



## **Internal Regulations**

<b>Presentation of the Internal Regulations.....</b>	<b>1</b>
<b>1. THE LEARNER WITHIN IFH.....</b>	<b>2</b>
1.1 General Principles .....	2
1.2 IFH Values .....	2
1.3 A Culture of Hospitality and Respect .....	2
1.4 IFH Commitment to Combating Discrimination.....	2
1.5 Respect for Premises and Equipement .....	3
1.6 Use of Machines, Equipment, and Cleaning Products .....	3
1.7 Dress Code .....	3
1.8 Lockers and Changing Rooms .....	3
1.9 ISIC Card .....	3
1.10 Food Production and Consumption .....	4
1.11 Risky Behavior .....	4
1.12 Compliance with Safety Rules.....	4
1.13 Civil and Criminal Liability .....	4
<b>2. ACADEMIC REGULATIONS APPLICABLE TO STUDENTS ENROLLED IN THE BBA.....</b>	<b>5</b>
2.1 Academic Structure of the BBA.....	5
2.2 Scope of Application .....	5
2.3 Applicable Academic Framework.....	5
2.4 Assessment of Knowledge and Skills .....	5
2.5 Principle of Second Opportunity.....	5
2.6 Attendance and Absence from Assessments.....	6
2.7 Validation of Teaching Units and Acquisition of ECTS Credits .....	6
2.8 Repetition of a Year .....	6
2.9 Credit Accumulation .....	6
2.10 Validation of Semesters and Years .....	7
2.11 Award of the Degree and Academic Scope.....	7
2.12 Final Grade and Honors .....	7
2.13 Certification .....	7
2.14 Jury Authority.....	7
2.15 Enforceability .....	7
<b>3. UNFAIR BEHAVIOR AND RESPECT FOR INTELLECTUAL PROPERTY.....</b>	<b>7</b>
<b>4. RULES FOR THE USE OF IT RESOURCES.....</b>	<b>8</b>
4.1 General Principles .....	8
4.2 Personal IT Equipment .....	9
4.3 Access Conditions .....	9
4.4 Security Rules.....	9
<b>5. USE AND PROTECTION OF PERSONAL DATA.....</b>	<b>9</b>
<b>6. PROVISIONS RELATING TO ATTENDANCE AND EXAMINATIONS .....</b>	<b>9</b>
6.1 Principle .....	9
6.2 Absence and Lateness Policy .....	10
Absence Rates and Thresholds .....	10
Disciplinary Boards.....	10
6.3 Acceptable Grounds for Absence (Initial Training Learners) .....	10
6.4 Rules Applicable in Case of Absence During Assessments.....	10
<b>7. EXAM REGULATIONS.....</b>	<b>11</b>
7.1 Principle .....	11
7.2 Exam Procedures .....	11
7.3 Marking, Results and Appeal Procedure.....	12
<b>8. STUDENT ASSOCIATIONS AND REPRESENTATION .....</b>	<b>12</b>

8.1	Participation in Student Life.....	12
8.2	Representation within Programs .....	13
8.3	Image Rights and Communication .....	13
<b>9.</b>	<b><i>BREACHES OF THE REGULATIONS/ SANCTIONS AND DISCIPLINARY PROCEDURES.....</i></b>	<b>13</b>
9.1	Role and Composition of the Disciplinary Board .....	13
9.2	Referral to the Disciplinary Board .....	14
9.3	Procedure and Functioning of the Disciplinary Board .....	14
9.4	Sanctions within the Competence of Disciplinary Board .....	14
9.5	Sanctions within the Competence of General Management.....	15
9.6	Publication of Sanctions.....	15
9.7	Review of the Case – Appeal Period .....	15
9.8	Admission procedure through recognition of prior professional experience.....	15
9.9	Internal VP Committee .....	15

## Presentation of the Internal Regulations

These regulations apply to all learner activities within IFH, regardless of the geographical location:

- When they take place on campus premises, including spaces shared with other institutions, as well as in digital environments and during study trips in France or abroad,
- Outside the school, when carrying out missions assigned by the institution or during educational outings or professional visits,
- When the learner represents the institution at external events, as well as during internships and training periods in France or abroad,
- As part of student association activities organized on or off campus using the name or logo of IFH or one of its programs.

Any breach of these internal regulations may result in disciplinary sanctions, without excluding possible legal proceedings where applicable.

These regulations are communicated to each learner and are accessible online via the student portal. They may be updated over time. During their training, learners undertake to comply with the latest version in force.

### **Appendices**

The appendices form an integral part of these regulations:

- Grooming Charter
- Diversity Charter

### **Scope**

These regulations are divided into two parts:

- **Part 1:** General provisions applicable to all learners
- **Part 2:** Appendices

## **1. THE LEARNER WITHIN IFH**

### **1.1 General Principles**

These regulations apply to and bind any individual, of French nationality or any other nationality, referred to as a “learner”, enrolled in one of IFH’s initial or continuing education programs. Regardless of their status (student, trainee in continuing education, etc.), and by the mere fact of joining one of IFH’s training programs, every learner undertakes to comply with these regulations.

IFH is a community of life and work. Mutual respect and trust must form the basis of relationships between the administration, the teaching staff, and the learners.

