INTERNAL RULES FOR CONTINUING EDUCATION TRAINEES

In accordance with Articles L6352-3 and L6352-4 and R6352-1 to R6352-15 of the French Labour Code and the provisions of Decree 2019-1143 of 07 November 2019 (Article 4)

1. General provisions

These regulations apply to all continuing education trainees at the University of Strasbourg and are intended to specify various rules.

All trainees must comply with these rules. They also apply to trainees attending courses organized by CEIPI (Centre for International Intellectual Property Studies).

2. Health and safety rules

All trainees must ensure their personal safety and that of others by complying with the general and specific health and safety instructions in force at the training site. However, in accordance with article R. 6352-1 of the French Labour Code, when training takes place in a company or establishment that already has internal regulations, the safety and health measures applicable to trainees are those set out in these regulations. In addition, trainees sent to a company as part of a training course are required to comply with the health and safety measures set out in the company's internal regulations.

Hygiene: trainees must refrain from introducing or consuming alcohol or other dangerous or prohibited products, must refrain from smoking or vaping in areas designated for collective use and must refrain from eating in the training rooms. Breaches of hygiene obligations may result in the application of one of the penalties provided for in these regulations.

Safety: trainees must :

- respect the fire instructions. These instructions and a map showing the location of fire extinguishers and emergency exits are posted in the training premises so that all trainees are aware of them.
- refrain from bringing any stranger onto the training premises without the prior agreement of the school management
- inform the instructor, who will notify the school management, of any accident, even a minor one, that occurs while the student is at the training centre. Accidents occurring on the way to or from classes or training courses must be reported to the CEIPI management, who will report them to the social security office.

Breaches of safety obligations may result in the application of one of the penalties provided for in these regulations.

3- Disciplinary rules

Training is provided in accordance with the principles of secularism, excluding all political, ideological or religious propaganda. Universal values linked to human rights and democracy will be encouraged and defended, as well as the duty of tolerance and respect for the personality, origins and beliefs of others. Trainees are asked to present themselves at the training centre in decent dress and to behave correctly and respectfully towards all persons present on the premises. The university is particularly attentive to the prevention and management of gender-based violence and sexual harassment: we invite you to consult this page if you are a victim or witness https://violences-sexistes.unistra.fr/.

The university ensures that all trainees and apprentices are treated equally. It takes care that freedom of expression and conscience are respected and that the teaching provided remains impartial.

Premises and services available to trainees: training takes place on the premises of the University of Strasbourg or on external premises. Parking of vehicles on the campus is authorized in compliance with the general provisions applicable to students. Access to university restaurants is also possible under conditions specific to continuing education.

Timetable: trainees are informed of the training timetable either by an electronic invitation to attend, or when they receive the training programme, or through a link to a secure online platform (Environment Numérique de Travail). Trainees are required to respect these timetables. CEIPI reserves the right to modify the training timetable according to service requirements. Trainees must comply with any changes made by CEIPI to the organizational timetable.

Use of equipment: all trainees have to keep the equipment entrusted to them for training purposes in good condition and to use it in accordance with its purpose. It is forbidden to use the equipment for any other purpose, including personal use, except for equipment made available for this purpose. At the end of the course, the trainee must return all equipment and documents in his/her possession belonging to the training organization, with the exception of the teaching documents distributed during the course.

By default, unless specifically indicated or expressly agreed by the University of Strasbourg, the University's resources (in particular equipment, training materials and software) may not be used, modified, reproduced or exploited in any professional context.

Recordings: unless expressly exempted, it is strictly forbidden to record or film training sessions. It is also forbidden to broadcast recordings of distance learning courses.

Teaching documentation: the teaching documentation provided during training sessions (face-to-face and distance learning) is protected by copyright and may not be re-used other than for strictly personal use.

Liability in the event of theft or damage to trainees' personal property: the training center accepts no liability in the event of loss, theft or damage to personal items of any kind left by trainees on the training premises.

4. Disciplinary sanctions

Any failure by the trainee to comply with any of the provisions of these Internal Rules may result in a penalty.

A sanction within the meaning of article R 6352-3 of the French Labour Code is any measure, other than verbal comments, taken by the head of the training organization or his representative, following an action by the trainee which he considers to be at fault, whether or not this measure is likely to affect immediately the presence of the person concerned on the course or to jeopardize the continuity of the training he is receiving. Depending on the seriousness of the breach, the penalty may consist of a warning, a reprimand or permanent exclusion. Fines or other financial penalties are prohibited. The head of the school will inform the employer of the sanction, if the employer is involved in the training, and any other financial backers. No penalty may be imposed on a trainee without the latter having first been informed of the grievances against him/her.

5. Representation of trainees

Within the training courses

Trainees enrolled in national diplomas take part, like other students, in the elections held at the university.

In all courses lasting more than 500 hours, trainees must elect a full delegate and an alternate delegate who will act as their spokespersons to the school management.

All trainees are entitled to vote or stand for election.

The role of these delegates is to :

- make any suggestions for improving the course and the living conditions of trainees in the training centre
- submit all individual or collective complaints relating to the course, living conditions, health and safety and the application of the internal rules.

They take part in the consultation meetings announced at the start of the course.

6. Miscellaneous provisions

CEIPI undertakes to organize the training in accordance with the programme provided prior to the course and, where appropriate, to ensure that trainees register for examinations. An attendance certificate will be issued at the end of the course. If the trainee leaves the course before the scheduled end date, a certificate of completion may be issued at the trainee's request. Enrolment in a course implies acceptance of these rules and regulations.

Attendance: trainees undertake to attend all classes. Any absence must be reported during the first half-day and must be justified within 48 hours by a serious reason (sick leave, etc.). In addition, an attendance sheet must be signed by the trainee according to the applicable regulations.

These internal rules have come into force on August 31, 2026.