or professionalization contract, no tolerance of absence can be allowed. A monthly record of absences or tardiness is sent to the employer. These absences and tardiness can then be deducted from the remuneration of the work-study students concerned.

THE SYSTEM FOR AWARDING AI POINTS

The allocation of AI points is a system specific to aivancity allowing the promotion of activities of openness (sport, arts, cultures, etc.), responsible commitment within or outside the school, participation in the life of the school (associative activities, etc.) and enhancement of the aivancity brand externally. The list of activities and the detailed grid for awarding AI points are decided by the program management and presented to students at the beginning of each year. AI points are also awarded during semesters spent at a partner university or in a company.

At the end of each academic year, students are required to draw up an activity report on the basis of which the Programme management, after checking and assessing the quality of their activities, awards AI points.

A student may be sanctioned by the program management, by the disciplinary council or by the visiting Jury by withdrawing AI points following behavior that may harm the image of the school or in contradiction with the values held by aivancity. This sanction does not replace and may be in addition to the other penalties provided for in this Regulation.

CONDITIONS FOR MOVING TO THE NEXT YEAR

TERMS OF PASSAGE

- Each semester of the program includes several teaching units (UEs) described in the models annexed to these regulations. The distribution of credits between teaching units may be unequal as long as the number of European credits allocated to each teaching unit remains fixed on the basis of 30 credits for all the teaching units of a semester.
- The teaching units of each semester include different teaching modules called "modules" in these regulations.
- The UEs are definitively acquired and can be capitalized as soon as the student has obtained the average and the average of each module of the UE is greater than or equal to 7. The acquisition of a UE necessarily entails the issuance of the European credits corresponding to this unit.

- The modules can also be capitalized. Any student who has obtained the average in a module therefore retains this module as well as the value in European credits assigned to it.
 - If the student has not directly validated each of the modules, compensation is made within the UE in question, using ECTS credits as a weighting tool. The compensation of one module by another is only possible if the average obtained for this module is greater than or equal to 7/20.
 - The student's GPA is calculated per semester using ECTS credits as a weighting tool.
 - Concerning the "Languages and Cultures" teaching unit, which does not give rise to ECTS credits, the validation rules are identical to the other UEs: the modules of this UE are definitively validated (mention P for Pass on the report card) as soon as the student has obtained the average on the UE and the average of each module is greater than or equal to 7. If the UE average is less than 10, only modules with an average of 10 or higher are validated (P). The other modules are therefore in failure (F for Fail).
 - A Jury is organized at the end of each semester to decide on the grades obtained by each student. Its decisions are sovereign and cannot be appealed. The Jury for the second semester of studies is also the Jury for the next year.
- The Jury declares admitted to the next year the students who have obtained the 30 ECTS credits of each of the two semesters of the year.

MODULAR REPETITION

- Students whose **overall average for the year is greater than or equal to 10/20** and having, after any retake, one or more failing UEs, will be allowed to continue their studies in the next year but will have to validate, **during the following year**, the failing modules. Modular repetition can also take the form of a summer course that the jury has the ability to declare compulsory for the students concerned.
- Modular repetition is possible **only if** the number of credits not obtained does not exceed 10 credits out of the 60 of the year, excluding the end-of-study thesis which may give rise to a modular repetition.
- Modular repetition will be subject to administrative registration and special invoicing in addition to tuition fees at the rates specified in the special conditions (registration commitment). This repetition does not entitle the student to any absence from the classes of the next year. This possibility is only open once per module and within a maximum period of one year after the publication of the first evaluation concerned. During this period, it is up to the student to contact the School to find out the dates of the semester evaluation sessions for the modules in question. The grade of the modular repetition will count towards the final grade of the module and will be capped at 10.

PARTIAL OR TOTAL REPETITION

In the case of a student who has obtained less than 50 credits after retake, the Jury may decide to repeat the year or semester concerned or to decide not to continue their studies.

In the event of repeating a year, the student must retake all the credits for the semester or year concerned.

It is not possible to repeat more than once during the entire cycle of studies, without it being automatic. This ability to repeat a year depends on the decisions of the Juries.

NON-AUTHORIZATION TO CONTINUE STUDIES

In the event of insufficient results by a student and/or a volume of absence deemed significant and/or behavior deemed inappropriate during the year, the jury may, at the end of a deliberation, declare that the student is not authorized to continue their studies.

A three-quarters majority of all members with the right to vote is required for this decision.

The student is then given a certificate of studies from aivancity as well as a transcript of the ECTS obtained.

JURIES

The composition and attributions of the disciplinary, pedagogical and diploma awarding juries are specified in aivancity's internal regulations.