IFH requires full commitment from each learner, enabling the establishment of self-imposed discipline. The school supports learners in building their professional projects, and the various IFH services are available to provide the necessary guidance. Nevertheless, the learner remains responsible for their choices. It is therefore their responsibility to:

- Ensure that their course of study complies with IFH requirements, program requirements, administrative constraints, and the expectations of various external stakeholders (companies, academic partners, etc.),
- Regularly update their personal information (change of address, phone number, email address, etc.),

With respect for others and in a spirit of tolerance, every learner has the freedom to express their opinion.

Conduct, whether behavioral or in terms of dress, is part of the respect required between individuals. It must be neither negligent nor aggressive. It must be appropriate to the circumstances. It must not compromise hygiene, safety, or the delivery of teaching within the institution. In particular, during examinations, it must allow identity verification and fraud control.

While it is natural for learners to seek information that contributes to the development of their personality, whether culturally, professionally, civically, or morally, any form of activism, whether political or religious, is strictly prohibited on campus. Consequently, any display or distribution of documents that may support such activities is prohibited.

The use of IFH logos and visual identity by any learner, group of learners, associations, etc., is not authorized without the express agreement of IFH.

For any questions, the Academic Office remains your primary contact: [scolarité@ifh-paris.com](mailto:scolarité@ifh-paris.com)

### **1.2 IFH Values**

The key values of IFH are: excellence, humility, hands-on experience, French “savoir-faire”, passion, and international outlook. Learners undertake to respect these values and not to damage the reputation of the school.

Learners must contribute to the reputation of IFH both within and outside the campuses, particularly through their dress and behavior and in all contexts: academic or professional, in person or on social media. Any breach of IFH values, any activity harming life at IFH, the proper functioning of its programs, or the image of the school, its staff, or its teachers, may lead to disciplinary sanctions and legal proceedings.

Discussion forums, social media, blogs, and other online communication tools facilitate individual expression. However, this mode of communication does not exempt users from rules of respect for others or professional ethics. Offensive or defamatory statements made through these means may be subject to disciplinary proceedings.

### **1.3 A Culture of Hospitality and Respect**

Knowing how to welcome others is a key skill in service professions. Students learn its principles through academic instruction, but it is in everyday life that they truly experience it. Hospitality is reflected in one’s attitude, demeanor, and words. This attention must be demonstrated by students towards all other stakeholders of the school (teachers, administrative staff, guests, other students, etc.).

This spirit of hospitality, mutual respect, and collective commitment forms the foundation of IFH’s values. These internal regulations are their concrete extension: they translate these principles into a shared framework of rights, duties, and expected behaviors. Compliance with them by each learner ensures a harmonious community life, conducive to learning, personal development, and professional success.

### **1.4 IFH Commitment to Combating Discrimination**

IFH has made commitments in the fight against discrimination through its Inclusion and Diversity Charter, annexed to these internal regulations. Any violation of this charter by a learner may result in sanctions. IFH

provides students with designated contacts whose details are communicated at the beginning of the academic year.

### **1.5 Respect for Premises and Equipement**

IFH provides learners with premises, laboratories, and equipment which constitute the tools for both work and collective life. Each learner undertakes to use these resources properly and to respect their condition.

The cost of repairing any damage will be borne by the learner. The same applies to any damage caused by a learner during an event organized by IFH outside the campus.

Learners undertake in particular to respect:

- Rules regarding postings, including the prohibition of any display or writing outside designated boards,
- Interior and exterior facilities, notably by using the bins and ashtrays provided,
- The prohibition of smoking and vaping inside all premises in accordance with the law,
- The prohibition of consuming or introducing alcohol on the premises and campus,
- The prohibition of consuming or introducing any illegal substances on the premises and campus,
- The prohibition of consuming food or drinks in classrooms and lecture halls,
- The prohibition of bringing animals into IFH premises,
- The cleanliness of premises, furniture, teaching, IT or audiovisual equipment, and all materials, which learners must ensure are not damaged or destroyed.

Any use of premises or outdoor areas for purposes other than those normally intended, or for activities not part of regular program activities, must be subject to a specific request.

### **1.6 Use of Machines, Equipment, and Cleaning Products**

Tools and machines must only be used in the presence of and under the supervision of an instructor.

Any malfunction of machines or equipment, and any incident, must be immediately reported to the instructor in charge of the training.

Cleaning of premises and equipment requires the use of cleaning products. It is essential to comply with each product's technical instructions (conditions of use, dilution, etc.) before use in order to prevent any risk of accident. Depending on the situation, wearing gloves, a mask, or protective goggles may be mandatory. Any use of hazardous products must be carried out under the supervision of the head instructor.

### **1.7 Dress Code**

Wearing professional attire, whether a uniform or activity-specific clothing, reflects an essential dimension of belonging and professional representation. As such, it is required during practical classes, theoretical courses, or any external event where students represent the school. Full rules relating to dress and grooming are specified in the appendix "Dress Code within IFH premises".

### **1.8 Lockers and Changing Rooms**

The exchange and storage of personal and/or professional clothing must take place in the changing rooms provided for students.

By providing lockers, IFH does not assume responsibility for safeguarding items deposited by students, nor does it enter into a deposit contract. These lockers must only be used for short-term purposes and must remain locked using a code chosen by the student or a personal padlock.

IFH declines all responsibility in the event of loss, theft, or destruction of items stored in lockers.

At the end of the academic year, each student must empty their assigned locker. Any locker left closed and not emptied will be opened and its contents destroyed.

### **1.9 ISIC Card**

Students are issued an internationally recognized student card (ISIC – International Student Identity Card).

