

PREAMBLE

These rules have been drawn up in accordance with the provisions of Articles L6352-3 and L.6352-4 and R-6352-1 to R-6352-15 of the French Labour Code and of Article R 712-1 of the French Education Code.

ARTICLE 1 - PURPOSE

The purpose of these regulations is to establish the rules for smooth functioning, unless otherwise specified, governing the training programmes of the Southern Brittany University (UBS) Language Centre. They define:

- the main health and safety measures,
- the disciplinary rules and in particular the nature and scale of the penalties applicable to trainees, and their rights in the event of penalties,
- the methods of representation of trainees for training programmes lasting for more than 500 hours.

ARTICLE 2 – PERSONS CONCERNED

These regulations apply to all trainees on vocational training courses, for the duration of the training course taken.

All trainees are deemed to have accepted the terms of these regulations when they take a training course provided by the UBS Language Centre, and agree to measures being taken against them if they fail to comply with the regulations.

ARTICLE 3 – TRAINING SITES

The training course will take place in the Southern Brittany University premises, to which the regulations on workplaces and public access buildings (PAB) apply. Sites concerned: Vannes – Lorient.

The provisions of these regulations apply not only in the Southern Brittany University premises, but also in any secondary premises or area.

SECTION 1: HEALTH AND SAFETY MEASURES

Article 4 – General principles

Preventing the risk of accidents and illnesses is imperative and requires each person to comply with:

- the applicable health and safety regulations for training sites,
- any instructions given either by the Southern Brittany University or by the manufacturer or trainer, in particular for the use of the equipment supplied.

Each trainee must therefore ensure their own safety and that of others, by complying with the general and specific health and safety instructions, according to their training course.

If they notice a malfunction in the safety system, they must immediately inform the head of the Language Centre. Any person who fails to comply with these instructions will be liable to disciplinary measures.

Article 5 – Fire safety instructions

The fire safety instructions and in particular a map showing the location of the fire extinguishers and emergency exits are displayed in the university's premises. Trainees must read them.

In the event of an alarm, trainees must stop all training activities and calmly follow the instructions of the authorised representative of the university or of the rescue services. Any trainee who witnesses the start of a fire must immediately call the emergency services by dialling 18 on a fixed telephone or 112 on a mobile phone and alert a representative of the university.

Article 6 – Smoking and vaping ban

It is strictly forbidden to smoke and vape in the training rooms and more generally in the premises of the university, in accordance with the regulation on protecting non-smokers in UBS, voted by the Board of Governors on 19/09/2014.

Article 7 – Alcoholic beverages and drugs

It is strictly forbidden to bring into or consume drugs or alcoholic beverages on the premises. Trainees are forbidden from

entering or remaining in the training institution while intoxicated or under the influence of drugs. During breaks, trainees will have access to vending machines for soft drinks.

Article 8 – Cafeterias

Trainees are allowed to access the cafeterias at the times specified for meals. (Dedicated areas – CROUS cafeterias).

It is forbidden to eat meals in rooms where the courses are held, without special authorisation by the head of the training course.

Article 9 – Accidents

Trainees who suffer an accident during the training course or during the journey between their home or workplace and the training site, and witnesses of the accident, must immediately inform the head of the Language Centre.

The university's representatives shall take the appropriate steps to provide treatment, and the Language Centre shall make the declaration to the relevant Social Security office.

SECTION 2: GENERAL DISCIPLINE

Article 10 – Regular attendance of the training course by trainees

Training timetables:

The trainees must comply with the timetables set and notified beforehand by the Language Centre. Failure to comply with these timetables may result in penalties.

Except in exceptional circumstances, trainees cannot go out during the training course hours.

Absence, lateness and early departure:

In the event of absence, lateness or departure before the specified time, the trainees must inform the training institution and provide justification.

The Language Centre will immediately inform the backer (employer, civil service, regional authority, Pôle Emploi etc.) of this event.

Any event not justified by specific circumstances constitutes an offence punishable by disciplinary measures.

Furthermore, pursuant to Article R6341-45 of the French Labour Code, trainees whose remuneration is paid by the public authorities are liable to a deduction from their training course remuneration proportional to the duration of the absence.

Formalities for monitoring the training course

Trainees must sign the attendance sheet over the course of the training programme. They may be asked to carry out an assessment of the training course.

At the end of the training programme, they will be given a certificate of completion of training and a certificate of attendance at the course, to be given to their employer/civil service or to the organisation that financed the programme, depending on the case.

The trainees shall give the Language Centre, as service provider, the documents that they must fill in, as soon as possible (request for remuneration or payment of the expenses linked to the training course; registration or commencement of training certificates etc.).

Article 11: Access to the premises

Unless expressly authorised by the head of the Language Centre, trainees cannot:

- enter or remain inside the training premises for purposes other than for training

- bring in, arrange or facilitate the bringing in of persons who are not members of the organisation
 - sell goods or services in the premises
- Trainees cannot remain alone inside the training premises.

Article 12 - Dress

Trainees must wear appropriate clothing to the training institution.

Article 13 - Behaviour

All trainees are asked to behave in a way that ensures respect for the basic rules of etiquette and manners, and the smooth running of the training courses.

