



PARIS GRADUATE SCHOOL

by **Innovative
Knowledge
Institute**

Établissement Privé d'enseignement Supérieur

Rules and Regulations for trainees/students

Innovative Knowledge Institute, 10 avenue Kléber 75016 Paris.

Phone: +33173481442 - Email: Info@ikinstitute.org

NDA En cours de dépôt auprès du préfet de la région Île-de-France

Association N° W751218395 Siret 80041695000023

V1 – 04/07/2022



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Article 1: Preamble

These rules apply to all trainees/students. Each trainee/student is deemed to accept the terms of this contract when attending the courses offered by INNOVATIVE KNOWLEDGE INSTITUTE

Article 2: Scope

Each student must ensure his personal and others safety by respecting the general and specific safety instructions in force at the school or center, as well as in terms of hygiene.

However, in accordance with article R.6352-1 of the French Labor Code, when the training takes place in a company or establishment that already has internal regulations, the health and safety measures applicable to trainees are those of this latter regulation.

Article 3: Maintenance of equipment in good condition

Each trainee/student has the obligation to keep in good condition all the equipment given to him for his training. Trainees are required to use the material in accordance to its purpose; the use of the material for other purposes, in particular personal, is prohibited. Depending on the training received, trainees/students may be required to devote the time necessary to the maintenance or cleaning of the equipment.

Section 4: Discipline

It is strictly forbidden for trainees/ students:

- Attending training in a drunken state;
- To eat in the training rooms during the sessions;
- Use their mobile phones during sessions for purposes other than training.

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Article 5: Use of machinery and equipment

The tools and machines put in place by the organization must only be used in the presence of a trainer and under supervision.

Any issue in the operation of the machines and equipment and any incident must be immediately reported to the trainer in charge of the training.

It is strictly forbidden for trainees in the event of distance learning:

Communicate to others their personal access codes to the training platform. (Username and password) To use the account of another trainee to follow a training course.

To modify, copy or distribute the training materials, and to record or film the training sessions. The educational documentation provided during the training sessions is protected by copyright and may not be reused for personal use.

Article 6: Prohibition of smoking and/or vaping

Pursuant to Decree No. 92-478 of May 29, 1992 setting the conditions for the application of the ban on smoking in places assigned for collective use, it is forbidden to smoke and/or vape in the classrooms provided to trainers.

Article 7: Alcoholic beverages

It is forbidden for trainees/students to enter or remain in a state of drunkenness in the classroom as well as to introduce alcoholic beverages.

Article 8: Schedules - Absence and delays

Schedules are set by the Registrar or the person in charge of the training and brought to the attention of the trainees /students either by posting, or sent to the trainees. Students are required to respect these timing otherwise actions will be taken of the following provisions.



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In case of absence or delay in the course, trainees/ students must notify the trainer or the administration with justification. Furthermore, trainees may not be absent during training hours, except in exceptional circumstances specified by the responsible of the training.

When the trainees are employees and the training is a part of the training plan, the organization must inform the company beforehand of these absences. Any unjustified absence or delay constitutes an action to disciplinary sanctions.

In addition, for trainees who are seeking employment and remunerated by the State or a region, unjustified absences will entail, pursuant to article R 6341-45 of the Labor Code, a deduction of remuneration proportional to the duration of the said absences.

In addition, the trainees are required to fill in and sign regularly the attendance sheet, and at the end of the training, a report as well as the certificate of follow-up will be delivered.

Article 9: Penalty

Any breach by the trainee of one of the requirements of these rules of procedure may be subject to a sanction. Within the meaning of article R 6352-3 of the Labor Code any measure, other than verbal observations, taken by the person in charge of the trainer or the administration, following an action by the trainee considered to be at fault, whether this measure is likely to affect immediately or not the presence of the person concerned in the course or to jeopardize the continuity of the training. Depending on the seriousness of the violation found, the sanction may consist of:

Either in a warning; or a reprimand or a call to order;

Or in a permanent exclusion measure (it is recalled that in the agreement entered into by the organization with the State or the Region, specific provisions are defined in the event of application of the sanctions set above). Fines or other pecuniary sanctions are prohibited. The head of the organization's training must inform the employer of the sanction taken, when the trainee is an employee benefiting from an internship as part of the company training plan;

The employer and the joint body which has paid the training expenses, when the trainee is an employee benefiting from a training course as part of a training leave.



Article 10: Disciplinary procedure

The following provisions constitute the resumption of articles R 6352-4 to R 6352-8 of the Labor Code.

No sanction may be imposed on the trainee without the latter having been informed in advance of the grievances held against him.

When the person in charge of the training organization or his representative plans to take a sanction which has an impact, immediate or not, on the presence of a trainee in a training course, the procedure is as follows:

The head of the training organization or his representative summons the trainee, indicating the purpose.

This specifies the date, time and place of the interview. It is written and is sent by registered letter or delivered to the interested party against discharge.

During the interview, the trainee can be assisted by a person of his choice, trainee or employee of the training organization.

The convocation mentioned in the preceding paragraph mentions this option. The head of the school or his representative indicates the reason for the sanction and collects the explanations of the intern. In case that a definitive exclusion from the internship is planned and where there is a solution for improvement, this is made up of a disciplinary committee, on which sit the representatives of the trainees.

It is contacted by the head of the training organization or his representative after the aforementioned interview and formulates an opinion on the planned exclusion measure.

The intern is notified of this referral. He is heard at his request by the Disciplinary or Rule Committee. He can, in this case, be assisted by a person of his choice, trainee or employee of the organization. The Disciplinary Committee sends its decision to the Director of the organization within one clear day after its meeting.

The sanction cannot intervene less than one clear day nor more than fifteen days after the interview or, where applicable, after the transmission of the Disciplinary Committee decision. It is the subject of a written and reasoned decision, notified to the trainee in the form of a letter given to him against discharge or a registered letter.

When the action has given rise to an immediate sanction (exclusion, dismissal), no definitive sanction relating to this action may be taken without the trainee having been informed in advance of the grievances held against him and possibly that the procedure described above has been complied with.



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Article 11: Entry into force

These regulations are distributed to trainees/ students.

The trainee/ student must certify that he has read the rules of procedure either by signing this document below or by specifying it on the attendance sheet.

Article 12: Image rights

Disclaimer:

By accepting the rules of procedure, I accept that INNOVATIVE KNOWLEDGE INSTITUTE take my picture as part of my training, in order to publish them on different networks.

You can withdraw at any time, by simple written request by email – info@ikinstitute.org

I undertake not to hold responsible the aforementioned person or structure as well as its representatives and any person acting with its permission for what concerns the possibility of a change in framing, color and density which could occur during the publication.

This authorization is personal and non-transferable and only applies to the training followed.

I declare that I am 18 years of age or older, and that I am competent to sign this authorization via the rules of procedure in my own name.

Article 13: Entry into force

A copy of these regulations is given to each trainee.

INNOVATIVE KNOWLEDGE INSTITUTE:

Done in Paris, 27/06/2022 - Signature of the Management:

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