This card certifies student status worldwide and provides discounts on transport, museums, etc. It is an essential tool for students wishing to save money while exploring new opportunities. Its cost corresponds to the current rate set by IFH at the time of enrollment. An ISIC International guide is provided along with the card. In case of loss or damage, replacement fees will be charged.

### **1.10 Food Production and Consumption**

Food provided by the school is used as a learning support for culinary, pastry, or beverage techniques. Tasting of prepared items, at discretion, is part of the learning process and must be supervised by a chef-instructor. For hygiene and organizational reasons, surplus production cannot be taken outside the school. Depending on its nature and quantity, any surplus is intended to be reused or redistributed.

When consumption of food from practical sessions is planned, students must comply with the instructor's instructions regarding location, timing, and procedures.

### **1.11 Risky Behavior**

During all events organized on IFH campuses or externally under the name and logo of IFH or its programs, dangerous or harmful behavior towards learners or the community is not tolerated.

Certain acts are also prohibited or sanctioned by law under applicable legal codes (Public Health Code, Highway Code, Criminal Code). All learners, regardless of nationality, must comply with French law.

Beyond disciplinary sanctions, IFH and its representatives reserve the right, in serious cases, to report behavior to the relevant public authorities, particularly regarding the use of illegal substances or alcohol, or behavior affecting the dignity of others.

In accordance with Law No. 98-468 of June 17, 1998, particularly Title II, Article 14, any form of hazing is prohibited on campus and during any event organized by IFH learners.

Thus:

- Learners who use or facilitate the use of drugs may be brought before the Disciplinary Board, with sanctions up to expulsion. They may also face criminal prosecution, punishable by up to one year imprisonment and a €3,750 fine (Article L3421-1 of the Public Health Code).
- Any learner who observes a fellow student in a state of intoxication and fails to intervene to prevent danger may also be brought before the Disciplinary Board and may face criminal charges for failure to assist a person in danger.
- Driving under the influence or allowing someone to drive under the influence is a criminal offense and may result in disciplinary sanctions.

Any act violating the dignity of others will be systematically sanctioned and reported to the Public Prosecutor under Article 40 of the Code of Criminal Procedure.

### **1.12 Compliance with Safety Rules**

To ensure the safety of individuals and property, access to IFH premises may be subject to video surveillance and access control.

Learners must comply with checks on campus and must at all times be able to prove their identity and enrollment through their student card.

Learners must actively participate in mandatory evacuation drills and comply with posted safety instructions. Any learner deliberately triggering a false fire alarm will be sanctioned.

### **1.13 Civil and Criminal Liability**

All learners must provide proof of civil liability insurance covering any damage they may cause within IFH premises or in activities related to their status as IFH learners.

Any learner who causes damage to IFH premises or equipment will be held civilly liable. Any learner who causes harm to another person on campus will be personally responsible for repairing the damage. They may also be subject to disciplinary procedures and/or legal proceedings before the competent courts.

IFH declines all responsibility for theft occurring on its premises. Learners must ensure that their personal belongings are not left unattended.

Any learner found guilty of theft will be summoned before the Disciplinary Board, without prejudice to possible criminal proceedings.

Proof of civil liability insurance is a mandatory document for validating the administrative file. Until it is provided, the learner's file remains incomplete. Consequently, the learner's enrollment and access to CFA services may be suspended.

## **2. ACADEMIC REGULATIONS APPLICABLE TO STUDENTS ENROLLED IN THE BBA**

### **2.1 Academic Structure of the BBA**

The Bachelor of Business Administration (BBA) at IFH is organized over four years of study.

The first three years of the BBA are structured in accordance with the academic requirements applicable to the Bachelor's degree cycle and lead to the progressive acquisition of the corresponding ECTS credits. They represent 180 ECTS credits, corresponding to the degree conferring the Bachelor's level.

The fourth year of the BBA is organized according to academic requirements corresponding to the level of the first year of a Master's degree (M1). Subject to validation, it allows the acquisition of an additional 60 ECTS credits.

The entire BBA program therefore represents a total of 240 ECTS credits, corresponding to:  
180 ECTS credits obtained during the first three years, corresponding to the Bachelor's degree;  
60 ECTS credits obtained during the fourth year.

Validation of the fourth year of the BBA does not lead to the award of the national Master's degree. The Master's degree can only be obtained after the full completion of a two-year Master's program representing 120 ECTS credits.

### **2.2 Scope of Application**

These provisions apply to all students enrolled in the IFH BBA program.

They define the academic rules applicable:  
to years 1 to 3 of the BBA, aligned with the Bachelor's degree cycle;  
to the 4th year of the BBA, aligned with the first year of a Master's degree (M1).

### **2.3 Applicable Academic Framework**

Years 1 to 3 of the BBA are organized according to the academic requirements applicable to the Bachelor's degree cycle.

The 4th year of the BBA is organized according to academic requirements corresponding to the first year of a Master's degree.

As such, the rules governing assessment of knowledge and skills, attendance, validation of teaching units, credit accumulation, repetition of a year, and jury deliberations apply:  
according to Bachelor's degree rules for years 1 to 3;  
according to M1 rules for the 4th year,  
subject to the specific adaptations provided for in these provisions.

### **2.4 Assessment of Knowledge and Skills**

The BBA is organized according to the principle of continuous assessment.

Each teaching unit (TU) is subject to at least two assessments, distributed evenly throughout the semester. Where justified by the number of teaching hours, the number of ECTS credits, or the pedagogical nature of the TU, the number of assessments may be higher. In the 4th year, exceptions may be allowed where justified by the specific nature of the course, a project, a professional situation, or a particular pedagogical activity.

