

## **GENERAL TERMS AND CONDITIONS**

### **Summer Short Programs 2022**

The Summer Short programs, INNOV@INSA and Energ'INSA are offered by Institut National des Sciences Appliquées de Lyon. These terms and conditions apply to all services and provisions associated with the Institut National des Sciences Appliquées de Lyon's Short Term Programs. The terms and conditions of any and all customers and suppliers are hereby voided and have no validity.

Program Dates : INNOV@INSA from May 18 to June 15, Energ'INSA from June 27 to July 15

#### ***1. Application process***

In order to participate in a Summer short program, you can send your application directly to INSA Lyon through the link available on the program's webpage. You should also contact the short programs coordinator in your university to inform him/her of your intention to participate. He/She will tell you if we have an exchange agreement from which you can benefit.

INSA Lyon will approve or refuse your application within a week after closing date. INSA Lyon will inform you individually regarding the approval.

**Application deadlines are **March 25<sup>th</sup> 2022** for INNOV@INSA and **April 22, 2022** for Energ'INSA**

Required documents to apply :

- **Cover letter** : express your motivations and your commitment to attend the online program ; This program is meant to be interactive and relies on your active participation, so tell us about yourself, your ambitions (personal and/or professional), extra-curricular activities, and we welcome intriguing anecdotes ! Max 1 page long.
- **Resume** : 1 page + professional and academic course + level of English + basic knowledge of Computer programming (for the track on IoT) + photograph is optional + extra-curricular
- **Copy of your passport (ID for Schengen Area )** : Make sure it is valid for the duration of your stay
- **Registration form** – link (MoveOn) on the program webpage.

After receiving INSA Lyon's approval, you will need to return the following documents completed and signed. They will be sent to you following the approval :

- IT Charter
- Rules and Regulations
- Letter of Commitment
- Authorization for photographs and publications

The application is considered as complete when all documents have been received.

Registration becomes legally binding when payment is made (in full by wire transfer only). The participant thereby accepts the payment conditions outlined below.

All fees must be paid in full no later than **April 15 , 2022 for INNOV@INSA, and May 13, 2022 for Energ'INSA**. If not, the registration will be cancelled and the place may be given to another participant. All fees listed are applicable to each participant on an individual basis.

It is mandatory for each participant to a summer short program on site, to subscribe to Health, Travel, and Repatriation Insurance for the duration of the program. The Short Programs standard fees comprise no insurance of any kind. Each participant is personally responsible for insuring themselves appropriately (regarding health, accident, personal liability, etc.)

## ***2. Methods and conditions of payment***

In order to organize the short program, INSA Lyon has to know the number of participants in advance. Your participation to the short program will only be confirmed once INSA Lyon will have received your payment.

Your payment has to be received on **April 15 / May 13** (INNOV@INSA/Energ'INSA) **at the latest**. If the payment has not been received on April 16 / May 14, 2022, it will be considered as a cancellation. The financial contract (entitled "Letter of Commitment") must be signed by the participant in order to receive the invoice and to proceed to the payment.

## ***3. Copyright***

The Institut National des Sciences Appliquées de Lyon and our instructors retain full copyright regarding all materials distributed among participants. No materials or contents thereof may be copied, sold, or used by third parties without explicit prior approval by the Institut National des Sciences Appliquées de Lyon and/or the individual instructor. Each participant receives all documentation and materials for personal use only and must not be shared.

## ***4. Cancellation/Refunds/Changes***

- In case of cancellation 4 weeks before the start of the program (until April 19 for Innov@Insa / May 30 for Energ'INSA), INSA Lyon will apply a 90% refund.
- In case of cancellation less than 28 days before the start of the program (from April 20 / May 31st), there will be no refund (except in case of force majeure\*, in which case the refund will be of 90%).
- No refund can be offered after the program has started.

INSA Lyon reserves the right to cancel courses that contain fewer than 10 participants two or more weeks prior to the start of the program. Should such cancellation be necessary, the affected participants will be notified and informed about available alternatives. If no satisfactory solution can be found, the participant involved may cancel personal participation in the program free-of-charge and receive a full refund of all fees paid up until that point.

## **5. Credits**

The INNOV@INSA short program offers 12 ECTS Credits (which is equal to 6 US Credits).

The Energ'INSA short program offers 4 ECTS credits

## **6. Dorms and check-in & check-out conditions**

Check-In - Students will settle into their rooms upon their arrival

- INNOV@INSA : Arrival on Tuesday, May 17, 2022
- Energ'INSA : Arrival on Friday, June 24, 2022

Students will be responsible for any damaged furniture and are responsible for keeping their rooms tidy. All damages to property, equipment and rooms will be charged to the students. The amount will be determined according to INSA Lyon rules.

Check-out

The day of departure, students must leave their room tidy and clean as they found it at their arrival. In case of non-respect of these rules, students will be charged of €100.

Keys loss will be charged €280 to the students.

Rooms' check-out will be **before 3pm** on :

- June 15 for INNOV@INSA
- July 15 for Energ'INSA

## **7. Attendance**

Daily attendance is required during the courses. Students need a valid reason to not attend courses, and must inform the coordinator as soon as possible.

Any student who misses courses without a valid reason will be sanctioned.

In case of more than 2 non-valid reasons, students will lose 20% of their final grade.

Students must study during courses and at home.

## **8. \*Force majeure**

In case of cancellation of the Summer Short program due to events beyond our control (such as extreme weather or national emergencies); INSA Lyon will refund participants.

## **9. Privacy policy**

Each participant agrees to the storage and use of personal data for the fulfilment of the agreement of participation within the framework of the legal provisions of the French Data Protection Act (Loi Informatique et Libertés). Participants' personal data is not made available to third parties.

## **10. Place of jurisdiction**

The laws of France shall apply to these terms and conditions, and the parties agree to Lyon (France) as the place of jurisdiction.

### 11. ***Exceptional measures related to the Covid 19 pandemic***

The current sanitary situation induced by the COVID 19 epidemic obligates us to implement exceptional measures in addition to our rules and regulations. We will assess the situation on April 1st, and give you details regarding protocols and safety measures that will apply during your stay at INSA Lyon. The updated information will be available on the program website.

Depending on the country you are travelling from, different regulations might apply.

#### **The refund policies stipulated in section 4 of this document apply :**

In case of a cancellation on behalf of L'Institut des Sciences Appliquées de Lyon related to the COVID situation (lockdown, closing of universities...), INSA Lyon will provide students with a complete refund of all costs regarding the INNOV@INSA program (Tuition fees, activities, accommodation, catering).

The health conditions due to COVID in France and all around the world are subject to sudden changes, and INSA Lyon is aware of the difficulty to make travelling plans in the ongoing and uncertain situation.

Nevertheless, INSA Lyon cannot take financial responsibility for other countries regulations regarding borders and travelling policies. INSA Lyon will ensure the students' welfare when landing on French soil to attend the program but Students must be informed and aware of their home countries' policies by their own means.

Full Name :

Date :

Participant Signature :