



Internal Regulations

Health, Safety, Discipline & Learner Statutory Rights

Version / Release : 2026.09-1 – Effective as of September 25, 2026

Preamble & Scope of Application

These Internal Regulations are established pursuant to Articles **L. 6352-3 to L. 6352-5** and **R. 6352-1 to R. 6352-15** of the French Labor Code. They apply automatically and without reservation to all individuals enrolled in vocational training programs delivered by **Aperta Scientia**. Each learner is deemed to have read, understood, and accepted all provisions prior to starting training.

SECTION 1 — Health, Safety & Accessibility

Article 1 — General Rules and Travel

Every learner must ensure their personal safety and that of others by strictly observing the general and specific health and safety rules in force. In the event of travel during the training period (internships, on-site exams, technical conferences), learners are required to comply with the road safety regulations and internal rules of host organizations.

Article 2 — Distance Learning (Live Remote Classrooms)

When participating in synchronous distance learning (Live Remote), learners are required to maintain a quiet, ergonomic, and secure workspace. The institution's liability cannot be engaged for incidents occurring outside its official learning platforms. Attendance, connection times, and interactive presence are logged and timestamped in accordance with statutory compliance regulations.

Article 3 — Welcoming Persons with Disabilities (PwD / PSH)

Aperta Scientia is firmly committed to accessibility in all its vocational training programs. A dedicated Disability Officer (Care Referent) reviews and implements all necessary pedagogical, technical, and exam accommodations prior to enrollment, in accordance with applicable accessibility standards.

Article 4 — Alcoholic Beverages and Illicit Substances

It is strictly forbidden to access learning platforms or physical facilities while under the influence of alcohol or illicit substances, or to introduce or consume them during training hours. Any breach will result in immediate suspension.



SECTION 1 (Continued) — Premises Security & Emergency Protocols

Article 5 — Smoking and Vaping Prohibition

Pursuant to public health regulations, smoking and vaping are strictly prohibited across all physical training facilities, shared spaces, and common areas.

Article 6 — Fire Safety and Facility Regulations

Fire safety protocols and evacuation diagrams are posted in physical facilities. In the event of an alarm, learners must immediately cease all work and calmly follow the evacuation directives and designated gathering points.

Article 7 — Accident Reporting

Any accident or incident occurring during training, in remote sessions, or on transit must be reported immediately by the learner (or witnesses) to the Training Administration, within 24 hours at the latest, to complete all statutory declarations.

Article 8 — Theft and Damage to Personal Property

Learners are solely responsible for their personal belongings and computer hardware. The institution declines all liability in the event of loss, theft, or damage, whether in physical facilities or during remote learning.

Article 9 — Exceptional Events and Emergency Protocols

In the event of exceptional circumstances affecting public health or safety (severe weather alerts, fire hazards, epidemics), learners must strictly follow instructions issued by public authorities and the institution's management.

SECTION 2 — General Discipline & Digital Environments

Article 10 — Professional Conduct, Attire, and Commercial Solicitation

Learners must maintain a professional and courteous demeanor across all digital and in-person spaces, respecting colleagues and instructors. Commercial solicitation, religious or political proselytism, and unauthorized advertising are strictly prohibited.

Article 11 — Prevention of Harassment, Discrimination, and Gender-Based Violence

Aperta Scientia maintains a strict zero-tolerance policy regarding all forms of harassment (moral, sexual), hate speech, and discrimination based on gender, ethnicity, religion, or disability. Any substantiated violation will result in immediate expulsion and referral to judicial authorities.

Article 12 — Schedules, Attendance, Absences, and Digital Signatures (3-Month / 399h Track)

Training hours are established by the institution (9:30 AM–12:30 PM and 1:30 PM–5:30 PM, representing 7 hours per day). Twice-daily electronic attendance signing on Edusign is mandatory. Any absence must be justified in writing within 48 hours with official documentation (medical certificate, employer authorization).

Article 13 — Platform Access and Use of Equipment

Access to digital learning platforms (Red Hat Learning Subscription cloud labs, Discord channels, Git repositories) is strictly personal and non-transferable. Credentials must remain confidential. Any unauthorized sharing or misuse for external purposes is prohibited.

Article 14 — Recordings, Intellectual Property, Privacy, and GDPR

All course materials, architectures, syllabi, lab guides, and videos are protected works under copyright and intellectual property laws. Unauthorized audio or video recording, reproduction, or distribution is strictly forbidden. Personal data is processed in accordance with European GDPR standards.

Article 15 — Pedagogical Assessments and Continuous Improvement

Learners commit to actively participating in all scheduled learning assessments: guided exercises, comprehension quizzes, milestone sprint reviews, mock exams, and jury project defense. Quality evaluation surveys must be completed at each milestone.



SECTION 3 — Disciplinary Sanctions & Due Process

Article 16 — Disciplinary Scale of Sanctions

Any failure to comply with the obligations set forth in these regulations may result in one of the following sanctions, determined by the Management according to gravity:

1. **Formal written warning;**
2. **Official reprimand** recorded in the administrative file;
3. **Temporary suspension** from training platforms and virtual classrooms (up to 5 business days);
4. **Permanent expulsion** from the training curriculum.

In the event of a serious breach of safety, an immediate conservatory suspension may be ordered. Fines or financial penalties are strictly prohibited. Expulsion entails immediate revocation of technical platform access and cloud labs. Employers and funding bodies are notified immediately.

Article 17 — Disciplinary Procedure (Statutory Guarantees)

No disciplinary sanction affecting the learner's training continuation may be imposed without statutory due process:

1. **Written summons:** specifying the grounds, date, time, virtual meeting link, and right to be assisted by a person of their choice;
2. **Contradictory interview:** where grounds are presented and the learner's explanations are heard (no sanction is issued on the spot);
3. **Reasoned decision:** written notification delivered between 1 business day and 15 days following the interview;
4. **Third-party notification:** immediate notice provided to employers and institutional funding bodies (OPCO, France Travail).

SECTION 4 — Representation, Publication & Effective Date

Article 18 — Trainee Representation (Election of Delegates)

For vocational training programs exceeding 500 hours, delegate elections are held simultaneously for a primary and alternate delegate. For Aperta Scientia intensive 3-month curricula (399 hours), these statutory provisions do not apply.

Article 19 — Publication and Availability

These Internal Regulations are provided to each learner prior to definitive enrollment and before any payment of fees, via the welcome booklet, student portal, and agreement annexes. They are permanently available and provided to administrative control authorities upon request.

Article 20 — Effective Date and Amendments

These regulations take effect immediately upon official publication. In the event of amendments or updates, the most recently published version prevails and automatically applies to all ongoing and future training cohorts.

Learner Acknowledgment and Signature

I, the undersigned, hereby certify that I have read and understood this official document of Aperta Scientia in its entirety, and agree to strictly comply with all provisions herein.

Full Name :

Date :

Signature