The number, nature, weighting, and, where applicable, duration of assessments are specified in the teaching documents provided to students at the beginning of the semester or teaching period.

Assessments may take various forms, including written work, oral exams, reports, case studies, projects, presentations, professional simulations, individual or group work, or any other format specified in the teaching documents.

No single assessment may account for more than 50% of the final grade of a TU, except where expressly justified by the specific nature of the course and provided for in the applicable assessment rules.

### **2.5 Principle of Second Opportunity**

Continuous assessment includes a second-chance principle implemented before jury deliberation, under conditions defined by the teaching team.

This second opportunity may take the form of:  
an additional assessment,  
a new assignment to be submitted,  
an adjustment to the calculation of the TU average,  
or any other pedagogical method allowing effective remediation.

The specific conditions of this second opportunity are defined within each course or TU.

## **2.6 Attendance and Absence from Assessments**

Attendance and participation in teaching activities and assessments are mandatory.

Any absence must be justified within the deadlines and according to the procedures set out in the IFH internal regulations.

In the event of justified absence from an assessment, the teaching team will, where possible, organize a substitute assessment or implement an alternative evaluation method to ensure fairness. For the 4th year, such arrangements may be made in accordance with the applicable rules.

In the event of unjustified absence, the average grade is calculated based on all applicable coefficients of the TU concerned.

From two unjustified absences in assessments within the same TU, the student may be declared absent (“failing”) for that TU, in accordance with the rules applicable to the relevant year.

Absence from a substitute assessment does not necessarily result in the organization of another assessment and is treated according to the rules applicable to unjustified absences, unless otherwise specified.

## **2.7 Validation of Teaching Units and Acquisition of ECTS Credits**

Each TU is assigned a specific number of ECTS credits.

A TU is considered validated when the average grade is at least 10/20, taking into account the applicable weightings, or, where applicable, through the application of compensation rules for the relevant year.

The corresponding ECTS credits are acquired and permanently retained once the TU is validated. A validated TU cannot be retaken.

The BBA program allows the acquisition of:  
180 ECTS credits for the first three years;  
60 ECTS credits for the fourth year;  
a total of 240 ECTS credits.

## **2.8 Repetition of a Year**

In case of non-validation of the year, the student may be authorized to re-enroll under the conditions defined by the academic rules applicable to the relevant year.

In the case of repetition, the student retains the benefit of validated TUs and corresponding ECTS credits. They are not required to retake validated TUs, except in the event of changes to the curriculum.

The repetition pathway may be subject to pedagogical adjustments or a learning agreement where justified.

For the 4th year of the BBA, in accordance with rules applicable to the first year of a Master's degree, a maximum of two enrollments is allowed within the same program, except in specific cases of extended studies.

Students repeating the 4th year will primarily follow courses and assessments corresponding to non-validated TUs.

## **2.9 Credit Accumulation**

ECTS credits obtained for validated TUs are transferable within the BBA program.

This means that validated achievements remain acquired, even in the event of temporary interruption, repetition, or resumption of studies, subject to possible curriculum changes and transitional measures.

### **2.10 Validation of Semesters and Years**

A semester is validated when the conditions defined by the curriculum and assessment rules are met, either through direct validation of all TUs or through compensation rules applicable to the relevant year.

Years 1 to 3 are validated according to Bachelor's degree rules, allowing progressive acquisition of ECTS credits required for the degree.

The semesters of the 4th year are validated according to the rules applicable to that year, allowing acquisition of the corresponding 60 ECTS credits.

### **2.11 Award of the Degree and Academic Scope**

The Bachelor's degree is awarded to students who have validated all requirements of the first three years (180 ECTS credits).

Validation of the 4th year, although aligned with Master's level, does not result in the award of a national Master's degree, which requires completion of a full two-year Master's program (120 ECTS credits).

### **2.12 Final Grade and Honors**

The final Bachelor's grade is based on all semester results, subject to jury decisions.

Honors are awarded as follows:

Pass: average  $\geq 10/20$

Merit: average  $\geq 12/20$

Distinction: average  $\geq 14/20$

High Distinction: average  $\geq 16/20$

No honors are awarded for the 4th year alone, as it does not constitute a national degree.

### **2.13 Certification**

A certificate of completion of the Bachelor's degree is issued after results are confirmed.

Students who validate the 4th year may receive a certificate indicating completion of the BBA program totaling 240 ECTS credits.

This certificate does not constitute a Master's degree.

### **2.14 Jury Authority**

Results are determined by the competent jury.

The jury has full authority to validate TUs, semesters, years, and the Bachelor's degree in accordance with applicable rules.

### **2.15 Enforceability**

These rules apply to all students enrolled in the BBA.

They are communicated at the beginning of the academic year and are binding once published, except in cases of material error or procedural irregularity.

## **3. UNFAIR BEHAVIOR AND RESPECT FOR INTELLECTUAL PROPERTY**

In general, every learner undertakes to:

- Comply with rules and instructions during assessments,
- Refrain from any disrespectful or insulting behavior in any form of assessment,
- Not attempt to appropriate the work of another learner,

- Not falsify any academic assessment or undertake any action with this intent,
- Not use or facilitate the use of any falsified supporting document.