CONDITIONS FOR THE AWARD OF THE DIPLOMA

CONDITIONS FOR AWARDING THE DEGREE

The jury awarding the Diploma is responsible for ensuring compliance with these rules.

It makes a sovereign decision, on the basis of the conclusions of the management of the Diploma Program, which are based on:

- a summary report showing the final grade for each module, with mention of any retakes
- the evaluation of the professional missions carried out during the internships,
- the jury sheets for the defense of the applied research dissertation.

The name of the degree is called "Graduate Diploma in Artificial Intelligence and Data Science."

For the PGE, two jury sessions are organized, one in October and another in January. The extension of your course beyond the three years and the consequent postponement of your presentation for the awarding of the diploma can only be conceivable after validation by the program management.

The Diploma Jury approves the list of students who have fulfilled all the obligations and treats the case of each student who has not fulfilled the obligations individually. It is not possible to postpone the presentation to the Diploma Awarding Jury to benefit from a final internship beyond the required 12 months. A student who completes his or her course under an internship agreement beyond the end of September will not be able to be presented at the September diploma jury session.

A provisional diploma certificate can be issued to any student in their final year who requests it. However, a student cannot obtain a provisional diploma certificate if he or she is requesting an indulgence.

The official graduation ceremony takes place once a year, in the spring.

The diploma is awarded to students who, at the end of the 5th year:

- have 300 ECTS credits validated in accordance with this Regulation,
- have validated the compulsory courses (without credits) of the "Languages & Cultures", "aivancity experiences" courses as well as the career coaching modules and internship reports and the mandatory refresher course for parallel admissions,
- have met their obligations with respect to periods in the company (paragraph 3.3),
- have met their obligations with respect to periods abroad (subsection 3.4),
- have accumulated a total of 1500 AI points for a student who joined the PGE in the 1st year; 1250 AI points for a student who joined the PGE in the 2nd year; 1000 AI points for a student who joined the PGE in the 3rd year and 750 AI points for a student who joined the PGE in the 4th year.
- are up to date with their administrative obligations to the institution.

In all other cases, the jury must pronounce:

- Or the awarding of the diploma by indulgence. Indulgences are rarely granted; in most cases, the jury will ask the students concerned to fill in the missing obligation before being re-presented to the Diploma Awarding Board. Only very specific and exceptional contexts (personal problems, excellence of the course elsewhere...), explanatory of the situation of failure can lead to the granting of leniency. In the case of leniency in the case of graduation, the information is indirectly found in the diploma supplement, a document attached to the diploma which aims to improve international "transparency" and facilitate

the academic and professional recognition of qualifications. It shows that the diploma was awarded with a number of ECTS credits lower than the 300 required for a PGE degree.

- Either the deferment with individualized remedial measure(s) (with or without the obligation to repeat modules) and re-examination at the next session.
- Either the definitive non-attribution of the diploma; In this case, the student will be issued with a simple certificate of completion of studies, without being able to claim the benefit of the diploma in question.

A three-quarters majority of all members with the right to vote is required for the award of the diploma by indulgence or for decisions not to award the diploma definitively.

The decisions of the Jury are sovereign and without appeal.

SPECIAL MENTIONS AND DISTINCTIONS

The Diploma Awarding Jury may award a mention to graduate students who have distinguished themselves, according to the following criteria:

- "Very good" grade, when the overall average is higher than 16/20, without having obtained any evaluation below the average of 10.
- "Good" grade, when the overall average is between 14 and 16, without having obtained any evaluation below the average of 10.
- "Fairly good" grade, when the overall average is between 12 and 14, without having obtained any evaluation below the average of 10.

LIFETIME© GRADUATION UPGRADE GUARANTEE

The concept of the "Diploma Update Guarantee", unique in the world, was invented by aivancity school for technology, business & society and has been the subject of a patent filed by the school under the number FR2008801.

aivancity is committed to offering its graduates a set of services that allow them to adapt their skills to the evolution of the fields covered by artificial intelligence and data science.

This guarantee of updating the diploma contributes to the missions inherent in the school's values: to support graduates during their professional career and to strengthen their professional integration.

This update guarantee, offered free of charge to graduates of the Grande Ecole Program for 10 years, is offered to them, for life, in exchange for a subscription taken out after the warranty period.

Thus:

- The graduate will be able to return to school to take courses and continue to have access to many resources: online courses, library, etc.
- This update will be the subject of annual information from the school defining the hourly volume of courses taken and the resources made available,

- Any update will be sanctioned by an update of the diploma, attesting to the "updated" skills and/or knowledge of the graduate and their date of update. The graduate will also be able to obtain the update of his diploma through a partial VAE.

