**GENERAL TERMS AND CONDITIONS**

**ONLINE SPRING SCHOOL**

The Online Spring School is offered by the National Institute of Science and Technology, INSA Lyon. These terms and conditions apply to all services and provisions associated with the INSA Lyon's Short Term Programs. The terms and conditions of any and all customers and suppliers are hereby voided and have no validity.

1. ***Application process***

In order to participate in the Online 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.

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 January 1st for the Online Spring School.**

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**
* **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 **January 22th, 2023**. 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.

1. ***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 **January 22th, 2023**. If the payment has not been received by this date, it will be considered as a cancellation. A financial contract (entitled “Letter of Commitment”) must be signed by the participant in order to receive the invoice and to proceed to the payment.

Beware, some banks apply additional fees in the case of international wire transfers. It is the student’s responsibility to be aware of the conditions and make sure INSA Lyon receives the payment in full.

The full cost for attending the program is 450€ per student.

1. ***Copyright***

INSA Lyon and its instructors retain full copyright regarding all materials distributed among participants. No materials nor contents thereof may be copied, sold, or used by third parties without explicit prior approval by the INSA Lyon and/or the individual instructor. Each participant receives all documentation and materials for personal use only and must not share it outside the program.

1. ***Cancellation/Refunds/Changes***

Due to the fact that the program is held online and also due to proximity between the deadline for payment and the start of the programs,

* In case of cancellation within 10 days before the programs starts, there will be no refund.
* In case of cancellation more than 11 days before the program starts, there will be a refund of 50% of the expenses incurred.
* 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.

1. ***Credits***

The short program offers 2 ECTS (subject to the student’s successful evaluations)

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| --- | --- | --- |
| Country | ECTS | Equivalence |
| Australia | 0.75 ECTS | 1 Australian credit |
| China | 2 ECTS | 1 Chinese credit |
| South Korea | 2 ECTS | 1 Korean credit |
| Japan | 2 ECTS | 1 Jap credit |
| Singapore | 1 ECTS | 0.8 Sing. credit (Modular Credit) |
| Hong-Kong | 2 ECTS | 1 HK credit |
| United-States | 2 ECTS | 1 US credit |
| Canada | 2 ECTS | 1 Canadian Credit |

1. ***Attendance***

The Online Short programs at INSA Lyon are meant to offer a real human and International experience in order to gain specific intercultural skills. Daily attendance is therefore required during the courses as instructed on the program schedule (the time slot for the courses is specified on the program webpage, make sure it corresponds to your time zone). Students need a valid reason to not attend courses and must inform the short programs’ 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, and may not be awarded the academic credits.

Students must study during courses and at home.

1. ***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.

Each participant commits to signing the publication/picture authorization form.

1. ***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.

*(Electronic signatures are accepted)*

Full name of participant :

Date :

Signature :