Any learner involved in fraudulent activity will be summoned by the Director of the relevant program and will be subject to the sanctions defined in these internal regulations and/or IFH operating procedures, without prejudice to any further action that may be taken by the program management, including the initiation of disciplinary proceedings as described in these regulations.

Any learner found guilty of plagiarism, fraud, misappropriation, or falsification of data is liable to disciplinary action as described in these regulations. Plagiarism is considered an extremely serious offense.

In the interest of academic rigor and respect for ethical values, a zero-tolerance policy towards plagiarism is enforced within IFH. Plagiarism occurs when a learner presents the work of another person as their own.

Article 335-3 of the French Intellectual Property Code defines it as: "any reproduction, representation or dissemination, by any means whatsoever, of a work of the mind in violation of copyright, as defined and regulated by law."

In all assignments and work submitted by learners, each source must be cited and a complete bibliography is required, particularly in research projects and dissertations. It is strictly prohibited to:

- Paraphrase a concept or interpret the verbal or written ideas of a third party without citing and identifying the source,
- Present research data that has been falsified or entirely fabricated,
- Submit, without prior authorization from the relevant instructors, the same work or a substantial part of the same work in more than one course,
- Complete collectively an assignment that is required to be completed individually.

Group projects are subject to the same rules of academic integrity, and all members of a group must ensure that these rules are respected. In the event of non-compliance, the entire group will be held jointly responsible and sanctioned accordingly.

To detect potential cases of plagiarism, dissertations produced by IFH learners are subject to anti-plagiarism checks. At the request of the instructor, any other assignment may also be subject to such checks.

The misappropriation of another person's data through the theft of files or storage media will be sanctioned in the same way as plagiarism.

**Distinctive Signs and Confidentiality:** A learner wishing to use, in their work, distinctive signs owned by a company must obtain the company's written authorization to reproduce them.

When work is produced in collaboration with a company, the learner undertakes to prepare documents primarily using non-confidential information approved for disclosure by the company.

If the company considers that it is impossible to completely exclude confidential information from the submitted document, a written agreement must be established between the company, the learner, and IFH. This agreement must reconcile the company's confidentiality requirements with IFH's academic evaluation requirements.

#### **4. RULES FOR THE USE OF IT RESOURCES**

The purpose of these regulations is to define the rules governing the use of IT resources made available to learners by IFH.

##### **4.1 General Principles**

IFH provides learners with various IT resources, including in particular:

- A personal IT workspace, including office tools, storage space, and educational software,
- The intranet or personal portal (Net YParéo, etc.),
- Electronic mail (Office365).

Learners are strictly prohibited, under any circumstances, from making or attempting to make fraudulent use of these tools, it being recalled that unauthorized access to or maintenance within an information system constitutes a criminal offense.

Any learner who becomes aware of an IT malfunction, in particular revealing a weakness or vulnerability in the system, must refrain from disclosing it or publicizing it and must immediately inform IFH's Information Systems Department (DSI) at the following address: **contact@ifh-paris.com**.

The electronic mailbox assigned to each learner throughout their training at IFH is strictly personal and confidential, and it is prohibited to disclose or transfer it. The use of this personal email address is the responsibility of the learner. Electronic communication has the same evidentiary value as written communication on paper (Article 1366 of the French Civil Code).

For reminder, the electronic mailbox assigned to each learner is a communication and correspondence tool, and also a means of notification of decisions (see training agreement).

Any fraudulent use of the system may result in disciplinary action, without excluding civil or criminal proceedings.

## **4.2 Personal IT Equipment**

As part of studies at IFH, a significant portion of teaching, educational materials, and administrative exchanges relies on the use of digital tools.

Each student must have a personal laptop computer enabling them to attend theoretical courses, access educational platforms, and complete required assignments.

## **4.3 Access Conditions**

The use of IFH IT resources is subject to prior authorization. This authorization is materialized by the creation of a user account and associated services.

This right of access is strictly personal and may not be transferred to a third party, even temporarily. Each user is solely responsible for the use made of their account.

## **4.4 Security Rules**

As users are responsible for their use of IFH IT resources, they are required to contribute to system security (in particular by carrying out security updates on their laptop).

IFH reserves the right to verify, by any means, the safety of devices attempting to connect and to deny access if deemed necessary.

Users may only use accounts for which they have been authorized and must refrain from any attempt to obtain another user's password.

## **5. USE AND PROTECTION OF PERSONAL DATA**

In accordance with Law No. 78-17 of January 6, 1978, known as the "Data Protection Act" as amended, and the General Data Protection Regulation (GDPR - EU 2016/679), each learner has the right to access, rectify, object to, restrict processing of, delete, and port their personal data.

These rights may be exercised by submitting a written request accompanied by proof of identity to the following address: [rpo@ifh-paris.com](mailto:rpo@ifh-paris.com).

IFH undertakes to comply with the applicable regulations regarding the protection of personal data. As part of its educational and administrative missions, the institution collects and processes personal data relating to its learners. Certain information may be transmitted to strictly authorized third parties (public administrations, funding bodies, technical service providers, etc.).

For further information, please contact the French Data Protection Authority ([www.cnil.fr](http://www.cnil.fr)).

## **6. PROVISIONS RELATING TO ATTENDANCE AND EXAMINATIONS**

### **6.1 Principle**

All learners enrolled at IFH are subject to a mandatory attendance requirement for:

- In-person teaching,
- Distance learning,
- Teaching involving digital tools,

- Professional situations (internships, etc.),
- Personalized training pathways (continuing education, etc.),
- Specific arrangements (adjustments to studies, exemption from attendance, etc.).