Furthermore, it should be noted that the use of mobile phones is strictly forbidden during lessons.

Article 14 - Equipment

Unless specifically authorised by the head of the Language Centre, the training equipment shall be used on the training premises, and solely for training purposes. It is forbidden to use the equipment for personal purposes.

Trainees must keep the equipment entrusted to them for the training course in good condition. They must use it for its intended purpose and in accordance with the rules indicated by the trainer.

Trainees must immediately report any anomalies in the equipment to the trainer.

Article 15 – Personal effects

The Southern Brittany University cannot be held liable for the theft, disappearance, damage to or destruction of personal objects left unattended by their owner in the premises.

Article 16 – Intellectual property

Trainees are obliged to comply with the rules on intellectual property (compliance with copyright etc.). Consequently, any representation or reproduction of all or part of an intellectual work without the author's consent is illegal (lesson media etc.). However, short justified quotations, stating the name of the author and the source from which they are taken, are permitted.

Article 17 – Exams

Trainees must comply with the rules of the diplomas and the examination or competitive examination instructions, failing which they will be liable to possible disciplinary measures.

SECTION 3: DISCIPLINARY MEASURES

Article 18 – Disciplinary measures

Any breach by trainees of one of the requirements of these internal regulations, legal and statutory provisions, or decisions made in accordance with Article R 712-1 of the French Education Code, or trainees who engage in acts liable to disturb public order may be subject to disciplinary proceedings, taken on the initiative of the President of the University.

Depending on their nature and seriousness, any activities deemed culpable may result in one of the penalties specified in Article R811-11:

1. Warning;
2. Reprimand;
3. Expulsion from the institution for a maximum of five years. This penalty can be suspended if the expulsion does not exceed two years;
4. Permanent expulsion from the institution;
5. Exclusion from any public higher education institution for a maximum of five years;
6. Permanent exclusion from any public higher education institution.

Any penalty specified in this Article pronounced in the event of fraud or attempted fraud committed during registration results in the invalidity of the registration.

Any penalty specified in this Article pronounced in the event of fraud or attempted fraud committed during a continuous assessment test, an examination or a competitive examination will result in the invalidity of the corresponding test for the person concerned.

The person concerned is deemed to have been present at the test without undergoing it. The disciplinary body decides whether it is necessary to also pronounce the invalidity of the group of tests or the examination or competitive examination session for the person concerned. The penalties stipulated in point 3 of this Article that are not suspended, as well as those in points 4, 5

and 6, also result in the inability to register at a public institution(s) offering post-baccalauréat training courses, and take the exams marking the successful completion of these training courses.

Fines and other financial penalties are forbidden. The head of the Language Centre or his/her representative shall notify the penalty to:

- the employer of trainee employees or the civil service of trainee officials (only if the training course is carried out at the request of the employer or the civil service);
- and/or the backer of the training course.

Article 19 – Disciplinary guarantees

Informing of trainees

No penalties can be imposed on trainees unless they have been informed beforehand of the complaints against them.

However, if an activity considered to be culpable makes it necessary to take a protective measure to temporarily ban access to the institution, no final penalty relating to that activity can be imposed unless the trainee has been informed beforehand of the complaints against them, and possibly unless the procedure described below has been followed.

Notice to attend an interview

If the head of the Language Centre or his/her representative plans to refer a disciplinary offence to the President, this is carried out as follows:

- he/she summons the trainee by registered letter with acknowledgement of receipt or delivery to the person concerned against a receipt, indicating the purpose of the summons;
- the summons also indicates the date, time and place of the interview, and the possibility of being assisted by a person of their choice who is a trainee or employee of the training institution, in particular the training course representative.

Interview

At the interview, the head or his/her representative will inform the trainee of the grounds for the planned penalty and obtain their explanations.

Pronouncement of the penalty

The penalty cannot be imposed less than one clear day or more than fifteen days after the interview.

Written notice of the penalty, stating the reasons on which it is based, shall be given to the trainee by registered letter or personal delivery against a receipt.

SECTION 4: TRAINEE REPRESENTATION

Article 20 – Organisation of elections

For training courses lasting for more than 500 hours, a representative and a deputy representative shall be elected simultaneously by voting for a single candidate in two ballots, according to the following conditions:

all trainees are voters and eligible except for prisoners. The ballot is held during the training hours. The head of the training course is responsible for organising the ballot. He/she shall ensure that it goes smoothly. He/she shall send a deficiency report to the prefect of the region that has territorial jurisdiction, if the trainees cannot be represented.

Article 21 - Term of office of the trainees' representatives

The representatives are elected for the duration of the training course. Their duties end when they no longer take part in the training course, for any reason whatsoever. If the representative and the deputy representative have left their office before the end of the training course, another election is held.

Article 22 - Role of the trainees' representatives:

The representatives make any suggestions to improve the organisation of the training courses and the living conditions of the trainees in the Language Centre.

They lodge any individual or collective complaints relating to these matters, the health and safety conditions and the application of the internal regulations.

Drawn up in Lorient, on XXXXXXXX