

CONTENTS AND SCOPE - Article 1

The rules and regulations herein outline the general conditions of enrolment as well as the rights and obligations of students studying at Ifage. Students are expected to familiarize themselves with and obey them. These conditions are applicable wherever a course takes place, including virtual spaces. In external locations, students are to respect the rules that pertain.

ADMISSION – Article 2

Only students whose names appear on the class list will be allowed to attend class. Students are required to present, on request, their proof of enrolment, known as the 'bulletin d'inscription', at the beginning of the course.

EXAMS , TESTS – Article 3

Any case of fraud during exams and tests organised by Ifage or its partners will result in the immediate exclusion of the student and in the imposition of sanctions as outlined in the regulations of the relevant 'formation' or examination.

IFAGE ATTESTATIONS, CERTIFICATES, AND DIPLOMAS; COURSE PARTICIPATION - Article 4

No attestation of presence, certificate or Ifage diploma will be delivered if

- the cost of the course has not been met in full
- attendance is less than 80% of the entire course
- a student's final mark is less than 4 out of 6

Students who are enrolled are expected to participate assiduously, to attend punctually and to inform Ifage in case of absence or if they are unable to continue the course due to unforeseen circumstances. To comply with rules and regulations, ifage reserves the right to adapt its courses to e-learning or blended learning. For 'formations' subject to specific rules, these will prevail. Requests for duplicates of attestations, certificates or diplomas must be submitted in writing. A basic fee will be charged. Ifage reserves the right to withhold certain documents if the course fees have not been met in full.

REFRESHMENTS AND COMMUNICATIONS – Article 5

Food and drink may neither be brought into class nor consumed within. Smoking is not allowed either on Ifage premises or on those of its partners. Electronic communications equipment, such as mobile phones, pagers, etc. must be switched off in class.

RIGHTS OF ACCESS – Article 6

Children whether accompanied or not, are not allowed in class. Animals may not be brought onto the premises. Bicycles are not allowed inside in the buildings.

MATERIALS, DOCUMENTS, RESOURCES, SOFTWARE AND DATA - Article 7

Users must keep all materials and documents made available to them in good state. Students may be held responsible for any theft, damage to, or fraudulent use of, materials made available to them. This may result in expulsion and/or financial and/or legal action. Students are required to help keeping order and cleanliness in classrooms and corridors.

They may use the information technology resources put at their disposal for educational purposes only. Copyright software and its contents may only be used for personal study purposes and may not be shared without the prior consent of the author(s). All copying is strictly forbidden, as well as recording during courses, including on-line courses..

For all computing courses, please refer to the internal regulations of the sector concerned.

Students enrolled in practical training courses are required to take out civil liability and accident insurance.

Students agree to receiving information from ifage about ifage courses and events. They can unsubscribe from them at any time.

The ifage logo and brand must not be used without permission from ifage. Similarly, it is forbidden to create accounts on social media in the name of ifage.

THEFT AND DAMAGE - Article 8

Ifage does not accept any responsibility for theft of or damage to property that may arise on its premises or on any premises that it makes use of.

DUTY OF RESPECT – Article 9

Students must tolerate and respect the character and beliefs of others. Students must not behave morally or physically violent under any circumstances. The terms of this article apply equally in respect of electronic media used by students.

HEALTH AND SAFETY – Article 10

In terms of health and safety, students must conform with the general rules as well as any with special directives which may be communicated by other means, such as notices. In case of alarm, evacuation of the building is to be carried out via the emergency exits, paying particular attention to the relevant instructions provided.

SANCTIONS – Article 11

In case of non-appliance of the above-mentioned clauses, Ifage reserves the right to apply sanctions, which may include exclusion from ifage.

The present rules and regulations were adopted by the Comité de Direction de l'ifage. It supersedes and replaces all previous directives. It enters into force on 6th October, 2020.