In the event of non-compliance with these academic and attendance requirements, the learner must justify their absence to the IFH Academic Office.

Proof of absence must be submitted to the Academic Office no later than 3 days from the first day of absence.

Legal guardians of minor students (at the time of online registration) may consult absences via the student portal.

Any unjustified and/or repeated absence may result in academic and/or disciplinary sanctions.

## **6.2 Absence and Lateness Policy**

- **Lateness exceeding 5 minutes:** access to the class is denied and the student must join the next session. The missed hour will be recorded as an absence.
- **From 3 instances of lateness:** the student receives a warning.

### **Absence Rates and Thresholds**

- **Level 1: from 16 hours of absence**  
→ The student receives an alert.
- **Level 2: from 10% absence (~50 hours/year)**  
→ The student receives a written warning recorded in their file.
- **Level 3: from 15% absence (~70 hours/year)**  
→ The student is summoned before a Disciplinary Board, which may issue a disciplinary decision.
- **Level 4: from 20% absence (~95 hours/year)**  
→ The administration reserves the right not to allow the student to sit the examinations  
→ This threshold includes all absences of the apprentice (justified and unjustified).

### **Disciplinary Boards**

A student who accumulates 3 warnings is summoned before a Disciplinary Board, which may result in temporary or permanent exclusion.

## **6.3 Acceptable Grounds for Absence (Initial Training Learners)**

Acceptable grounds for absence (courses, presentations, events, seminars, etc.):

- Illness/hospitalization: medical certificate dated on the day of absence specifying the duration of absence and inability to attend classes,
- Bereavement (close family): death certificate must be provided,
- Public transport disruption excluding strikes (delay, accident): proof from the transport operator must be provided,
- Mandatory official summons where the date cannot be chosen: driving test, Defence and Citizenship Day, court, police, preventive medicine,
- IFH promotion (fairs), subject to validation by the Academic Office,
- Medical appointment: proof of appointment must be provided,
- Job interview: presentation of the invitation.

Any special case will be subject to a meeting with the program Academic Director.

## **6.4 Rules Applicable in Case of Absence During Assessments**

### **Absence from Continuous Assessment (during class or mid-term exam)**

If a student is absent:

- Unjustified: the student receives a grade of 0/20,

- Justified: the weighting is transferred to the final exam or, failing that, to other continuous assessment methods.

### **Absence from Final Exams**

Supporting documents must be submitted within 72 hours for initial training learners,

Only the following grounds are accepted:

- Illness: medical certificate dated on the day of absence specifying duration and inability to travel,
- Public transport disruption excluding strikes: proof required,
- Bereavement (family or close relation): death certificate required.

If a learner is absent from an exam:

- Unjustified: grade of 0/20,
- Justified: no grade awarded; the learner must sit the resit session with no possibility of further resit.

These rules also apply to remote examinations.

## **7. EXAM REGULATIONS**

### **7.1 Principle**

All students must sit the final examination for a subject even if they have obtained continuous assessment results allowing them to pass it. If they do not attend, the associated credits or points will not be awarded and they will be required to take the resit examination.

Assessment methods (number of assessments, duration of the final examination) are specified in the course syllabus and cannot be contested. Except in exceptional cases, these methods cannot be modified during the semester.

In the event of any change, additional information will be provided by email to the school email address in the days preceding the examination.

Progression to the next academic year is based on obtaining an average grade within each pillar (teaching unit / block).

An average grade is calculated based on the different subjects composing each pillar. In the event of unjustified absence, the grade awarded will be 0. In case of non-validation of a pillar, a resit examination may be organized.

The conditions for obtaining each qualification are specified in the program fact sheets.

### **7.2 Exam Procedures**

#### **Beginning of the examination:**

Each student must arrive 15 minutes before the start of the examination with their student card or an identity document. All learners must be identifiable. Failing this, they must report to the Academic Office 30 minutes before the start of the examination. Late students will not be allowed to sit the exam. Students who have not regularized their financial situation with IFH may not be allowed to sit the exam.

Connected devices must be switched off and stored in bags (mobile phones, laptops, tablets, smartwatches, etc.). Failure to comply with this rule will be considered an attempt at fraud. Bags and coats must be placed in a designated area of the examination room specified by invigilators. The use of earplugs to isolate oneself from noise is permitted. However, the use of headphones is prohibited.

Except for plastic water bottles, food and beverages are prohibited. Students must sit in the seat assigned by the invigilator.

The invigilator will indicate when students are allowed to view their exam paper, marking the start of the examination.

#### **During the examination:**

Silence is mandatory; no communication is permitted between students.

Leaving the room is only permitted when the examination duration exceeds two hours. Only one supervised exit of 5 minutes per student will be allowed.

#### **End of the examination:**

Leaving the room is only permitted after half of the examination time has elapsed.

When the invigilator announces the end of the examination, students must stop writing immediately and wait for instructions on how to submit their paper. The invigilator may refuse to accept a paper if the student continues writing after the end has been announced.

Students must sign the attendance sheet when submitting their paper to confirm submission (if a student submits a blank paper, they must sign the attendance sheet, sign and date their paper, and write "I submit a blank paper").

An official report will be drawn up by the invigilator. All exits (including restroom breaks), fraud, attempted fraud, and incidents will be recorded. In the event of an incident, the student must sign the report.