The new updated diploma will be digitized, available, easily accessible and forgery-proof thanks to the blockchain.

Thanks to a partnership built between aivancity and the company BcDiloma, all graduates and certified of the school will benefit from certificates generated on the blockchain. They will be available for consultation without a time limit and can be distributed free of charge on all media (email, LinkedIn profile, PDF with QR code, mobile, Open Badges portfolios, etc.).

MISCELLANEOUS PROVISIONS

University learners are also bound by internal regulations specific to the places in which the courses are given as well as by a study contract that supplements the provisions of these regulations. In the event of a contradiction between certain provisions of the internal regulations and these regulations, the latter shall prevail.

BEHAVIOUR DURING LESSONS

Students are reminded that the classroom or lecture hall is a place for reflection, exchange and learning. In this sense, it is inconceivable that students can behave in a disrespectful, rude or casual manner. Also, the lecturer is free to exclude one or more unruly students from the course. Depending on the seriousness of the alleged behavior, these students will be subject to a warning to the parents or to a disciplinary council that may give rise to a sanction.

Similarly, it is forbidden to bring food or drinks into all learning spaces (rooms, cubicles, library, AI clinic, Arnea...). Spaces where catering is permitted are available to students on campus. Any student caught eating in these spaces may be immediately excluded from the course and/or summoned to a disciplinary jury. In the event of damage to the equipment, it will be the responsibility of the student, who is responsible for this damage, to repair or pay compensation.

Computers are tolerated during class hours as a support in note-taking. However, the lecturer reserves the right to prohibit the use of this medium during the course. It is, of course, forbidden to use the computer for any activity other than note-taking. A student caught using their computer for an activity or subject different from the one given during the class hour may be excluded from the class.

Finally, mobile phones are completely forbidden during classes unless expressly stipulated otherwise by the teacher. A student caught using his or her phone during class time may be excluded.

ASSOCIATIVE LIFE

Participation in the life or management of a student association is considered by the Management as a positive element that complements the training that students receive through teaching, internships and academic stays abroad. However, each student is responsible for managing the balance between his or her involvement in associations and his or her ability to respond to academic requirements. Associative involvement cannot be validly invoked to excuse absence from classes or failure to comply with an evaluation.

UNDERAGE STUDENTS

Minor students are subject to the same rules as adult students. In addition, a global parental authorization relating to the student's outings (within a radius of 300 km) is requested from the parents (or legal representatives) of minor students during administrative integration, as well as a certificate of civil liability.

Specific parental authorization will be requested from parents (or legal representatives) in the following cases:

- An outing or activity deemed risky (such as skydiving, bungee jumping, etc.). If these outings are organized by student associations of the school, aivancity is not concerned and cannot be held responsible in the event of an accident.
- For any outing organized by the school beyond 300 km (e.g. travel to trade fairs etc...)

In the event of repeated absences, the school will be required to notify the parents (or legal representatives) as soon as possible.

DISCIPLINARY COUNCIL

BEHAVIORS

The following behaviors are considered to be wrongful, without this list being exhaustive:

- Unjustified and/or repeated absences,
- Deterioration of the premises,
- Fight inside or in the immediate vicinity of the establishment, or the host company,
- Theft or attempted theft,
- Simple or aggravated violence,
- Insult or defamation of members of staff, management, colleagues or any other participant, or members of the host company, in particular on social networks and the internet,
- Insult or denigration of the institution, the Group or its legal entities, or the host company, in particular on social networks and the internet,
- Introduction, consumption, sale of alcohol or illicit products/substances in or in the immediate vicinity of the establishment,
- Introduction of dangerous materials into the establishment, or the host company,
- Plagiarism, forgery of documents,
- Cheating or fraud during exams, tests or controls,
- Impersonation of a member of staff or any other participant on social networks and the internet or for participation in an exam,
- Usurpation of third-party access codes on the networks and multimedia services made available by the establishment,
- In general, all inappropriate behavior during periods or missions in companies,
- In general, any contravention of the provisions of these Terms and Conditions, the charter for the use of networks, multimedia services and training action sites, and/or the internal regulations of the campuses,
- In general, all behavior that violates the laws and regulations of the host country, morality and probity.

DISCIPLINARY COUNCIL, DISCIPLINARY PROCEDURE AND APPLICABLE SANCTIONS

The provisions relating to the disciplinary jury are set out in aivancity's internal regulations.

All sanctions taken during the course of the school are recorded in the student's file and may call into question the awarding of the school's Diploma.

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The management of aivancity reserves the right to modify the content of these Educational Regulations, after prior information to the students and the supervisory authorities.