### **Authorized materials:**

Students may only have the materials necessary to complete the exam (no pencil cases, no glasses cases).

Colored draft paper, anonymous exam copies, or optical reading sheets are provided. These are the only authorized materials. Draft paper must never be submitted with the exam copy. If it is, it will not be corrected. Laptops and electronic dictionaries are prohibited unless otherwise indicated by the invigilator.

**Use of calculators:** When authorized, all pocket calculators are permitted, including programmable, alphanumeric, or graphing calculators, provided they operate autonomously and do not use a printer.

**Use of dictionaries:** For international students who have followed the course in French (excluding FLE), they may use their own dictionary: French monolingual or bilingual French/English or French/native language (paper format only, one per student, no sharing, no annotations allowed).

**Accounting reference documents:** When authorized, the document must not contain any annotations. The invigilator may confiscate it if it contains annotations.

### **7.3 Marking, Results and Appeal Procedure**

Anonymous copies are shuffled when there are multiple examiners.

Each examiner must justify the grade awarded and provide feedback to the student. Examiners have 10 working days to correct the copies.

In the event of discrepancies between examiners or exceptional circumstances, the academic management and the program's lead professor may jointly harmonize grades.

Results and copies are available on the IFH student portal.

#### **Procedure in case of appeal following publication of a grade:**

- Only appeals based on objective and factual elements (miscalculation of points, missing correction of a section, missing page) are accepted.
- Appeals must be submitted within a maximum of one week after the publication of results and must be sent to: **scolarite@ifh-paris.com**, which will coordinate any potential grade modification in agreement with the course coordinator and inform the academic supervisor.
- The grade may be revised downward following this new review.

Under no circumstances should a professor be contacted directly. Doing so will result in the appeal being definitively invalidated.

## **8. STUDENT ASSOCIATIONS AND REPRESENTATION**

As part of personal development, IFH encourages and facilitates student association activities of any kind, provided they have a lawful purpose. The department responsible for association activities is the "Student Life" service.

### **8.1 Participation in Student Life**

Several student associations offer activities to IFH learners. Participation in these activities is encouraged as long as it does not interfere with academic activities, which are the primary reason for learners' presence at IFH, nor with the image of IFH or respect for others.

In general, any participation or involvement of IFH students in student associations (leader/member/participant, etc.) must be carried out in compliance with these regulations and the Student Life Charter annexed to these regulations.

The school only recognizes and approves associations that have signed the Student Life Charter.

## **8.2 Representation within Programs**

Student unions (BDE) are elected each year by learners from the various programs. The BDE acts as the interface between students and the school. It is the primary point of contact for student associations within the institution.

The objective is to provide students with a clearly identified place where they can find all useful information to carry out their association projects, whether in cultural, sports, or social fields.

It acts in the general interest of the learners it represents and of the school, ensuring compliance with these regulations and the Student Life Charter.

## **8.3 Image Rights and Communication**

As part of its educational, event-related, and promotional activities, IFH may capture and distribute images (photos or videos) featuring its teachers and learners.

### **Consent to the Use of Image**

By accepting these internal regulations when signing the admission file, the learner authorizes IFH to use their image for educational, institutional, or promotional purposes. This use may include, but is not limited to, IFH websites, social media, brochures, posters, videos, or other communication materials.

### **Withdrawal of Consent**

The learner – or their legal representative if they are a minor – may withdraw their consent at any time, in writing, by submitting a justified request to the head of the training site. This withdrawal has no retroactive effect: it applies only to materials produced or distributed after receipt of the request.

### **Respectful Use**

Images may only be used in contexts that respect the dignity, decency, and integrity of the learner. Any use contrary to these principles is prohibited.

### **Intellectual Property**

Images and videos captured by or for IFH remain the property of the institution. Any use by a third party is subject to prior authorization from IFH.

### **Right of Rectification or Removal**

The learner, or their legal representative, may request the deletion or correction of any image representing them in the event of inappropriate, erroneous, or harmful use.

## **9. BREACHES OF THE REGULATIONS/ SANCTIONS AND DISCIPLINARY PROCEDURES**

Any staff member (teacher, administrative or academic staff) who has reasonable grounds to believe that a learner is not complying with these internal regulations is authorized to:

- Require the learner to modify their behavior,
- Implement the necessary steps to clarify the situation.

The Academic Director, informed of behavior contrary to the internal regulations and their appendices, may refer the matter to the Disciplinary Board:

- When the misconduct presents a certain degree of seriousness,
- Or in the event of a proven recurrence following at least one written warning,
- Or for misconduct committed on campus or outside the academic scope of a program and affecting the institution in terms of property, individuals, or image.

The Academic Department is responsible for sending summons, preparing the case file, and organizing the Disciplinary Board, where applicable.

A student who accumulates three warnings will be summoned before the Disciplinary Board.

### **9.1 Role and Composition of the Disciplinary Board**

The school's Disciplinary Board is competent to sanction students enrolled in one of the school's programs, with the exception of continuing education trainees (see Part 2). It is composed of the IFH Director or their representative, the Academic Director, and the Operations Manager.

The IFH Disciplinary Board ensures in particular the maintenance of a productive and harmonious community life and the respect of the commitments made by each learner in the spirit of these regulations.

The General Director of IFH or their representative is the Chair of the Disciplinary Board. They appoint the secretary at the beginning of the session.

In the event that one of the members is represented, the representative must be duly authorized in writing. In the event of a tie, the Chair has the casting vote.

Any person likely to provide information useful to the deliberations may attend the sessions without advisory opinion or voting rights.

## **9.2 Referral to the Disciplinary Board**

Referral is based on a documented file, including at minimum:

- A written report established by the person who observed the facts, describing their materiality and circumstances, and, where applicable, indicating the names of witnesses and/or victims,
- Any material evidence attached to the report to establish the facts: photos, videos, statements, written records, correspondence (in any form), etc.

## **9.3 Procedure and Functioning of the Disciplinary Board**

The procedure before the Disciplinary Board is individual, resulting in an individual decision and an individual report, except in the case of a collective matter.

After the file has been prepared, the program management is responsible for informing the learner concerned both in writing and orally and for communicating in writing the allegations made against them. The learner will then be summoned by registered letter with acknowledgment of receipt at least two weeks before the date of the Disciplinary Board.

No allegation may be presented during the session without having been previously communicated in writing in the summons letter.

The learner must be able to present their defense and be assisted by any person of their choice having a direct link with the IFH academic community (teachers or students), who will be heard by the Disciplinary Board. The learner and their representative will have access to the file for consultation only, no later than 3 days before the session and by appointment. No copies may be made.

The Disciplinary Board issues its decision in writing within 2 weeks following the learner's appearance and communicates it by registered letter with acknowledgment of receipt or against signature.

The sanction takes effect from the date of notification (upon first presentation of the registered letter).

Decisions of the Disciplinary Board are immediately enforceable unless the board decides to suspend the sanction in the event of an appeal, as specified in the notification.

At the end of the session, the Chair informs the learner orally of the appeal procedures and deadlines and specifies that the decision will be notified in writing within 2 weeks.

## **9.4 Sanctions within the Competence of Disciplinary Board**

Depending on the seriousness of the misconduct, the Disciplinary Board may impose:

- A warning (with or without entry in the file),
- A reprimand (with or without entry in the file),
- Temporary exclusion from the school,
- Permanent exclusion,

- In cases of plagiarism or exam fraud, an academic sanction (assignment of a grade of 0 to the relevant assessment or to the entire subject or credit) and a disciplinary sanction,
- Completion of personal work.

Any sanction may be supplemented by:

- A preventive or educational assignment (e.g., preparation of a presentation),
- Community service carried out on a voluntary basis within an association designated by IFH, with a formal agreement,
- A compensatory measure related to damage caused (restoration or repair).

### **9.5 Sanctions within the Competence of General Management**

The following sanctions fall under the authority of the General Director:

- Warning (with or without entry in the file),
- Reprimand (with or without entry in the file),
- Interim measures.

Sanctions imposed by the General Management are not subject to appeal.

### **9.6 Publication of Sanctions**

Sanctions will be published anonymously by display on the IFH campus.

### **9.7 Review of the Case – Appeal Period**

Within 15 days following the first presentation of the decision by registered letter with acknowledgment of receipt, the learner may request, by written letter addressed to the General Director of IFH, a new meeting of the Disciplinary Board for reconsideration of their case.

In this case, two program managers (or their representatives), with voting rights, will join the Disciplinary Board to re-examine the case.

The decision taken at this new meeting will be communicated by registered letter with acknowledgment of receipt and will be final.

Once the appeal period has expired, the decision of the Disciplinary Board becomes final.

### **9.8 Admission procedure through recognition of prior professional experience**

The Institut Français de l'Hôtellerie (IFH) implements, for certain programs that do not require mandatory academic prerequisites, a special admission procedure called "Internal Recognition of Prior Professional Experience" (internal VAP).

This procedure allows, on an exceptional basis, candidates who do not hold the normally required diploma for admission, but who can demonstrate relevant professional, personal, or associative experience, to access the targeted program.

This procedure applies exclusively to programs for which access is not conditioned by a level of qualification imposed by regulation or certifying authority.

Internal VAP does not constitute an exemption from modules, an equivalence of diploma, or recognition of prior learning in the sense of VAE. It only allows admission to the preparatory program.

The process includes:

- Review of an application file (CV, cover letter, supporting documents),
- A positioning and orientation interview,
- An additional interview may be organized at the initiative of the committee if deemed necessary,
- A decision taken by an academic committee, formalized and justified.

All decisions are notified in writing and archived. IFH guarantees fairness, traceability, and rigor in this procedure within its admission and quality policy.

### **9.9 Internal VP Committee**

As part of its policy of openness and recognition of professional experience, IFH has established an Internal VAP Academic Committee responsible for reviewing applications for exceptional admission to certain programs.

This procedure applies exclusively to programs without formal regulatory prerequisites and where admission may be based on a professional or personal background consistent with the objectives of the program.

The Internal VAP Committee is convened by the academic management. It examines applications, evaluates the relevance of the candidate's experience in relation to the targeted skills, and issues a reasoned decision.

It is composed of:

- The Academic Director or their representative, Chair of the Committee,
- The program lead professor,
- A trainer or expert in the relevant field (optional),
- A representative from the admissions department,
- An external professional (optional).

The committee may, if necessary, interview the candidate.

It rules on admission according to three possible outcomes:

- Direct admission,
- Conditional admission subject to completion of additional modules,
- Rejection with justification.

Decisions are formalized in signed minutes, transmitted to the academic management, and stored in the candidate's academic file.

The committee ensures fairness, rigor in evaluation criteria, and respect for confidentiality principles.

### **Student Signature**

**Appendices:**

- Grooming Charter
- Diversity Charter